Agenda

- Program Basics
  - Program description
  - Responsibilities/changes
  - Claims overview
  - Awards
  - Class of 2022 timeline
  - Resources

- Claim classifications and requirements
- Avoid common errors
- CTE application access and demonstration
- Final questions from the chat box

Program Basics:
Program Description

Program Description

The Career and Technical Education Incentive Grants program is:

- A competitive grant program

- Only for Wisconsin school districts

- Funded through state funds authorized through Wisconsin Statute 106.273

- Collaborative -- DWD, DPI, Wisconsin Technical College System (WTCS), schools/districts

Program Description (cont.)

- For class of **2022 graduates only**
- Earned certification by August 31, 2022
- Five Classifications

    1. State Certified Skills Co-op
    2. Youth Apprenticeship
    3. Business & Industry
    4. State-approved Wisconsin Technical College certificates
    5. Certified Pre-Apprenticeship programs (*these are NOT the same as YA*)
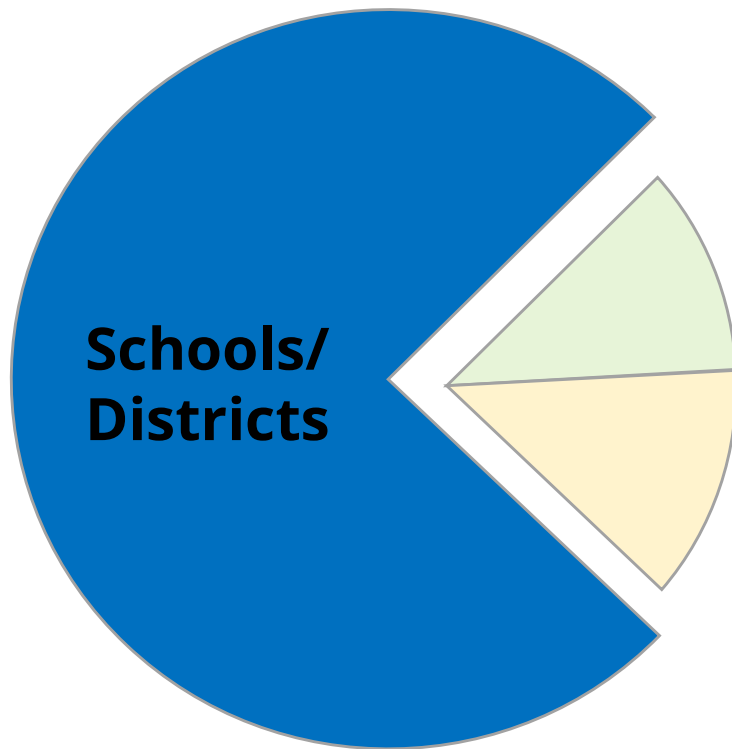
Program Basics: Responsibilities

Responsibilities*

Schools/
Districts

DPI

DWD
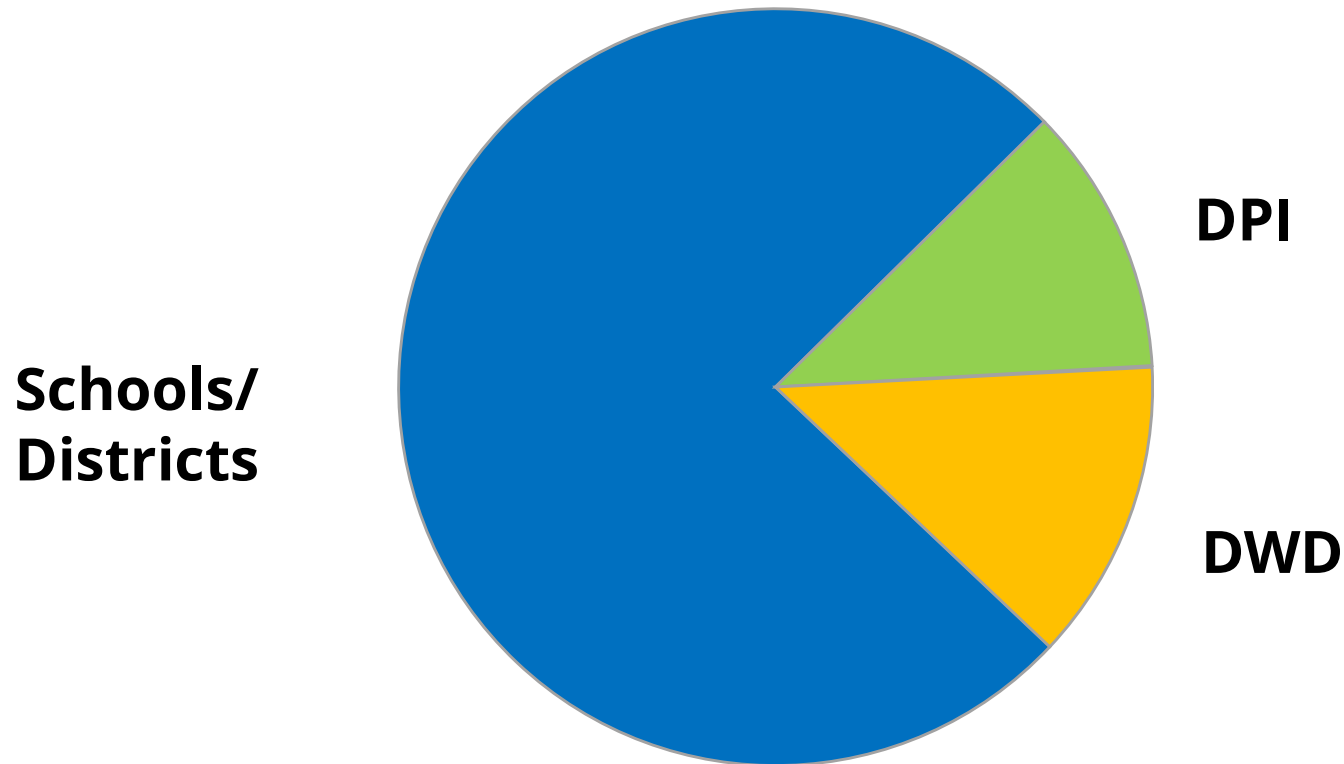
* Percentages are not formal but are for conceptual purposes

School/District Responsibilities*
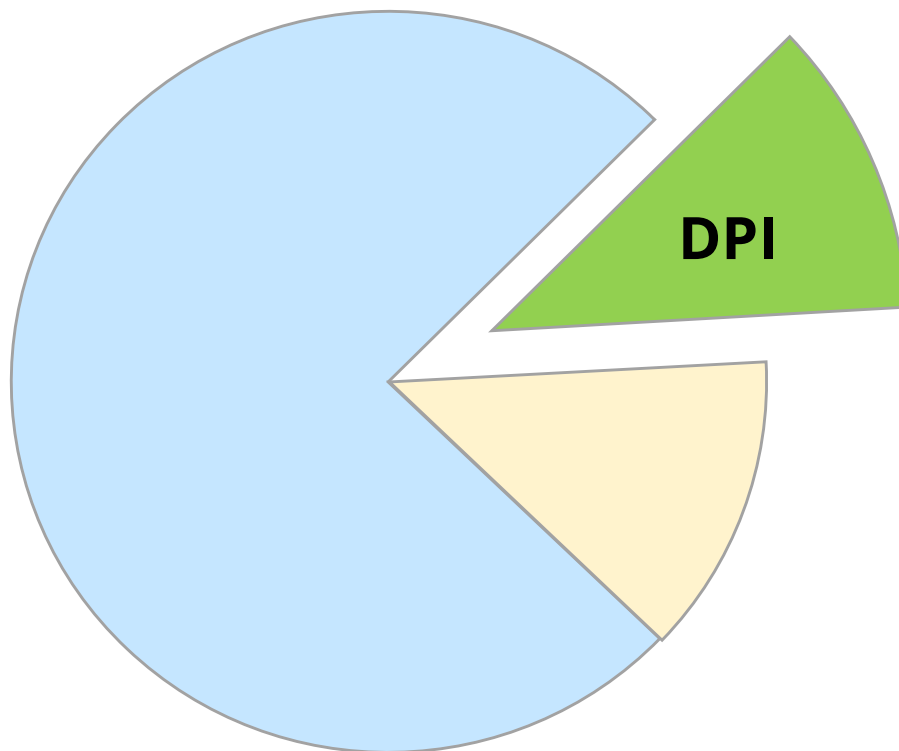
Schools/ Districts

- Provide education/access
- File claims properly
- Communicate with DWD as appropriate

* Percentages are not formal but are for conceptual purposes

DPI Responsibilities*

- Provide CTE portal

- Verify some categories of claims

- Verify graduation data

- Communicate with DWD as appropriate

- Resolve some technical issues

* Percentages are not formal but are for conceptual purposes

DWD Responsibilities*
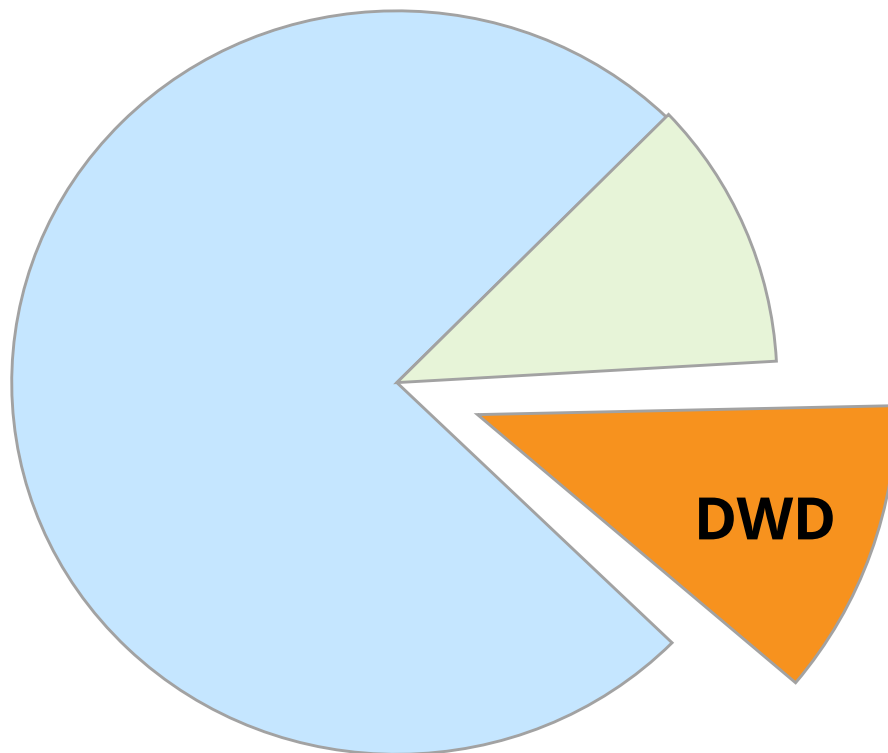
- Implement program

- Verify some categories of claims

- Resolve appeals

- Calculate payment amounts

- Distribute student awards

* Percentages are not formal but are for conceptual purposes

Changes from Class of 2021

Increased responsibility placed on the schools. Schools should ensure the following:

- That staff submitting claims use the available resources.

- That all claims submitted are properly classified and supporting documentation meets the requirements **prior** to the claim submission deadline.

- That new staff are trained and **check the DWD CTE Incentive Grants website routinely**.

- That the DPI School Directory contact information is kept up-to-date and that the DWD CTE Incentive Grants lead is notified directly of changes in your school or district's contact information.

Changes from Class of 2021 (cont.)

Increased reliance on the DWD CTE Incentive Grants webpage

- DWD will update its CTE Incentive Grants website more frequently and use it as the **official communication method** for program updates, changes, and timelines.

DWD and DPI exploring ways to improve efficiencies and advance the review timeline

- Changes may be followed up with an email indicating that school staff may want to check the site for the changes. However, do not rely on emailed notices. **Check the site regularly!**

Changes for Class of 2022 Program

- Changes in the CTE portal will be covered in DPI's demonstration in a few minutes.

- DWD reviewers will apply the classification and documentation requirements strictly. Schools/ district staff should use the resources provided and ask the CTE lead when in doubt.

- The Avoid Common Errors slides may help some districts better comply with the requirements.

Quality Control

Increased quality control on the part of the schools' roster submitters will:

- Decrease the number of denied claims.

- Decrease the amount of time school staff spend correcting claims.

- Increase the accuracy of approval for pay status during the appeals phase.

- Speed up the review timeline, which will speed up payment and opening of the claims submission process for the Class of 2023.

MS Office Specialist Certifications

VERY IMPORTANT FOR MS OFFICE SPECIALIST and MTA

If your school plans to submit claims for MS Office Specialist certifications, you must check the following if you want to increase your accuracy, reduce denials, and limit follow up work.

1. Verify if your school has participated in MS Imagine Academy in the years in which your graduates' certificates **were earned**. If it has not, you may disregard the rest of these slides. If it has, move through the steps below.

2. Identify the years that your school participated in MS Imagine Academy and the years that your school purchased exam licenses.

3. Identify the years where **both** types of funding were available.

MS Office Specialist Certifications

4. For each certificate earned when both types of funding were available, contact Pearson and confirm which funding was applied to the certificate.

5. Do not submit claims that include certificates that were earned in years that you only used exams through MS Imagine Academy.

6. For years with both types of funding, submit claims for **only** certifications that contain certificates that **were earned with paid licenses**. Remember, for MS Office Specialist, you need two certificates – both paid for by the school.

7. For years in which only paid licenses were used, you may submit those claims.

Program Basics:
Claims Overview

Claims Overview

Program provides **up to** $1,000 for each approved district claim, but only one claim is paid out for each student/graduate.

 + + = 3 district awards
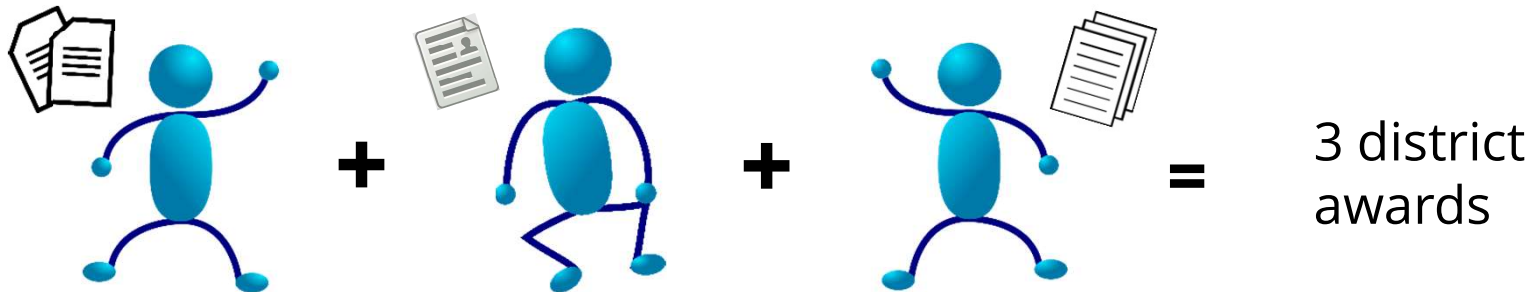
Claims Overview

The certification:

- Was earned by a student who graduated with the **Class of 2022**.

- May have been earned in a previous year.

- Is on the annual Approved Certifications List of **the year in which it was earned**.

- Is submitted by way of a claim filed on the CTE portal.

Claims Overview

The claim:

- Is supported by the documentation requirements indicated on the annual Approved Certifications List.

- Is submitted in accordance with the program requirements, rules, processes, and timelines.

- Is submitted by the school/district where the student graduated.

Claims Overview

Each claim:

- Must be submitted in the proper classification.

- Goes through a series of review stages
  (human and/or system)

- Is verified for meeting the requirements of the
  specific certification.

- May be verified as eligible but also may be denied for
  payment based on other factors
  (more on this later)

- That is verified and determined to be eligible for
  payment is included in the pool of awards for
  payment to the school/district.

Questions?

Program Basics: Awards

Awards

School/District	Student
Up to $1,000/approved claim	$500 each approved award
Limit to 1 claim/student	For specific certifications only
Unlimited # of students	Student can get more than one award (i.e., EMT + FF 1 + FF 2)
Paid to the school/district	Paid directly to the student
For 2021: $6.5M ÷ # approved claims = pro-ration (amount per approved claim)	Doesn't reduce pro-rated amounts for the districts (separate pool of funds)

Awards

The Class of 2022 payments will be calculated in the same way as the Class of 2021 payments were calculated.

The Class of 2021 math for the _district awards_ is below.

Number of claims = 9,317

Number of approved claims = 7,702

CTE Incentive Grants program fund = $6.5M

$6,500,000 ÷ 7,702 = $843.93 each

Awards

The Class of 2022 *student awards* will be identified in the same manner as the Class of 2021 student awards were identified.

Districts are responsible for properly submitting claims with student awards, **or those awards might not be paid.**

Class of 2021 Student Awards

136 claims submitted

129 approved claims to 86 students

$500.00 X 129 awards = $64,500.00

Program Basics:
Class of 2022 Timeline

Class of 2022 Timeline

Note: Timeline is subject to change.

Changes will be posted on DWD and DPI CTE webpages.

Phase (Role)	Estimated Timeline
Claim submission window (schools)	• Opens in June • Closes Sept 30, 2022
Editing claims (schools)	All districts may edit freely until September 30, 2022
Appeals (schools and DWD reviewers)	March-April 2023. DWD/DPI are exploring ways to improve efficiencies.
Final verifications (schools and DWD)	May 2023. Both parties ensure accuracy and resolution
Payment (DWD, DPI)	June 2023

Program Basics: Resources

Resources

Method One: Online

DWD CTE web page [Career and Technical Education (CTE) Incentive Grants (wisconsin.gov)](#)

- The recording of this webinar
- All annual Approved Certifications Lists
- Updates, news, changes, notices, you get it...

DPI CTE web page
[CTE Technical Incentive Grants | Wisconsin Department of Public Instruction](#)

Resources

Method Two: Actual person

- DETCTEGrants@dwd.Wisconsin.gov

- Call me: 608-733-3887

Questions?

Claim Classifications & Requirements

Claim Classifications & Requirements

- Most classifications require supporting documentation.

- The type of supporting documentation varies by classification and sometimes the specific certification.

- To identify the correct classification, use the annual Approved Certifications List from the year in which the certification was earned.

Have we covered this before? It's important.

Claim Classifications & Requirements

Each claim goes through a series of verifications and processes, based on the classification of the claim.

Using the wrong classification may result in the wrong information being submitted, perhaps the wrong processes being applied, and/or denial of payment.

Human Processes	System Processes
• Supporting documentation • YA staff clears up cases of missing paperwork, etc.	• Graduation status • Completion of Skills Co-Op • Completion of YA • Multiple claims – only one paid

Claim Classifications & Requirements

The best results will occur when the school properly classifies each claim and provides the required supporting documentation.

Claim Classifications & Requirements

Five Classifications

- State Certified Skills Co-op
- Youth Apprenticeship
- Business and Industry*
- State Approved Wisconsin Technical College certifications*
- Certified Pre-Apprenticeship programs (*these are NOT the same as YA)*

* These have the most common errors and denials

Claim Classifications and Requirements:
Business and Industry

Business and Industry

- **ALL student awards must be classified under Business and Industry** (Fire Fighter I, Fire Fighter II, EMT, EMR, and Fire Inspector)

  - Documentation may be a complete registry number, an unofficial technical college transcript, or a copy of a diploma or degree.

- Appropriate for CNA completers who are **on the registry**

  - Must enter the registry number. If the number is not known, then reclassify to WTCS.

- All other certifications listed in this classification on the annual Approved Certifications List

Business and Industry (cont.)

Some certifications are tricky. Three examples:

1. MS Office Specialist
   - Requires two actual certificates. Submitting only one will force the reviewer to deny the claim.
   - Requires the school/district to consider its use of the MS Imagine Academy.

2. CISCO
   - Certificate might not be dated with the date the certification was earned. If no date or incorrect date is on the certificate, you may handwrite the date of achievement.

3. Snap-On Tools
   - Requires multiple certificates and proper selection.

Claim Classifications and Requirements:
Wisconsin Technical College System

Wisconsin Technical College System

- **NOT for student awards** (fire fighter/EMT/EMR, etc., **must** be submitted under Business and Industry classification)

- For CNA completers who are **not on the registry**

- Documentation may be any of the following:

  - Unofficial college transcript

  - Copy of the certificate of completion

  - Copy of diploma

Wisconsin Technical College System

Please consider the following points:

- These claims can require lengthy research because your local technical college may have different program numbers, names, and requirements than others.

- Conduct the research before trying to submit the claim.

- Know **all** the courses required to complete the certification. Highlight the courses on the transcript before uploading.

- Know the program number and use the right format. It's not the same as the course number.

- Know the technical college's official program name.

Claim Classifications and Requirements:
Youth Apprenticeship

Youth Apprenticeship

Please consider the following points:

- These claims do not require documentation to be submitted at the time of entry into the CTE portal.

- The two most common reasons for denied claims in this category are below. In many cases, the actual reason is that the paperwork was not filed or followed up on.

  - Student didn't complete the program
  - Student is not in the YA database

- Be sure to confirm that paperwork was filed and completed prior to creating a claim in the CTE portal.

- If the student changed their name, notify the DWD CTE lead at the time you submit the claim.

Questions?

Avoid Common Errors: Preparation

Preparation

General tips:

- Refer to the Approved Certifications List **for the year in which the certification was achieved**.

- Identify which classification each certification falls under. Use the Approved Certifications List to identify the required documentation.

- Submit only the documents required. Do not substitute them with what you think is an acceptable alternative or what you happen to have.

- Email or call when in doubt.

- Make sure your contact information is up-to-date in DPI's School Directory and with the DWD CTE Lead.

Copy of Diploma or Degree

- ✓ It is for the correct student.

- ✓ It is for a certification that is on the annual Approved Certifications list for the year it was achieved.

- ✓ It meets the requirements.

- ✓ It is signed, dated, and earned before August 31, 2022.

- ✓ It clearly states the program name, which matches the program number confirmed with the local technical college.

Unofficial College Transcript

- ✓ It is for the correct student.

- ✓ It is for a certification that is on the annual Approved Certifications list for the year it was achieved.

- ✓ The program completed is highlighted.

- ✓ The classes required for the certification are highlighted.

- ✓ It clearly states the program name, which matches the program number that you confirmed with the local technical college (you may handwrite both).

Preparation

The following are NOT unofficial college transcripts and will result in the reviewer denying the claim.

- High school transcript

- Grade report

- Email with roster of students who successfully completed

- Other document that is not an unofficial college transcript

Copy of a B & I Certificate of Completion

✓ It is for the correct student.

✓ It is for a certification that is on the annual Approved Certifications list for the year it was achieved.

✓ It meets the requirements (certification name, number of certificates for the certification, correct classification, etc.)

✓ It is **signed**, **dated**, and earned before August 31, 2022.

Preparation

The following are NOT a copy of a Certificate of Completion meeting the requirements and will result in the reviewer denying the claim.

- **Exam/score reports** (Will not accept for MSO, etc.)
- Unsigned and/or undated certificates

Student Awards

- When the student is on the registry, provide the complete **registry number**.

    - Complete registry numbers will be all letters and/or numbers and never have an asterisk. If you cannot identify the complete registry number, include what you can but also upload an unofficial college transcript or a copy of the certificate or diploma.

- Do not enter a temporary/student EMR/EMT registry number.

    - These begin with "TCTP".

Student Awards (cont.)

- If the student isn't on the registry, the school must **provide a correct program number** in the field for the registry number.

- Fire Fighter certifications are especially tricky.

Student Awards (cont.)

Please consider the following:

- Verifying a complete registry number is preferable (for reviewers) than reviewing documents.

- If a complete registry number is provided, no other documentation is required.

- If a complete registry number is not available, it is the **school's responsibility** to provide documentation that supports certification.

- Technical colleges may have different program completion requirements and different program numbers than one another. Know your local tech college's program numbers and requirements!

Questions?

Avoid Common Errors: Denied for Pay and Specific Situations

Avoid Common Errors – Denied for Pay

Error	Solution
Multiple Certifications	No problem or solution b/c it's okay to submit more than one claim for a student.

- The school must **file a separate claim for every certification to be considered for a student award.** Approval for pay status applies to the <u>district awards</u>. As long as the claim for a <u>student award</u> meets requirements, it will be paid to the student even if the status for district pay shows as denied due to multiple certifications.

- Until the review of all claims has been completed, the approval for pay status is premature and may change, especially when multiple claims are being reviewed for the same student.

Avoid Common Errors – Denied for Pay

Error	Solution
Student did not graduate	File claims for ONLY students who graduated in 2022
	File claims for ONLY students that graduated from a school in your district*
	Notify the DWD CTE lead at the time you submit a claim for a student whose name has changed.

* If the student completed the certification at your district but moved and graduated elsewhere, the districts needs to work out details for payment because **only the district of graduation may file the claim.** This is a rare occurrence. If it happens, contact the DWD CTE lead at the time of claim submission so that proper notations are made on the actual payment.

Avoid Common Errors – Denied for Pay

Error	Solution
Student did not complete program*	File claim ONLY for students that you have **evidence** of certification
	Classify the certification correctly and provide the **required documentation**
	Ensure that the certification is on the Approved Certification List **for the year in which it was earned**
	Notify the DWD CTE lead at the time you submit a claim for a student whose name you know has changed.

*This category for denial of payment covers many different reasons that don't necessarily indicate lack of program completion but that, instead, generally indicate that the documentation was inadequate to allow the reviewer to verify that it meets the requirements OR that the system is unable to find evidence of completion, such as for Skills Co-Op or YA.

Avoid Common Errors – Denied for Pay

Error	Solution
Student did not complete program	For B & I student awards, provide a **complete and correct registry number** (not student number and no * in the number)
	Ensure that B & I certificates are **signed, dated,** and earned before 8/31/2022.
	Ensure that **unofficial college transcripts** have the courses and/or diploma/certification name **highlighted**
	For MS Office Specialist certifications, confirm that each certificate was not funded through the MS Imagine Academy prior to submitting the claim.

Avoid Common Errors – Specific Situations

This is a case where the district did not respond to my email or file an appeal during the last chance phase. The registry number is the registry's temporary student number, so the reviewer couldn't verify that the student completed the course.

If the student did successfully earn the certification, the district missed out on $1,000, and the student won't get the student award. My communication on 5/11/22 included that if the district could provide an unofficial college transcript showing completion, I could verify the documentation as meeting requirements.

Avoid Common Errors – Specific Situations

Wisconsin Technical College System

- Program number must be provided in **xx-xxx-x** format and must begin with one of the following numbers: **10-, 30-, 31-, or 61-**

- In this case, the district could have avoided wasting time had it paid attention to the annual Approved Certifications list and the CTE portal prompts.

2021			▬	▬	▬	1	Yes	No - Program not completed
	District							

Certification Category	Certification Entity	Specific Certification	Registry or Program #	Certification Documentation	Verified	Comments	Date Verified
WI Technical College	WI Tech College System		32-001-2		No	Program number provided does not begin with 10-, 30-, 31-, or 61. Also, only a HS transcript was provided, which is not one of the required types of documentation.	5/9/2022 11:11 AM

Avoid Common Errors – Specific Situations

Wisconsin Technical College System

- Send ONLY an unofficial **college** transcript OR copy of the certification, diploma, etc.

- In this case, the school/district did not appeal the denial of payment status and didn't contact me for a reason it was denied. Had the district provided proper documentation, this claim would have been approved for pay.

	2021 School District					1	Yes	No - Program not completed

Certification Category	Certification Entity	Specific Certification	Registry or Program #	Certification Documentation	Verified	Comments	Date Verified
WI Technical College	WI Tech College System		31-006-4		No	A high school transcript was provided, which is not one of the required types of documentation.	5/9/2022 11:11 AM

Avoid Common Errors – Specific Situations

Wisconsin Technical College System

- Be sure to submit the correct student's documentation.

- In this case, the district did not appeal the "not approved for pay" status and didn't inquire as to the reason. Had the district submitted the correct documentation to begin with, it may have received the $1,000.

	2021 School District				1	Yes	No - Program not completed

Certification Category	Certification Entity	Specific Certification	Registry or Program #	Certification Documentation	Verified	Comments	Date Verified
WI Technical College	WI Tech College System	Gateway	61-307-6		No	Attached transcript has a different person's name on it	12/1/2021 12:29 PM

DWD.WISCONSIN.GOV

Avoid Common Errors – Specific Situations

B & I – MS Office Specialist/MTA

- These certifications are tedious.

- When two certificates are required, the school must submit two. Reviewers need to check the dates. **This school may have missed out on $1,000**.

- Check each certificate's status on MS Imagine Academy funding before submitting a claim.

2021	███████████	████████	████████	████████	1	Yes	No - Program not completed

Certification Category	Certification Entity	Specific Certification	Registry or Program #	Certification Documentation	Verified	Comments	Date Verified
Business & Industry	Microsoft (MS)	MS-Office Specialist (MOS) - any TWO certifications		████████████	No	Only one certificate provided, but two are required. We need to see dates on each of the certificates. You may resubmit with the both certificates.	4/11/2022 4:44 PM

Avoid Common Errors – Specific Situations

2021	▓▓▓▓▓	▓▓▓	▓▓▓ ▓▓▓		1	Yes	No - Program not completed	

Certification Category	Certification Entity	Specific Certification	Registry or Program #	Certification Documentation	Verified	Comments	Date Verified
Business & Industry	Microsoft (MS)	MS-Office Specialist (MOS) - any TWO certifications		▓▓▓▓▓	No	Your district participated in the Microsoft Academy in 2018-19 and is therefore not eligible for CTE Incentive Grants according to State Statute 106.273(3)(a)(am) http://docs.legis.wisconsin.gov/document/statutes/106.273(3)(am). Two certificates were earned in the 2018-19 school year. One certificate was earned in the 2017-18 school year and would be eligible. You may resubmit if you can provide two certificates earned in years that the district did not participate in the MS Academy.	4/18/2022 5:03 PM

Questions?

CTE Application Access & Demonstration

CTE Application Access & Demonstration

Changes to the portal since Class of 2021:

- Pre-Apprenticeship = Certified Pre-Apprenticeship

- Systems work completed

- Ongoing improvements will be posted on the DWD and DPI webpages

CTE Application Access & Demonstration

DPI's demonstration

Final Questions?

In Conclusion – Resources

DWD CTE webpage [Career and Technical Education (CTE) Incentive Grants (wisconsin.gov)](#)

DPI CTE webpage [CTE Technical Incentive Grants | Wisconsin Department of Public Instruction](#)

[DETCTEGrants@dwd.Wisconsin.gov](#)

Nancy Kargel

DWD Interim CTE Incentive Grants Lead

608-733-3887

Thank you for your patience and participation as we roll out the Class of 2022 and work on the Class of 2023.