

## Financial Assistance for Industry-Based Certification and Related Programs SCHEV Guidance Document

### A. Description

The provision enables funding for students demonstrating financial need and enrolled into an approved noncredit workforce training program leading to the attainment of an industry-based credential (IBC), pursuant to the 2015 Act of Appropriation, Chapter 665, §4-5.01 b. - Student Financial Assistance for Higher Education.

### B. Eligible Program

Eligible programs (or stand-alone noncredit courses), as identified by the Virginia public institution and approved by SCHEV, are those that lead to an industry-recognized credential or licensure or that otherwise demonstrably enhance the student's employability. In identifying an eligible program, the institution may 1) select multiple programs or a single program, 2) determine priority of the programs or 3) select only programs supporting local or state-wide high-demand occupations. Programs designed primarily for self-improvement or recreational purposes are ineligible.

### C. Student Eligibility Requirements

An eligible student must:

1. Be a U.S. citizen or eligible noncitizen as defined under Addendum A of the SCHEV domicile guidelines:  
<http://www.schev.edu/finaid/GuidelinesAddendumA.pdf>
  - If the student is not a U.S. citizen, the institution shall require proof of current legal status.
2. Be a current Virginia resident for at least one full year prior to enrollment.
  - Proof of residency may include rent receipts, documentation of a housing purchase, dated preprinted financial or utility statements, etc.
3.
  - a. Have completed high school requirements or
  - b. No longer be enrolled in high school and be beyond the age of compulsory secondary school attendance.
    - Proof of age may include a valid state-issued identification card, birth certificate, or passport.
4. Be in compliance with federal selective service registration requirements, unless the requirement to register has terminated or become inapplicable to the student, and the student shows by preponderance of the evidence that failure to register was not a knowing and willful failure to register.
  - Compliance can be verified at [www.ssa.gov/employer/ssnv.htm](http://www.ssa.gov/employer/ssnv.htm).
5. Not be concurrently enrolled into an associate or bachelor's degree program, unless the noncredit program provides training related to the degree program and is necessary to meet a job requirement or advance student's employment success.
6. Have submitted a complete application packet.

7. Be accepted and enrolled into an eligible program.
8. Be ineligible for other forms of tuition and/or training assistance - i.e. employer assistance, Workforce Innovation and Opportunity Act (WIOA), Supplemental Nutrition Assistance Program Employment Training (SNAPET), Virginia Initiative for Employment Not Welfare (VIEW), Virginia's work program for Temporary Assistance for Needy Families (TANF), Department for Aging and Rehabilitative Services, federal or state financial aid, etc. - for the noncredit course to which the IBC funds are applied.
  - o Students in receipt of other tuition assistance are not eligible for IBC funds for the same individual course.
9. Demonstrate financial need by:
  - a. Providing proof that the student, or the dependent student's parent, is currently eligible for Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF); or
  - b. Demonstrating that the student, or the dependent student's parent, has a household adjusted gross income that is 200% or below that of the national federal poverty level, or 300% or below the federal poverty level for localities whose average living wage is above the Virginia statewide average as documented by the Living Wage Calculator (<http://livingwage.mit.edu>), by providing one of the following:
    - i. Most recent copy of Tax Transcript for IRS
      - o As obtained from <http://www.irs.gov/Individuals/Get-Transcript>, or
    - ii. If the student's financial situation has changed within the last year, a letter of appeal may be submitted to the institution to consider the current financial status.
      - o The institution will determine the required documentation, which may include recent pay stubs, proof of job change, bank statements, etc. The college must maintain a record of the appeal including supporting documentation and written justification for the decision to provide funding or to the decision to deny the appeal.
  - o The definition of "dependent student" is as used by the Code of Virginia, §23-7.4.  
Federal poverty rates are updated annually and can be obtained here: <http://aspe.hhs.gov/poverty/index.cfm>

Sample for 2015

<b>2015 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA</b>		
<b>Persons in Family/Household</b>	<b>Poverty Guideline</b>	<b>200 Percent of Poverty (Poverty Guideline x 2)</b>
For families/households with more than 6 persons, see federal chart and multiply by 200%.		
1	\$11,770	\$23,540
2	15,930	31,860
3	20,090	40,180
4	24,250	48,500
5	28,410	56,820
6	32,570	65,140

#### **D. Administration**

1. The Virginia Community College System (VCCS) office shall determine which IBC grant processes and responsibilities are assigned to the system office and which are assigned to the individual community college.
2. Institutions shall determine and report to SCHEV the amount of funds to be transferred from VSFAP appropriations and made available for noncredit program awards annually or per term.
3. Students who have not received assistance may be prioritized over those who have been previously awarded.
4. Students who fail to successfully complete a funded program of study are ineligible for additional awards, subject to an appeal to the institution for unusual or mitigating circumstances.
5. Students may be awarded on a “first-come, first-served” basis in accordance with the institution’s IBC awarding policy.
6. The institution’s IBC awarding policy shall be subject to the following conditions:
  - a. The student award may only be utilized for the identified eligible program.
  - b. Award amounts shall be based solely on institutional charges to the student. Indirect costs cannot be funded.
  - c. No funds will be disbursed directly to the student.
  - d. Award amounts may be set as a percentage of total costs or a tiered-award amount and must be based on either income level or a percent of poverty.
  - e. Individual award amounts should take into consideration each student’s financial circumstances ensuring that students demonstrating greater need – those with lower AGI or income as a percent of poverty level – receive larger awards than students with less need.
  - f. Institutional award schedules must be reported to SCHEV prior to the term in which it will be used.
  - g. Institutions may set annual maximum awards per student and/or expenditures per program.
  - h. If a student does not complete the program, the award may be reduced in accordance with the institution’s tuition refund policy.
7. Institutional data collection requirements. The following information shall be retained by the institution and is subject to reporting to SCHEV.
  - a. For all noncredit programs eligible for assistance:
    - i. Program Name
    - ii. CIP Code (the National Center for Education Statistics Classification of Instructional Programs)  
<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55> or  
Standard Occupational Classification (SOCC) Code  
<http://www.bls.gov/soc/>  
If either provides an appropriate match, designate which taxonomy is used.
    - iii. Description of the program
    - iv. Credential Name, if an industry credential can be earned upon completion of the program

- v. Specific related industry codes as set by the North American Industry Classification System (NAICS): <http://www.census.gov/eos/www/naics/>
- vi. Start and End Date of Program
- vii. Program Cost
- viii. Program Funding Source(s)
- ix. Delivery Site
  - x. Whether Provided Solely via Distance
- b. For all award recipients:
  - i. Student Name
  - ii. Student Social Security Number
  - iii. Student Date of Birth
  - iv. Student Locality of Residence
  - v. Program Name and Code
  - vi. Program Attendance Start and End Dates
  - vii. Program Completion Date
  - viii. Total Tuition Fees Charged
  - ix. Total Assistance Received
  - x. Whether student was successful in obtaining the industry credential