



**SAN JOAQUIN COUNTY WORKNET  
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT  
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
24-04	August 15, 2024	GMD, CMD, FMD	1 of 3
<b>SUBJECT: RECOVERY OF WIOA TUITION AND TRAINING REFUNDS</b>			

**I. PURPOSE**

The purpose of this directive is to establish policies and procedures to ensure the recovery of unused WIOA training monies.

**II. GENERAL INFORMATION**

The WIOA Final Rule, [Title 20 CFR 683.410\(a\)\(1\)](#) states it is the responsibility of the recipient and each subrecipient to conduct regular oversight and monitoring of its WIOA activities and those of its subrecipients and contractors in order to determine whether expenditures have been made against the cost categories and within the cost limitations specified in WIOA and the regulations.

This PPD supersedes PPD D-60 Recovery of WIOA Tuition and Training Refunds, dated September 1, 2022.

**References:**

- [WIOA Final Rule, Title 20 CFR 683.410\(a\)\(1\)](#)
- [WSD19-10, Recovery of WIOA Tuition and Training Refunds \(February 20, 2020\)](#)

**III. POLICY**

All training providers applying to be on the San Joaquin County Employment and Economic Development Department (EEDD) ETPL must provide their institution's refund policy for review. Prior to accepting the training institution's refund policy, EEDD must verify the refund policy addresses early termination of the participant from the training program. In accordance with the EEDD ETPL Policy, and as indicated on the Individual Training Account (ITA), eligible training providers will promptly report participant completion of training, job placement, termination from

training, or other status change. Such reports will be on EEDD forms and will be submitted to EEDD within two (2) working days of the event becoming known to the eligible training provider.

In no event will any payment by EEDD constitute a waiver by EEDD of any material breach of the ITA or any default which may then exist on the part of eligible training provider, nor will such payment impair or prejudice any remedy available to EEDD with respect to the material breach or default. EEDD expressly reserves the right to demand, of eligible training provider, the repayment of any funds disbursed under the ITA which was not expended in accordance with the terms of the ITA. EEDD does not make payments in advance of a participant attending training, nor does it make payments if a participant does not attend training.

#### IV. PROCEDURE

- A. EEDD staff responsible for the ETPL Provider contracts management will obtain the designated ETPL Provider's standard policy for tuition that must be paid to enroll or accept a participant (e.g. administrative or registration fee).

EEDD staff will also obtain and verify the refund policy of ETPL Providers for early termination of the participant from the training program to ensure the refund policy includes:

- Percentage of the advanced payment to be returned upon non-completion of courses;
- Turnaround time of refund;
- Time spent in training before a refund will no longer be honored; and
- Requirement for the training institution to immediately notify EEDD if a WIOA participant drops out of a training program during the period when tuition can be refunded.

- B. EEDD designated case manager is responsible for the following:

- Check at least monthly with the ETPL Providers to verify participants assigned to their caseload are still in the training program;
- Determine, for any participant assigned to their caseload, if a refund is due for early termination of a participant's training;
- Notify supervisor and EEDD Fiscal Division if a refund is due for early termination of a participant's training by submitting a Pre-Encumbrance/Change of Status Form; and
- Modify the training cost in the participant's file to ensure revised training costs are allocated appropriately.

C. EEDD Fiscal staff is responsible for the following:

- Initiate payment of invoices from the training institution for each participant; and
- Collect any outstanding tuition/training refunds which are due from the training institution in accordance with the ITA.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee will be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN  
EXECUTIVE DIRECTOR

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