Credentials Program Training Webinar

September 30, 2024
October 3, 2024

Agenda

- Introductions
- Timeline
- Funding Sources Update
- Program Guidelines
- Reconciling Fiscal Years
- Total Reimbursement Amount Calculations
- Submission Process
- Eligible Costs
- Eligible Learners
- Financial Need
- Resources Page
- Reimbursement Template

Timeline

10/3   [Training Webinar](#) **10-11am**

10/9   **Credential [Help Desk](#) 12-1pm**

10/14   **Credential [Help Desk](#) 11am-12pm**

10/16   **Credential Closes (EOD)**

10/24   **Credential Submission Confirmation Sent**

11/5   **Data and Finance Committee Approves**

11/13   **Approval of reimbursements at PDF board meeting**

11/15   **Reimbursements distributed via ACH: Payments hit bank accounts within two business days**

**11/16**   **Reimbursement Summaries and Feedback Survey Sent**

Funding Sources

PDF will not restrict the original funding sources SOs include in their reimbursement, with the exception of per-pupil funding received from state and local sources.

Resources Page

Your go-to resource for the Credentials Program
- Program Guidelines
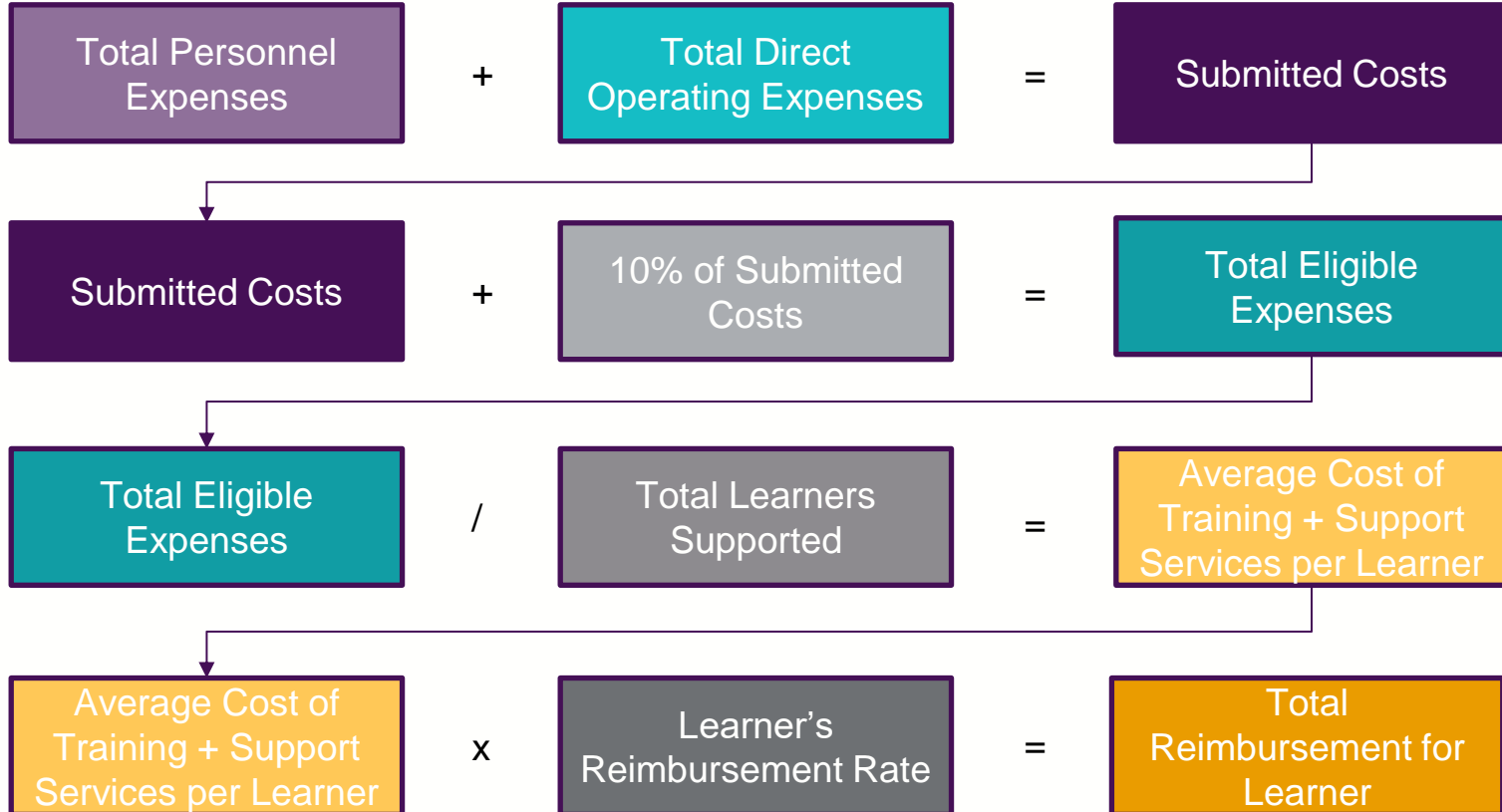- Reimbursement Template
- Financial Need Resources

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Credentials Program Guidelines

Fall 2024
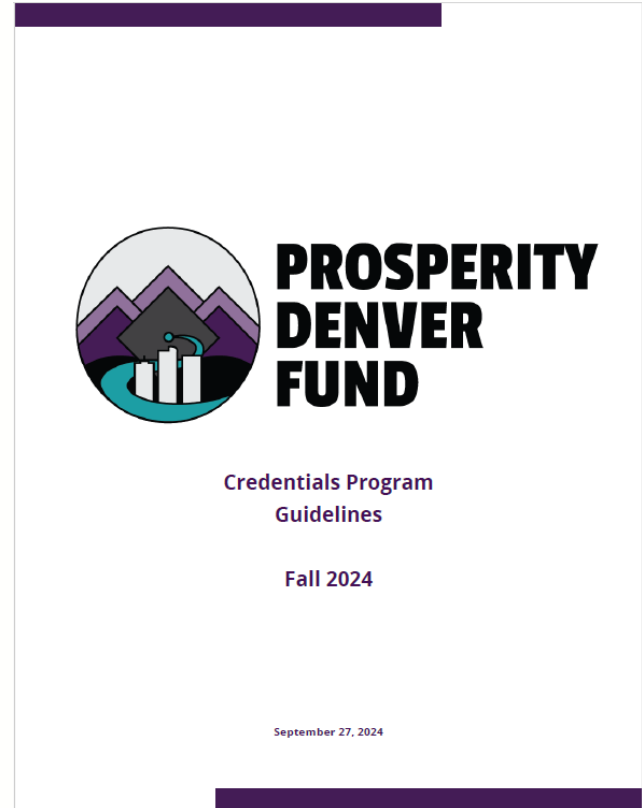
September 27, 2024

Reconciling Fiscal Years

Fall 2024| Spring 2025

Reimbursement Period	Corresponding Fiscal Years	
2023-2024	Academic Year	August 2023 – July 2024
	State Fiscal Year	July 2023 – June 2024
	Federal Fiscal Year	October 2023 – September 2024
	Calendar Year	January 2023 – December 2023

Total Reimbursement Amount Calculations

Total Personnel Expenses	+	Total Direct Operating Expenses	=	Submitted Costs
Submitted Costs	+	10% of Submitted Costs	=	Total Eligible Expenses
Total Eligible Expenses	/	Total Learners Supported	=	Average Cost of Training + Support Services per Learner
Average Cost of Training + Support Services per Learner	x	Learner's Reimbursement Rate	=	Total Reimbursement for Learner

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Submission Process Reminders

- Training Pathway Validation
  - Training pathways that have not been submitted for validation are not eligible for reimbursement
  - We are working with CEEMI to determine reimbursement tiers and specific rates
- Industry-recognized Credentials
  - Must work with CEEMI to determine Reimbursement Tier
- All requests for reimbursement must be reviewed and confirmed by a second staff member at the Supported Organization before being submitted to PDF.
- SOs are required to maintain for six years all records used to verify learners' eligibility and support costs submissions in case of an audit.

Submission & Review Process

- Submit student and program data via email to help@prosperitydenverfund.org
- Prior to distributing any funds, SOs will review their finalized submission from on our Portal under the Documents section

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Scholars   Reimbursements   Documents   Account

Dashboard

Scholars

Add, edit, or update the list of Scholars you work with and their eligibility data for PDF for reimbursement.

Scholars >

Reimbursements

Add, edit, or update the list of reimbursements that you are offering for this year.

Reimbursements >

Documents

View documents like contracts, reimbursement detail reports, and payment records.

Documents >

Eligible Costs

When in doubt about whether or not a cost is eligible, please refer to the guiding questions below:

- Does the expense relate directly back to the learner's training or a service they received while an active learner in your program?
- Does the expense increase training persistence and credential attainment?
- Does the service remove academic and/or non-academic barriers to training persistence and credential attainment?

Eligible Costs

Cost of Training (required for all learners)	Support Services (provided on an as-needed basis)	Indirect Costs (10% of combined cost of training & support services)
Tuition & Fees - Credentialing Exam Fees - Competition Fees - Instructor Wages (salary + fringe)	Education & Career Counseling	Facilities Rent
Room & Board - Required Off-site Training - Funding/Subsidies to Aid in Program Persistence (provided to all learners)	Support Staff Wages (salary + fringe)	Training of Staff (i.e. conferences, professional development, in-service, etc.)
Books & Supplies - Curriculum Materials - Learning Technology & Platforms - Labs/Clinicals Equipment & Supplies - Training Equipment	Emergency Funding/Subsidies to aid in program persistence (i.e. transportation, rent, groceries, etc.)	
	Technology not required for program (i.e. laptops)	
	Learner Networking Events	
	Mental Health Resources (for learners)	

Eligible Learners

1. Be a <u>Denver resident</u> and/or graduated from a Denver high school
2. Be <u>thirty (30) years of age or younger</u> as of the final scheduled class day of the academic year for which a reimbursement grant is requested
   - Learner must be born on or after August 1, 1993
3. Demonstrate a <u>financial need</u>
4. Achieves <u>Satisfactory Academic Progress</u>

Financial Need

Financial need as demonstrated during the process of applying for your training program.

Group A	Group B
Eligibility for any of the following public benefits: • Free and Reduced-Price Lunch • Temporary Assistance for Needy Families (TANF) Benefits • Supplemental Nutrition Assistance Program (SNAP) Benefits • Medicaid • Supplemental Security Income (SSI) or Disability Benefits • HUD Housing Choice (Section 8 Housing) Vouchers • Women, Infants, and Children (WIC) Benefits	
A household income that is too low to require Federal Income Tax Filing	
A total household annual income at or below 60% Area Median Income (AMI) for the calendar year in which their training began (AMI rates can be found below)	A total household annual income between 61-80% Area Median Income (AMI) for the calendar year in which their training began (AMI rates can be found below)
At or below Pell Grant limit	
EFC between 101-150% Pell Grant limit	EFC between 201-250% Pell Grant limit
EFC between 151-200% Pell Grant limit	

Reimbursement Template

- Round to the nearest dollar

- There are two options for how you can submit your personnel expenses:
  1. All staff support all your training pathways

     - Total of all personnel expenses will be divided by all your learners

  2. Staff support specific training pathways

     - Personnel expenses will be connected to their specific training pathway