

FISCAL PROCEDURES FOR CLASS ROOM TRAINING (COT) BILLING AND REIMBURSEMENT

BACK GROUND:-

Effective July 1, 2011, Full Employment Council (FEC) will directly reimburse training providers for class room occupational training (COT) payments, [with the exception of Dislocated Worker Statewide funds](#). FEC will no longer use the Department of Elementary and Secondary Education (DESE) for COT training billing and reimbursement. All training providers are required to be approved by DESE to provide the training services and DESE will continue to maintain the list of approved training services providers on the Missouri Education and Career Hotlink. The Missouri Education and Career Hotlink include the list of approved educational Training Providers offering postsecondary education (2- and 4-year public and private schools, technical/professional schools, and private proprietary schools).

A. APPROVED ITAs TO TRAINING PROVIDERS

- [Prior to enrollment of the participant, the training provider will receive the FEC-ITA \(See ATTACHMENT 1\) from FEC Fiscal Department authorizing approval of funding.](#)
- Fiscal will initial the bottom right corner of the ITA before submitting it to training providers.
- A unique Record # will be assigned to each participant by Fiscal. The record # of the participant serves as an Identification # that will be used by the training providers for billing.

B. TRAINING PROVIDERS BILLING:

[I- It is the responsibility of the training provider to maintain updated program/course information on the Missouri Education and Career Hotlink](#)

II- Tuition Charges, Reimbursements and Allowable Costs:

- A. **Tuition Charges and Reimbursements:** [Standard tuition rates for a course\(s\) as established by the training provider and provided on the Missouri Education and Career Hotlink will be the basis for calculating reimbursement payments for an individual training account. Charges for training cannot be more than that charged to the general public.](#)

1. The instructional periods of the Training Provider (quarters, terms or semesters) shall determine the tuition payment schedule. However, the following exceptions shall apply:

- a. Any instructional period that is twenty (20) weeks but no more than thirty-nine (39) weeks will be divided into a minimum of two (2) equal instructional periods;
- b. Any instructional period that is forty(40) weeks but no more than fifty-nine (59) weeks will be divided into three (3) equal instructional periods;
- c. Courses with instructional periods that are sixty (60) weeks or more will be divided into additional segments of twenty (20) weeks; and
- d. Licensed practical nursing, surgical technology, respiratory therapy, dental technology, emergency medical technician, paramedic and radiology programs are exempt from the provisions of II.A.1.a-c. Training Providers offering these approved programs should request reimbursement based on the same method used to request reimbursement from the general public.

B. Title IV funds and WIA funds must be coordinated: - The training providers agree that its financial aid officer must provide the FEC with information concerning the amounts and disposition of HEA Title IV Awards and other types of financial aid to each participant served.

C. If the training provider receives funds from different sources such as Pell grant and other financial assistance for the same student, the training provider shall apply funding from other sources prior to FEC's funding.

D. When a training provider submits a Job Training Individual Training Account form, indicating that the costs to be paid for a student are something other than what the program/course actually costs, as indicated on the DESE website, FEC will authorize the costs the referring office submits as long as it is the same or less than what the program/course costs, as indicated on DESE website. If the training provider submits a FEC-ITA indicating that the costs to be paid are higher than what the program/course actually costs, as indicated on DESE website, FEC will not authorize the higher costs for tuition or fees.

However, for supplies FEC will authorize the higher costs since the training provider must document these costs when submitting the billing; however the amount must be approved prior to the participant receiving the indicated supplies.

III. Billings

A. For each instructional period, billings may be submitted upon the first day of class, provided the student was in attendance. Bills should be submitted by the last

working day of the month or the thirtieth day of the month (whichever comes first) in order for those bills to be processed and paid the following month. For billing purposes, the Training Provider must use the billing form provided by FEC (See [ATTACHMENT 2. FEC Individual Training Account Billing Form](#)) and submit with documentation of expenses attached (See [ATTACHMENT 4. FEC Monthly Progress and Attendance Report](#)).

1. For billing purposes, the student must be attending the program before submitting an invoice to FEC.
2. A training Provider may not bill twice for the same course.
3. FEC is to be billed at the lowest rate available.

4. The billing has to be according to the budget line Item approved.

B. Payment for training services is dependent upon the receipt of funds by FEC from the awarding party or funding source.

C. When submitting billing documents to FEC, the following must be adhered to:

[The training provider must provide the Fiscal Participant Record number provided on the FEC-ITA form](#)

The school may only bill for actual costs incurred. Documentation is required for all expenses. There must be documentation for all tuition, fees, and supply costs being billed. If the documentation does not support the costs being billed, payment will be withheld until appropriate documentation is submitted.

1. Payment for books, tools and other supply costs must be documented. Such documentation must be forwarded to [FEC with the appropriate billing form](#). [An itemized list of supplies or receipts must be attached to the FEC-ITA Billing Form when submitting to FEC](#). All supply costs must be reasonable and it must be an item that is required to complete the class. For example, a watch with a second hand would be an acceptable supply cost for a student enrolled in a Registered Nurse program. A book bag would not be an acceptable supply cost for any program; it is not a necessity or a requirement of a class. [FEC](#) may, at its option, correct billings to comply with this policy.
2. Billings submitted incorrectly will either be corrected by [FEC](#) staff or returned to the training Provider for correction. Billings corrected and changed by [FEC](#) staff may be done so without prior training provider approval.
3. Changes when they occur will be consistent with the most recent individual training account to facilitate prompt payment. Corrections to billings will be

reflected on the payment printout included with the monthly payment. Corrections, when required, may delay payment by one month.

D. Payment may be withheld, [may be revoked or suspended by](#) FEC for inaccurate or fraudulent documentation.

E. In the case of student termination, (defined as the last day of attendance) the refund policy of the Training Provider shall be applied. Should a refund be required, this refund should be sent to our Administrative Office (Full Employment Council, 1740 Paseo Blvd, Kansas City, MO, 64108), or FEC may, at its option, withhold an equal amount from future reimbursements.

1. The instructional period in which the student terminated will be the basis for determining the refund. The refund policy will be applied to the payment made for the last instructional period attended. Payments will not be made for subsequent instructional periods.

F. Equipment, books, tools and supplies paid with Job Training funds are the property of the student to whom they were issued.

[Mail the completed FEC forms and supporting documentation to FEC at:](#)

[Attention : Fiscal Department
Full Employment Council
1740 Paseo Blvd.
Kansas City, MO 64108](#)

[Or](#)

[Fax the completed FEC form and supporting documentation to FEC at:](#)

[471-3828 - ATTENTION FISCAL DEPARTMENT](#)

III. Reports and Record Keeping

A. [Training Providers must complete a FEC ITA Termination Report \(See ATTACHMENT 3\) for any participant that receives funding from FEC. This form must be completed 30 days following a participant's last day of attendance \(either from completion of program, termination from program, or drop date from program\).](#)

B. The training Providers must maintain participant records pertaining to the program for a period of **three (3)** years from the end of each fiscal year.

C. WIA participant records that should be maintained are:

1. ATTACHMENT 1. [FEC-ITA Individual Training/Referral Account](#)
2. [ATTACHMENT 2. Individual Training Account Billing Form](#)
3. [ATTACHMENT 3. FEC ITA Participant Termination Report](#)
4. [ATTACHMENT 4. FEC Monthly Progress and Attendance Report \(i.e. time cards, class records, etc.\) which support the reimbursement method which is utilized.](#)
5. Source documentation for supplies and tools which are reimbursed.
6. Other relevant documents to the payments.

[C. Documentation must be maintained on all students that support the data submitted to FEC to meet the requirements of Section III and V of the Workforce Investment Act Training Provider Certification](#)

QUESTIONS: If you have any questions, please contact Jared Girma, [816-471-2330](tel:816-471-2330) Ext. 310, Tirhas Kidane, [816-471-2330](tel:816-471-2330) Ext. 258, or Franciena King, [816-471-2330](tel:816-471-2330) Ext. 291.