



DEPARTMENT OF LABOR AND EMPLOYMENT

WORKFORCE DEVELOPMENT PROGRAMS

TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM

633 17TH STREET, 7TH FLOOR

DENVER, CO 80202-3660

CONTRACT PAYMENT POLICY

The Trade Adjustment Assistance Program frequently enters into contracts with schools in order to pay for training that has been approved under the program. Approved training must consist of scheduled classroom training. Video courses and correspondence courses are not approvable. Students are required to present specific educational programs for approval, and that approved plan will be noted on page 3 of the contract. The TAA Program will pay the cost of tuition, fees, tools and books required by the school and the cost of supplies appropriate for students in this program. Books and tools must be on the official school required list for approval of purchase. Supplies do not include computer software or hardware, book bags or other similar items that might be deemed "nice to have," but are not required. Items such as calculators may be purchased; however, if over \$40, prior approval is necessary from the TAA Coordinator unless on the school course required list. Costs will be reimbursed up to the amount contracted for each individual as noted on page 3 of the contract for courses to be completed within the contracted dates of training for each individual. Contract amounts and dates of coverage are listed individually on the contract and are not necessarily the same as the overall contract total or effective dates.

No payment may be made to a school in excess of costs provided for in the contract as determined by training dates, course of study approved and total costs of program. The contract contains very specific information as to dates of coverage and costs covered per student. A student who wishes to modify contract provisions is instructed to report to a Workforce Center TAA Counselor with information from the school that enumerates remaining costs and remaining course work. Upon review and approval of the requested change(s), the counselor will provide an amended Training Authorization for the training provider. At that point, the student's coverage is now effective as amended. Costs incurred prior to the student's request for a program change will not be reimbursed.

If a TAA-approved student receives a non-reimbursable financial aid, the proceeds from that aid are to be applied to any outstanding balance for which the TAA program is responsible, with the balance disbursable to the student. If the aid is in the form of a student loan, the proceeds are not to be applied to training expenses incurred by the student for which the TAA Program will be ultimately responsible. To do so violates the regulations at 20CFR 617.25, which provide that: "(1) When the costs of training are paid from TAA funds..., no other payment for such costs of training may be made under any other Federal law; and (2) When the payment of the costs of training has already been made under any other Federal law, or the costs are reimbursable under any other Federal law and a portion of the costs has already been paid under such other Federal law, payment of such training costs may not be made from TAA funds."

Invoices should be accompanied by documentation indicating items and services purchased. This is necessary to ensure that charges are appropriate to the individual student, and for audit purposes. A sample invoice is attached to the contract document. To ensure expeditious reimbursement, invoices of the training provider's design should contain all of the following:

- Student name
- Student social security number
- Period covered by the invoice
- Description and cost by category of services/items invoiced (e.g.: tuition, fees, books supplies)
- Enclosure of the **Training Authorization** for each student listed on the invoice.

If a student appears to be requesting approval for charges not consistent with this policy, please call the TAA Coordinator's office for approval at 303-318-8826.