
Training Grant Frequently Asked Questions

DVR Staff

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150% RULE

Can DVR exceed the 150% Rule if the student has poor grades?

Continued eligibility for student financial aid requires the student to be making Satisfactory Academic Progress (SAP). By federal law and regulations, college policies for measuring SAP must consider the grades earned by the student AND the pace of progress towards a degree. The pace requirement is called the 150% Rule.

DVR students cannot be funded via a training grant for failure to make Satisfactory Academic Progress due to poor grades or academic standing.

When can DVR exceed the 150% Rule?

DVR can exceed the 150% rule on a case by case basis if it is determined to be necessary to reach an approved IPE goal. The student would not be eligible for financial aid. Please consult with supervision.

When does the 150% rule start?

The maximum timeframe is 150% of the normal timeframe for the program, such as 6 years for a 4-year degree and 3 years for a 2-year degree or program. After exceeding the 150% maximum timeframe restriction, the student is no longer eligible for federal student aid and often institutional college aid as well.

How will I know if a student is subject to the 150% rule?

The Financial Aid Office (FAO) will alert the student or DVR if there is a signed training grant form and a training grant is processed to the school.

CALCULATION

What is included in the DVR cost of attendance?

- Tuition and Fees
- Books and Supplies
- Transportation
- Dependent Care Expenses
- Other Costs Required

Is transportation included in the cost of attendance?

Yes.

Will the training grant be maxed out for the term?

The training grant calculations will not exceed \$208.34 per credit up to full-time equivalency which is 12 credits per term/24 per year for most schools. The amount for Graduate school is \$277.78 per credit. It is possible that a full-time student will receive a training grant more than \$2500 per term, if they are expected to take different credits each term. The training grant will not exceed \$5000 for the year. The training grant is the calculated DVR unmet need. If the unmet need is calculated to be over \$5000, DVR will support \$5000.

What if the DVR Unmet Need / DVR Training Grant Offered = \$0 or the consumer requires additional funds?

If the DVR Unmet Need / DVR Training Grant Offered = \$0 or is less than what consumer require, consumers can submit an exception request. If the exception request is denied, they should be provided their appeal rights.

CREDENTIALS/MEASURABLE SKILLS GAINS

I accidentally created a duplicate credential of measurable skills gain for a post-secondary student in a Free Application for Federal Student Aid (FAFSA) eligible program?

For post-secondary programs where you are using the new IRIS training grant feature, you **do not** need to also manually enter the training program in the Education/Training Module for tracking of a measurable skills gain or credential. Corrections are being made in IRIS to address duplicate credentials.

Do I really need to make two copies of the grades and schedule of I am collecting both the measurable skills gains documentation along with the credential?

Yes. The copies need to be saved and titled differently to have both count as documentation for 911 reporting.

FAFSA ELIGIBILITY AND APPLICATION

Can we get more specific on the language for students and require a FAFSA application and deadline for students?

While the request is understood, it is difficult to establish a hard and firm deadline in policy without inadvertently penalizing consumers. Individuals come to DVR at any point in a year. It is suggested that students apply for FAFSA as soon as possible after October 1 of the year prior to entry. Individuals who do not complete a FAFSA prior to the census date cannot have a training grant processed for that term. Students who file a late FAFSA may not be awarded financial aid or have it delayed which will include the calculation of the training grant.

GRADES/SCHEDULE

Can schools provide copies of grades to DVR?

Students are responsible for providing grades and schedules to DVR. In some cases, the schools will provide grades to DVR. Some do not have access to student grades and cannot provide the information to DVR.

Do we need to attach grades and schedule before the payment can be made? Is there a deadline?

Grades and Schedules are REQUIRED prior to the authorization of a subsequent term and should be attached in IRIS. The census date is the deadline.

What do I do if there is an incomplete on a transcript?

Make a note of it in the casefile and remove the measurable skills gain if that option is available and the quarter reporting to RSA has not yet occurred.

What do we do if a student does not share proof of graduation?

DVR should make every effort to collect this information. Photos, screenshots and scanned copies will work as appropriate documentation.

What date do I use for the enrolled date-the date they were accepted or the first day of school?

The date closest to the first day of school.

MISTAKES

The school included summer school and the student will not be attending.

- If summer is at the **start** of the academic year and the student will not attend, DVR staff should Lock Summer – Term 1 to advance the TG to Term 2 (fall)
- The training grant can then be processed for the next term.

- Send a message to the school and ask for the school to confirm that the rest of the figures are correct for the remaining terms and necessary if Summer – Term 1 missed being Locked initially.
- If summer school is at the **end** of the academic year and the student will not be attending, message the school ask them to identify the correct figures for the main terms in the year, delete the figures for summer and recalculate the form.

I closed the Training Grant and now I need to make another one.

If you need to create one to the same school for the same year, a system administrator will need to delete it for you. Deleting a training grant will also delete the comments, messages or attachments associated with that training grant. A training grant cannot be deleted if there has been an exception, a payment made or if the training grant has already been federally reported for a quarter.

I forgot to include the credits when I sent it to the school for the initial calculation.

This isn't a big issue. You can add them later or message the school and ask them to update the form.

The training grant shows \$0 or a negative number.

This can occur if the training grant is estimating that no training grant will be offered. This can also be the case if DVR has not calculated the form once it is returned to DVR following the initial estimate.

NON-FAO PROCESSING

What process should I use for a non FAFSA eligible program?

Please use the instructions provided in: [Separate Non-FAO guidance and process information.](#)

PROCESSING

How will I know if I have a message?

Messages will be in IRIS with other system generated messages.

How often do we send the Training Grant to the school each term?

Twice. Prior to the start of the term for the initial calculation and after reviewing with the consumer prior to the census date.

How will schools with different term configurations be accommodated in the FAO portal?

The school can select how many terms to include in an academic year. The system can accommodate unique terms, semesters, summer school, trimesters and quarters.

How will Graduate School be calculated?

On the School Information tab of the training grant select Yes in the Graduate School dropdown. That will create a training grant that uses the graduate student credit amount as the default dollar amount. It is currently \$277.78 per credit.

The Type of Education does not list a technical diploma or certificate. Which option should I choose?

This is a designation that will be used for tracking purposes. Please choose "Associates Program" as the option.

The choices of year attending include Freshman-Graduate student. How do I designate a 1st year technical school student?

<i>Technical College</i>	<i>Training Grant year label</i>
Year 1 or Certificate/Tech Diploma	Freshman
Year 2 + additional	Sophomore
	Junior
	Senior
	Graduate

The student number my consumer gave to me is too long for the provided field-What do I do?

A few schools will use a different number than the student number for financial aid. Those students will have that other number reflected in their financial aid or student account.

- UW Platteville-Use the Empty. ID in place of the student ID.
- UW Green Bay-Use the last 7 digits of the longer student number provided.

Where can I get a list of Census Dates?

Please use the information provided in: [Census dates](#)

What do I do if I don't have the student number? How can I process a training grant?

You can't. Please get it from the student before creating a training grant. The student number is printed on the check and is required.

PROCESSES FOR NON-SYSTEM SCHOOLS

What process should I use for a FAFSA eligible program not part of a system like the UW System?

Please use the instructions in: [Non-System school checklist.](#)

Should we send the excel training grant form to a non-system school?

It is possible that the form might be misinterpreted as a guarantee of funding from DVR. It is suggested that DVR staff get the information on costs and financial aid from the student by asking for a copy of the account or bill. Discuss the nature of the form use of the training grant with the school and get assurances that they understand how it is to be used, you can send it to them to gather the cost and resource information.

Would Edgewood College or Gallaudet be considered non-system schools?

Gallaudet is a FAFSA Eligible Out of State school. Edgewood College is an Accredited Wisconsin Association of Independent Colleges and Universities (WAICU) system school that is included in the IRIS portal.

PAYMENT QUESTIONS

Who should create and process the PO to CCP for payment?

Each WDA, local team or VRC/CCC should identify a strategy and person responsible for completion of the payment steps.

If the status is "Waiting for PO Payment" should DVR make a payment?

Yes, as soon as possible unless the student has dropped out of school after the training grant was sent back from the school.

How should a refund be processed?

Please use the instructions provided in: [Refund to DVR/Increase funds to school following payment](#)

The auto generated casenote does not contain the fiscal five-Does it need to be edited by staff?

No. If there is an approved exception that information should be included at the start of the auto-generated casenote. No other edits are needed.

How should we instruct students about the purchase of books?

Each school has a different policy for the purchase of books and use of financial aid including training grant funds for books. It is the student's responsibility to get information from financial aid about how best to purchase books. DVR may be able to make an exception and use the exception process for extraordinary circumstances or need.

What are "other costs"?

These are costs that are part of a post-secondary program DVR can determine if they should be included in the cost of attendance. Loan fees are not to be included as "other costs".

If the expenses are required for all students in a program and they are not included in the TG calculation as "other costs", they can be provided outside of the TG via PO or Direct Payment.

If the expenses are required for all students in a program and they are included in the TG calculation as "other costs" DVR would probably not grant an exception because the school is including those costs as part of the cost of attendance and is applying the FAFSA and financial resource calculation to those expenses.

When does DVR pay for "Additional Living Expenses"?

Additional living expenses are provided if a student must maintain two households because their IPE goal and post-secondary program requires them to travel to another city and they cannot commute due to distance or disability.

A DVR student who has not yet established their own household would not generally qualify for additional living expenses. Please consult with Supervision.

SIGNATURES

How can DVR collect signatures on the Training Grant?

You can use the electronic signature feature or collect a signature via a paper form. Please attach the paper document in IRIS and identify the date of the signature in IRIS.

Do I need a new signature every term?

A new signature is required every academic year.

Under what circumstances should I make a copy of the signature for the school?

Upon request. Schools want to ensure that FERPA (the school equivalent of a release of information and confidentiality rule.) is completed.

SSI/SSDI OFFSET

What do I do if I have a student with an SSI/SSDI Offset?

Any continuing DVR consumer who received SSI/SSDI and was enrolled and continuously attended a program covered by Financial Aids in 2015 has been allowed to complete their program and continues to receive the SSI/SSDI offset until they have completed their post-secondary program.

ANY SSDI/SSI offset student expected to continue past the 2018-2019 school year must contact the BCS Bureau Director for approval. In 2017-2018 please send that information to the BMS Program Development Section Chief.

STUDENT STATUS QUESTIONS

Who is responsible for telling DVR about a dropped class or withdrawal?

Whoever knows about it first. The DVR training grant is a partnership between the consumer, the school and the student.

Can students who owe child support be eligible for a Training Grant?

Students in this situation must show that they have an approved repayment plan or other deferment from the State of Wisconsin.

Can students who is in loan default be eligible for a Training Grant?

Students in this situation must show that they have an approved repayment plan or other deferment from FAFSA.

Can students who have felony records be eligible for a Training Grant?

Yes. Students with a felony or other criminal conviction are eligible for a DVR training grant. They must be otherwise qualified for the FAFSA eligible program and occupation identified in their IPE.

SUMMER SCHOOL

How do we process summer school using the portal?

For the summer term in 2018, the term can be completed with calculations for the other terms if it is known ahead of time that the student will attend. If the full training grant has been awarded, please process an exception and if approved, a PO can be generated using the training grant portal.

Should we do an exception for summer school or should be put it on the Training Grant without an exception?

The exception process must be used to request funding for summer school if additional funding beyond what the DVR grant awarded for the last academic year is being requested.