# SkillUP List of Frequently Asked Questions
## Fiscal

This FAQ provides a learning resource for SkillUP practitioners.  If you have a question which is not covered in this document, please contact Ramona Mundwiller ([ramona.mundwiller@mccatoday.org](mailto:ramona.mundwiller@mccatoday.org)) at MCCA.  The question and answer will be included in periodic updates to this document.

1. <u>What are the funding streams for FY19?</u>

   During FY19 all 13 participating colleges have access to $2M in local match funds which were included in the state budget as a workforce development line item.  These funds will flow from MDHE at the highest level, to our fiduciary agent, Ozarks Technical Community College.

   The USDA will provide the 50% federal matching funds via Missouri Department of Social Services (MDSS)/Family Support Division (FSD).

   There will also be TANF funds available for work related and travel related expenses.  These funds will flow directly from MDSS.

   Participating schools are also encouraged to continue building partner type relationships with local businesses which may require educational training.  This is an integral part of raising local match funds for potential future use.

2. <u>How should my college submit a budget for FY19?</u>

   The funding model will be based on a cost of $5,000 per program per participant.  Each participating college should submit a budget that includes projected programs, number of projected participants, and administration expenses (salary, fringe, travel etc.)

3. <u>How will the funding work for FY19?</u>

   The funding model will be based on submitted and approved budgets for each school.

   MCCA has engaged Ozarks Technical Community College to serve as its fiduciary agent for SkillUP.  All monthly reimbursement requests should be sent to OTC in accordance with the guidance set forth below.

MCCA and OTC will track requests against budget projections to ensure schools are generally falling within the cost guidelines of the program.

There are programs which cost as much as or more than the $5,000 per program. Since these are likely popular or in demand programs i.e. truck driving, we will work with those colleges to allow those program costs.

4. <u>Will there be a specific form to use to request reimbursement or do we prepare and submit an invoice? What is the timeline and procedure for payment? To whom do we submit our financial reimbursement requests or other financial information?</u>

Payments will be made on a cost-reimbursement basis on the approved MCCA SkillUP Invoice/Request for Payment form. Requests must be submitted monthly. They must be received by OTC by the 15th of the month following the activity period for which reimbursement is requested. For example, August expenses would need to be submitted by September 15th for processing. Reimbursement requests received by OTC after the 15th of the month would be processed and paid during the following business cycle. For example, a request for August that is not received in the OTC offices until August 16th would not be submitted until October.

Each consortium partner will supply electronic copies of supporting documentation that is adequate as defined by the financial policies of the institution and applicable local, state and federal policies, with adherence to the most restrictive of these policies.

OTC will complete desktop monitoring for each reimbursement request received. Original and additional supporting documentation should be maintained on site and readily available for on-site monitoring as needed by OTC, the Federal Program Officer, MCCA or any other authorized representatives.

Monthly reimbursement requests should be emailed to Brad Vass at OTC via vassb@otc.edu.

5. <u>When should our college submit for tuition reimbursement?</u>

Please submit based on your college's policy for dropping classes. For example, plan to submit for reimbursement the month following the class drop deadline for each class SkillUP participants are included. For credit classes, the drop date may be several weeks into the semester. For non-credit classes, it may be the first day of class.

6. <u>What if a student drops out of a class and does not return?</u>

First, you should make every effort to figure out why the individual is unable to attend and mitigate any barriers you can. If that is not possible and the student drops from the course/program AFTER the drop dates noted above, while the funds do not need to be returned, they can be reused for another student, if possible. The status of the student needs to be tracked on monthly student reports sent to MCCA, and within that individual's profile in MoJOBs.

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7. Which colleges will be able to charge indirect costs to this grant?

   If you have an approved indirect cost rate, then you can claim indirect costs on this grant. OTC will need a copy of your approved indirect costs rate.

   In order to ensure goal attainment and budget alignment, all colleges are being asked to incur only 10% of their indirect cost rate.

8. How do we show personnel time that is to be billed to the SkillUP Grant?

   OTC will need a completed monthly time and effort report to justify personnel costs that are being allocated to the grant. If you have a form that you are currently using for other federal grants, this should be acceptable as long as it provides all of the detail needed for the SkillUP grant. We have provided a sample time and effort form to use if your college does not currently have one in place.

9. If we are offering a class that contains SkillUP program participants and also contains other students, how would we allocate costs to charge to the grant?

   As a rule, instructor fees are already included in tuition. Requesting reimbursement for those fees would technically constitute double dipping. However, proration would be needed for shared class materials. Lab fees could also be charged to non-eligible students that are in the same class as students that are eligible participants in the grant.

10. Can Pell Grants be used as a match for local funds?

    No, since Pell Grants are federal funds they cannot be used for local match. However, if a student is taking credit courses and is eligible for Pell, then the Pell funds can be used first. The remaining tuition balance can be submitted for reimbursement.

11. Can SkillUP 50/50 funds be used to pay for books and supplies for students?

    Yes, education and work related expenses can be paid with the $2m local matching funds which receives a 50% match from FNS. However, if the individual is a volunteer as outlined below, TANF funds should be used during the time frame mentioned. The local matching funds can be used for ABAWDS.

    Effective July 1, 2018 through June 30, 2019 the 13 participating colleges have about $135,000 in TANF funds to use for books and supplies. Specific guidelines must be met in order to use TANF funds: only volunteers (16-24 with or without children and 25-59 with children including pregnant), and they must have exhausted all other means to pay for the supplies. Documentation must be made in MoJOBs and written verification must be kept in student SkillUP file.

12. Does the SkillUP grant pay for childcare?

    The grant cannot pay for childcare. However, individuals can submit applications for childcare assistance applications on the Missouri Dept of Social Services website - https://dss.mo.gov/fsd/child-care.htm.

13. Does the SkillUP grant pay for Supportive Services, such as transportation or work-related expenses? Also see question 11 above.

    Beginning July 1, 2018 through June 30, 2019, participating community colleges will have access to work related and travel related expense funds, via TANF, to help students with these types of barriers.

    Travel related expenses may include providing bus passes and gas cards to individuals who have no other means of traveling to and from school.

    Work related expenses may include pre-employment testing and required clothing or tools for their job, which they are unable to pay for.

    A separate process will be required for tracking these funds. Guidance is provided in a separate document.

14. What items can be included under Outreach expenses?

    This type of expense can be allowable under the right circumstances, but you need to make sure that you are carefully following the guidelines. Outreach and any related advertising needs to be very specific in scope and intent; for example, outreach/advertising to applicants to fill personnel vacancies required as part of the grant or outreach to make contact with participants for the programs specifically funded under the grant. You cannot be promoting the college or programs in general; you need to have a convincing argument that the outreach is needed to help satisfy the requirements of the grant.

October 11, 2018