

## Instructions for Completing the ITA Financial Commitment and Payment Form

This form is to be used by both the WIOA Sub-Recipient and the Financial Institution when creating an Individual Training Account (ITA) for any WIOA eligible student. Both the Financial Aid Officer (FAO) and Sub-Recipient staff must read and be familiar with all Parts of this form to ensure a seamless coordination of services for WIOA enrollees.

Funds cannot be obligated more than a semester at a time, unless a one-time per year commitment is being made. A new form must be completed each time a new obligation is made.

**Part A:** Is to be completed by the WIOA Sub-Recipient. Please fill in each of the designated boxes and forward to the Financial Aid Officer (FAO) to complete Part B. This form can be completed electronically and transmitted or completed and e-mailed to the FAO.

### Steps to starting the ITA process:

- \* Sub-Recipient staff need to ensure student has filled out the FASFA application
- \* Sub-Recipient staff need to ensure student has applied and enrolled into classes
- \* Sub-Recipient staff needs to obtain a copy of the student's class schedule
- \* Sub-Recipient staff needs to obtain information on the student's SAR (student aid report) from either the student or the FAO
- \* Sub-Recipient staff needs to obtain the student's Cost of Attendance (COA) by the student or by the FAO

**Part B:** Is to be completed by the **Financial Aid Officer (FAO)**. The Financial Aid Office at the post-secondary institution/training provider is to accurately determine the cost associated with attendance (COA) in a particular course of study, and is held responsible for any discrepancies in the calculations of the COA. It is the responsibility of the FAO to inform and contact the WIOA service provider of any revisions in the original calculations of the COA. For WIOA purposes, a student's Unmet Financial Need is equal to the Cost of Attendance (COA), minus Federal Pell Grant, minus financial aid from other sources (to include scholarships and other federal programs). The total amount of financial assistance a WIOA student may receive must not exceed the Unmet Financial Need. Student loans are not to be considered when determining Unmet Financial Need.

Below is a calculation of an ITA commitment:

	\$0.00	Cost of Attendance
(-) minus	\$0.00	Federal Pell Grant
(-) minus	\$0.00	Financial aid from other sources
Total	\$0.00	Unmet Financial Need

Please fill in each of the designated boxes and forward back to the WIOA sub-recipient. Please be sure to indicate all financial resources being awarded to the student in order for the WIOA staff to make a fair determination of the student's unmet needs. This section can be completed electronically and transmitted or completed and e-mailed back to the WIOA provider. Once the

WIOA sub-recipient completes Part C indicating the amount of WIOA funds being obligated, this form will be returned to the financial institution. Once the add/drop period has ended, the FAO is to submit an itemized billing to the WIOA sub-recipient who will review it against the obligation. IF there is a change in the original COA, it may be necessary for the WIOA sub-recipient to amend the amount obligated. The amount obligated becomes a commitment once the final costs and awards are determined. Once the ITA is forwarded to the fiscal, payments will be processed in a timely manner. At this time, the financial institution needs to make note in their system that this student will be receiving WIOA federal funds so that no late fees and/or penalties are assessed. Late fees and/or penalties are not allowed with WIOA funds.

**Pell (and/or verification) Pending:**

A WIOA participant may enroll in an WIOA-funded training program while their application for FASFA is pending as long as the WIOA service provider has made arrangements with the training institution and the WIOA participant regarding allocation of the Pell grant, if it is subsequently awarded. In that case, the training provider must reimburse WIOA funds used to underwrite the training for the amount the Pell grant covers. Reimbursement is not required from the portion of the Pell disbursed to the WIOA participant for educational - related expenses, only the portion provided for tuition (WIOA Law, Section 134(d)(4)(B).).

The FAO must inform the WIOA service provider of the amounts and disposition of any grants given to the WIOA participant after enrollment. There must be an assurance that funds will not be duplicated, and that WIOA funding is the last resort of funding.

**Attendance:**

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program, much the same as the Federal Student PELL grant. Class attendance is important. Once the institution becomes aware that a WIOA student has dropped or is no longer attending classes, please notify the appropriate WIOA sub-recipient so that funds can be re-obligated to other students in a timely manner.

**Part C:** Is to be completed by the WIOA Sub-recipient once Part B has been completed by the Financial Aid Officer/Training Provider.

**Checklist:**

- \* Review information in Part B in order to determine the students unmet financial need. (Refer to Part B for the steps in calculating the unmet financial need).
- \* The ITA commitment amount should not exceed the Unmet Financial need up to the max/program year approved by the WDB, unless a waiver has been granted by the WDB.
- \* Refer to Part B above when committing funds for a student whose Pell and/or verification is in the pending status.
- \* It is not necessary to complete the individual boxes for tuition, books and other costs if a lump sum amount is being committed. Simply complete the "Total WIOA funds being Committed (T, B, F)" and put a dash in the other boxes.
- \* Ensure training provider and program of study are WIOA approved through MOSCORES as well as locally by the WDB.
- \* Communicate with the FAO about any changes in the Cost of Attendance (COA) and/or any

changes in Pell or other grant funds.

- \* Communicate with the FAO to provide an assurance that WIOA and other funding sources will not be duplicated.
- \* If any Pell funds remain in the students account that was designated for educational-related expenses (not tuition) and is subsequently refunded to the student, any additional supportive services needs to be considered.
- \* Return this form back to the FAO once completed.

**Part D:** Is to be completed by the WIOA sub-recipient once they have received a final, itemized billing from the FAO. It is possible that the amount to be paid will differ from the amount obligated in Part C, particularly if Pell was in verification status or a student adds/drops classes. Please ensure this section is completed after the add/drop period. Please fill in each of the designated boxes. This form is to be forwarded to the sub-recipient's Fiscal for processing along with an itemized billing from the institution that reflects cost of attendance, any and all financial aid received. If bookstore charges are being covered through WIOA, an itemized listing of charges must also be accompanied. This section is to be signed by the authorized WIOA program director with verification that appropriate support documents are on file and have been verified for accuracy for monitoring purposes.

- \* Refer to the WDB's ITA Policy for further guidance on determining most in need and best uses for WIOA funding.

*Revised 7-1-2023*