CTE Overview and Onboarding

Career and Technical Education Incentive Grants

July 2023

Purpose of This Training

This training provides district and school staff with an overview of the Career and Technical Education (CTE) Incentive Grants program.

This is the first in a series of four technical assistance trainings available.

1. **CTE Overview and Onboarding** – provides program context
2. **CTE Document Preparation and Best Practices** – provides details on properly preparing documentation and tips for districts or schools to manage their use of the program
3. **Annual Claim Submission Process** – supports district and school staff in submitting high-quality claims in order to reduce denied claims. Released each June.
4. **Correcting the Class of 2022 CTE Incentive Grant Claims** (to be updated autumn 2023)

Agenda

Program Basics
- History and Overview
- District Incentive Grants
- Student Completion Awards
- Responsibilities
- Phases and General Timelines

Accessing the CTE Technical Incentive Grant Application

Communication

Resources

Program Basics:
History and Overview

History and Overview

The Career and Technical Education Incentive Grants program:

- Authorized through Wisconsin Statute 106.273 in 2013. It has been updated and reauthorized
- Only for Wisconsin school districts
- Collaborative – The Department of Workforce Development (DWD), Department of Public Instruction (DPI), Wisconsin Technical College System (WTCS), schools/districts
- Uses a claims portal designed and hosted by DPI and accessed through WISEhome
- Relies on WISEdata for source data plus certification information provided by the district

History and Overview

The Career and Technical Education Incentive Grants program:

- Mitigates workforce shortages in identified occupations or industries
- Uses labor market information to identify projected worker shortage areas
- Is implemented from the perspective of employers' needs for qualified workers
- Provides a list of approved certifications; the list is revised annually
- Is voluntary on the part of the school district

History and Overview

The Career and Technical Education Incentive Grants program:

- Is implemented through claims
  - Submitted by district or school staff
  - Reviewed by DWD staff and/or system processes
  - Stored in and processed through DPI's claims portal
- Allows for and requires active participation by district or school staff to proactively manage their program activities and claims, including correcting errors, notifying program staff if they notice errors, and responding to requests by program staff

History and Overview

The Career and Technical Education Incentive Grants program:

Allows two types of payments.

- **District incentive grants** to incentivize Wisconsin school districts to provide or otherwise make available opportunities for high school students to earn industry-recognized certifications prior to graduating. The student must have graduated in the previous year from the district that submits the claim.

  - The certification must be on the approved certification list and be supported by the required documentation.

- **Student completion awards (SCAs)** to incentivize students to prepare for careers in medical emergency services and fire services by becoming certified. Five specific certifications have been approved for SCAs.

History and Overview

District Incentive Grant	Student Completion Award
Up to $1,000 per approved claim	$500 each approved award
Limit to one approved claim per student	For limited certifications
Unlimited number of students	Student can receive more than one award
Paid to the school or district	Paid directly to student
$6.5M divided by the number of claims approved claims equals the pro-ration (amount per approved claim)	Doesn't reduce pro-rated amounts for the districts (separate pool of funds)

Program Basics:
District Incentive Grants

District Incentive Grants

Districts may submit more than one claim per student, but only one claim per student can be approved for pay

Five categories of claims:

1. State Certified Skills Co-op (Skills Co-op)
2. Youth Apprenticeship (YA)
3. Business and Industry (B & I)
4. State-approved Wisconsin Technical College certificates (WTCS)
5. Certified Pre-Apprenticeship programs (CPA)

District Incentive Grants

Different categories require different information and documentation

The annual approved certification list provides documentation requirements

Please limit your claims to no more than 2 per student

- Exception: must submit a separate claim for every certification for a student completion award

District Incentive Grants

Class of 2022 district incentive grant statistics

- 10,791 claims (up from 9,317 in 2021)
- Over 5,500 required manual review at least once
- Almost 1,000 were marked "Changes Needed" so required a second review prior to March 9 and at least one additional review after March 9
- 2,328 were "two or more claims" for the student
- 9,214 were approved for pay (up from 7,702 in 2021)

Program Basics:
Student Completion Awards (SCAs)

SCAs

Authorized by a subsection of the statutes authorizing the CTE Incentive Grant program

I specific certifications allow for a student completion award

- Emergency Medical Responder (EMR)
- Emergency Medical Technician (EMT)
- Fire Fighter I
- Fire Fighter II
- Fire Inspector

SCAs: Process

The same claim used for a district incentive grant is used to determine graduate's eligibility for the SCA

1. District collects registry number **from the student** and a permanent mailing address
2. District creates, saves, submits the claims
3. Separate claim is submitted for each certification that would make the student eligible for an SCA
4. DWD reviewer verifies claim information
5. District makes corrections to any claims marked as needing changes
6. Approval for pay status is assigned by the claims portal
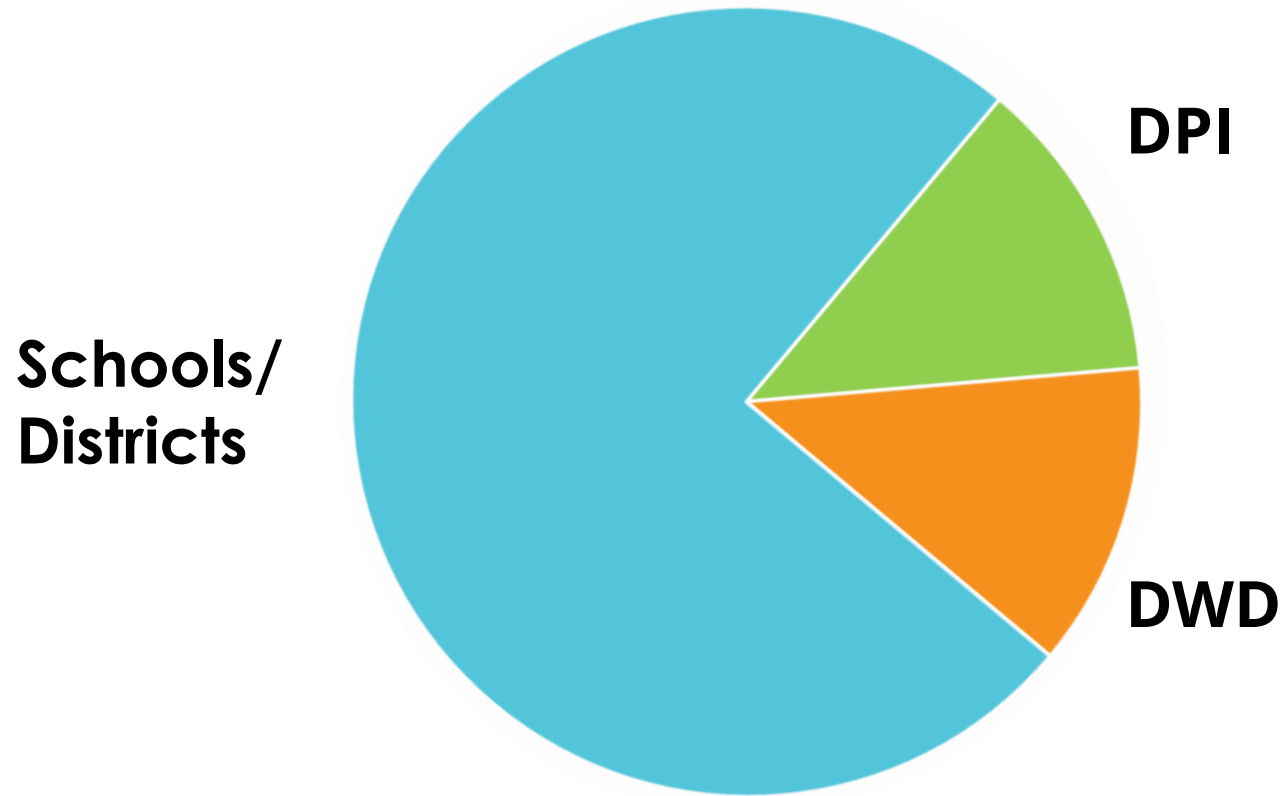7. DWD pays $500 for each approved claim, mailed to permanent mailing address

Program Basics: Responsibilities

Claim Responsibilities*

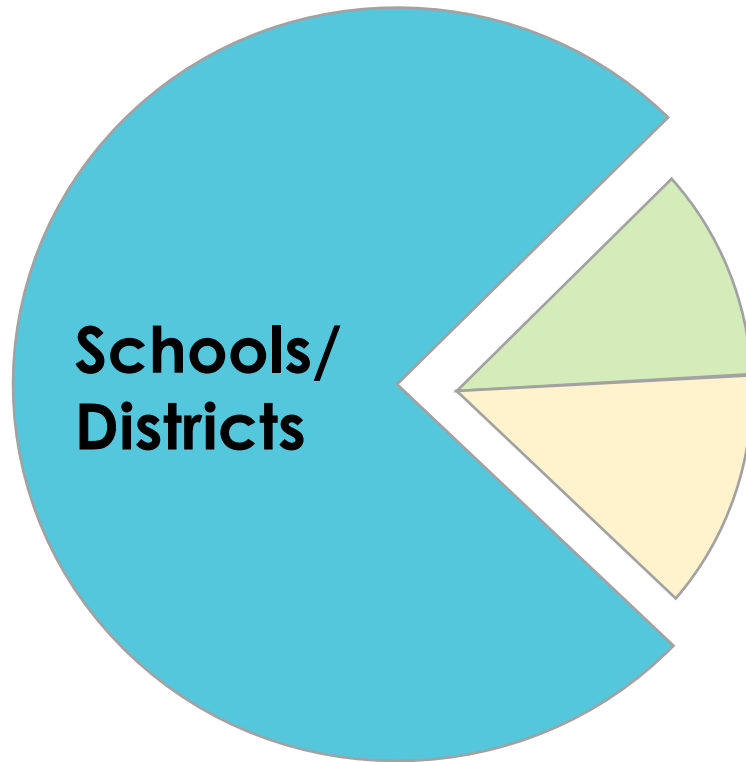**DPI**

Schools/ Districts

DWD

*Percentages are conceptual

School/District Responsibilities*

**Schools/
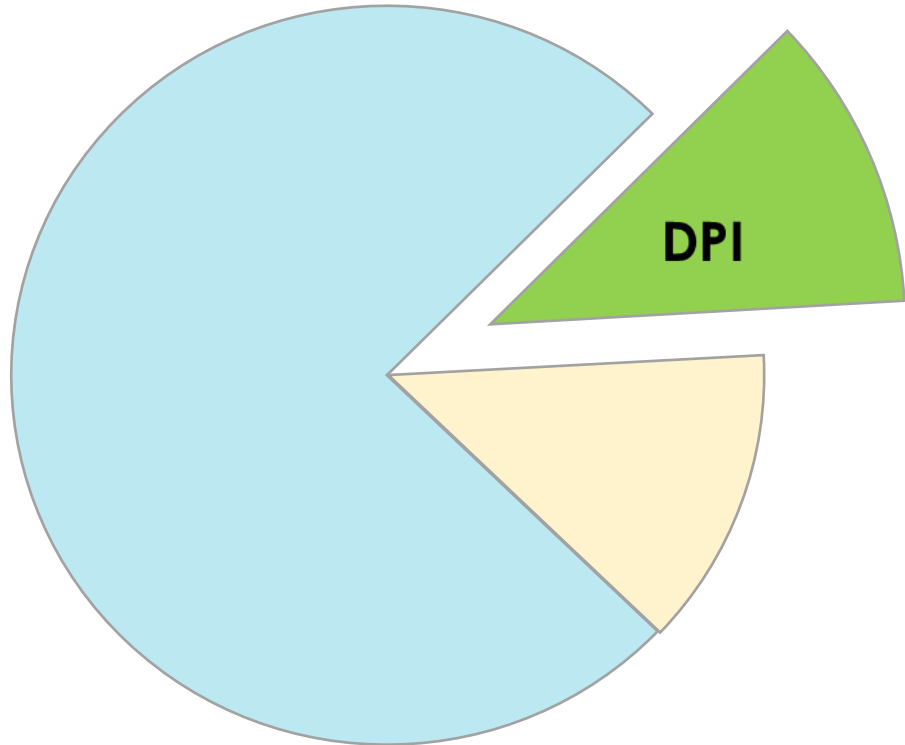Districts**

*Percentages are conceptual

Schools/districts

- Provide education/access to approved certifications
- Protect student privacy
- Onboard new staff
- File claims properly
- Respect deadlines
- Communicate with DWD as appropriate including notifying promptly of changes in contact information

DPI Responsibilities*

DPI

- Provide CTE claims portal
- Protect student privacy
- Verify some categories of claims
- Verify graduation data and determine approval for pay status
- Communicate with DWD as appropriate
- Resolve some technical issues
- Invoice DWD for incentive grants and distribute funds to districts

*Percentages are conceptual

DWD Responsibilities*
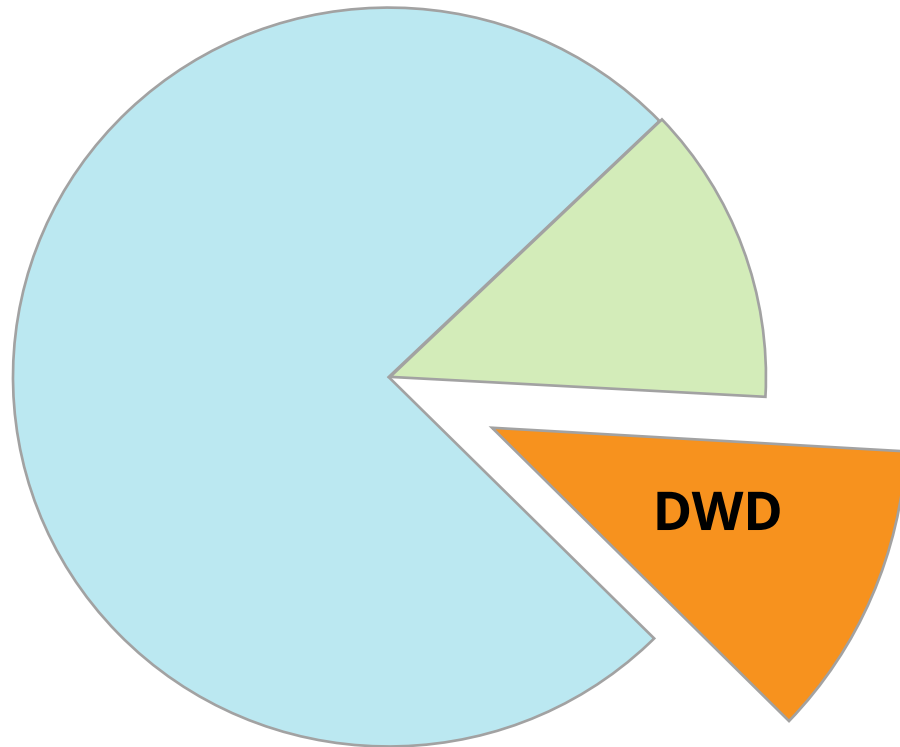
DWD

- Implement program
- Protect student privacy
- Approve certifications
- Verify documentation of most claims
- Work with districts and schools to resolve claims with technical issues
- Calculate payment amounts to districts
- Distribute student completion awards

*Percentages are conceptual

Program Basics:
Phases and General Timelines

Phases and General Timeline

The program operates on a one-year cycle, basically running June – June

District incentive grants and SCAs are paid approximately one year following the students' graduation

Each claim goes through a series of verifications

- Some are manual/human (verifying that documentation meets requirements)

- Some are automated (graduation status, checks for multiple claims, some specific certifications)

Phases and General Timeline

- June: Claims submission window opens
  - DWD and DPI provide training for new claims cycle
  - Claim submission window opens
- Late September: Claims submission window closes
- October – about March: Review and edit phase
  - Reviewers verify documentation and mark claims with technical issues as "Changes Needed"
  - District staff correct those claims. Uncorrected claims are denied payment
- About May: Resolution
  - Districts see approvals for pay and notify DWD of disputes
- May-June: Payments to districts and students

Accessing the CTE Technical Incentive Grant Application

Gaining Access to the CTE Claims Portal

You will need access to WISEhome.

If you don't have access to WISEhome, you can request it.

Gaining Access to the CTE Claims Portal

Access the claims portal through DPI's WISEhome applications screen. You might have more applications showing than what you see below. Select the CTE Technical Incentive Grant application link.

Academic and Career Planning (ACP)

CTE Technical Incentive Grant

If you don't have access to the application, you can request access through the Request Access button.

| WISEhome | My Apps | Request Access | App Request Status | My Profile |

Communication

Maintaining Contacts Information

The program lead uses the names and email addresses provided by the claims portal.

- The last person to submit claims in September is listed as the claims contact unless the program lead is notified to change the contact information.

- The district administrator in late September will be listed as the administrator contact unless the program lead is notified otherwise.

The grant lead notifies both people of major updates via mass emails but usually contacts only the claims submitter regarding claims issues.

Maintaining Contacts Information

When CTE duties are reassigned to different staff members, districts and schools should promptly notify the DWD CTE program lead at DETCTEGrants@dwd.Wisconsin.gov

The program lead may need to contact the district/school regarding claims

Responding to Our Requests

Make sure you respond to email from the program lead or DETCTEGrants@dwd.wisconsin.gov

Examples of when and why district staff might be contacted

- During the claims submission phase to provide proactive guidance alerting the district to non-compliant documents that can be removed before the submission deadline
- During the review and edit phase to address technical issues not easily explained in the comments section of the claim
- During the resolution phase to work towards resolving a denied claim
- Anytime that a reviewer or the program lead needs to discuss a program topic with a specific district

Obtaining Information

The [DWD CTE web site](#) is the primary source for program information and updates

Consider using electronic calendar reminders to check the DWD CTE web site for updates

Mass emails are sent as a courtesy

District/school staff should not rely on receiving mass email from the program lead due to possible issues with successful delivery of email

Resources

Resources - Person

DET CTE Incentive Grants Program Lead

✉ DETCTEGrants@dwd.Wisconsin.gov

☎ 608-733-3887

Youth Apprenticeship

✉ YA@dwd.Wisconsin.gov

Resources - Web

[DWD CTE web page](#)

- Training
- All annual approved certifications lists
- Updates, news, changes, notices

[DPI CTE web page](#)

Create a help ticket for the [claims portal](#)

Thank you for participating in the CTE Incentive Grant program and supporting your students as they prepare for careers.