

**AMERICAN REINVESTMENT AND RECOVERY ACT ONLY  
POLICIES AND PROCEDURES**

**LWIA #5 Kane County Department of Employment & Education  
And  
River Valley Workforce Investment Board**

TO:	WIA Title 1-B staff WIA Title1-B Sub-Recipients Recovery Act Sub-Recipients (ARRA)	SUBJECT AREA:  ARRA Out-of-District Tuition Cap Out-of-District Participation in Direct Training Services	
FROM:	KCDEE Administration		
APPROVAL DATE:		EFFECTIVE DATE:	February 17, 2009*

**SUBJECT: OUT-OF-DISTRICT TUITION CAP and DIRECT TRAINING PARTICIPATION FOR OUT-OF-DISTRICT CUSTOMERS FUNDED THROUGH THE AMERICAN REINVESTMENT AND RECOVERY ACT**

**PURPOSE:** To establish policy regarding consideration of Recovery Act training resources for residents outside the Local Workforce Area #5 -- Kane, DeKalb and Kendall Counties.

**REFERENCES:** River Valley WIB Resolution #2006-04-24 -- Revised Policy on Tuition Cap for Residents Outside LWIA 5.

**BACKGROUND:** Under WIA Title I-B formula-funded programming the local workforce area has maintained a policy on the maximum expenditure limit for ITAs issued to both in-district and out-of-district students. In-district is defined as residents of Kane, DeKalb, and Kendall Counties. Out-of-district is defined as any registrant that does not reside in the LWIA #5 workforce area. The ITA maximum covers tuition, books, fees, and other expenses as required for the selected training program, and is set at a cap of \$3,000 for out-of-district residents and \$6,000 for in-district residents.

**POLICY:** Due to the influx of Recovery Act funds, the expediency with which the U. S. Department of Labor and the Illinois Department of Commerce and Economic Opportunity want these funds obligated and spent, and the demonstrated need presented through the Illinois workNet Centers, this LWIA 5--ARRA policy letter increases the out-of-district ITA cap to \$6,000 for all customers as long as there are Recovery Act funds to be obligated. This makes the ITA tuition cap the same for both in-district and out-of-district customers who are enrolled under ARRA and whose funding is to be designated out of one of the ARRA funding streams (Adult, Dislocated Worker, and Youth).

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POLICY (continued . . .)

This policy also authorizes the inclusion of participation by out-of-district residents in any of the approved direct-training activities for ARRA funding such as class-size training, academic, ESL, or Occupational Bridge training, On-the-Job Training, or Public Service Employment, as well as subsequent supportive services, stipends and/or needs-related payments.

This policy is applicable to youth, adults, and dislocated workers determined WIA eligible and enrolled in the appropriate ARRA funding stream.

### APPROVAL PROCESS:

There are no changes to the current procedures for approving and processing ITAs. A revised ITA form has been provided to WIA Title I-B funded staff. Approval process for customers in any of the other approved ARRA programs, services, or activities will follow regular procedures as may be outlined through procedural communiqués or under sub-contract.

### SUBMISSION AND TRACKING:

There are no changes to the current procedures for submitting ITAs. Tracking of the costs by funding stream will include the DCEO prescribed designations of 1AS, 1DS, 1YIS, and 1YOS for Adults, Dislocated Workers, Youth in-school, and Youth out-of-school respectively. Submission requirements for any of the other approved ARRA programs, services, or activities will follow regular procedures as may be outlined through procedural communiqués or under sub-contract.

### \*EFFECTIVE DATES:

For adults and dislocated worker expenditures for out-of-district residents -- February 17, 2009.  
For youth expenditures for out-of-district youth in Summer Work Experience only - May 1, 2009 – September 30, 2009 (unless otherwise extended via Waiver approval), and  
For youth expenditures for out-of-district youth outside the Summer Work Experience period - February 17, 2009.

### EXPIRATION:

June 30, 2011.