

July 1, 2003

To: Program Managers, Site Supervisors, Sacramento Works Career Centers (SWCCs)

From: Kathy Kossick, Executive Director

Re: **WIA Directive #03-03 Scholarship Payment System**  
*This directive replaces Directive #02-05*

The Scholarship Payment System is a centralized database that keeps track of information relating to obligations and payments for Individual Training Accounts/Scholarships. Scholarships include payments made for tuition, supportive services, workforce skills preparation, and incentive payments. Sacramento Works One Stop Career Center case managers are responsible for obligating scholarships. SETA Fiscal staff is responsible for monitoring the payment process and paying fiscal claims.

Access to the 2003 ITA database will be cut off June 30, 2003. Effective July 1, 2003 the spreadsheet will contain only active customers. Tuition obligations will be automatically input. In addition, active customers with unpaid supportive service or incentive obligations made after June 1 will be automatically input. Supportive services and incentives obligated prior to June 1 must be resubmitted to Debbie Coyne.

In Fiscal Year 2004 there are two funding sources anticipated for Scholarships:

WIA Adult:	\$856,710
WIA Dislocated Worker	\$856,711

Scholarship Allocations:

Career Center	Scholarships/ WSP
San Juan USD - Citrus Heights	\$ 204,749
Asian Resources - Broadway	\$ 149,557
Sacramento City USD - Lemon Hill	\$ 143,559
SCOE – Rancho Cordova	\$ 197,815
Elk Grove USD - South County	\$ 112,727
La Familia Counseling Center	\$ 70,581
Mutual Assistance Network - Las Palmas	\$ 179,004
SETA – Hillsdale	\$ 233,700
EDD - Mark Sanders	\$ 233,700
SETA – Galt	\$ 94,000
SETA – Franklin	\$ 94,029
Total	\$ 1,713,421

50% WIA Adult and 50% Dislocated Worker

In addition, \$50,000 of unspent WIA Governor’s Discretionary Grant Community Impact Project (CIP) funding and \$50,000 of WIA 25% Governor’s Discretionary Grant funding has been set aside for customers enrolled in these programs to support them through completion of training. Allocation of CIP and 25% Discretionary funding will be determined in July, 2003.

SETA will be submitting applications to the State of California in the coming months to increase the Scholarship funds available to customers through the Sacramento Works Career Center system. If new funds are received, a revised directive will be sent out with the new amounts of funding.

Scholarship allocations will be included in the budgets for the One Stop Services subgrant agreements. Amounts allocated for Scholarships and Workforce Skills Preparation services must be used for scholarships purchased from the list of eligible training providers, workforce skills preparation services purchased from SETA’s Vendor list, or other direct participant costs (supportive services and incentives).

Financial Tracking

1. The Career Center casemanager presents the Customer’s Service Plan to the Case Review Team.
2. Once the case review team approves it, the customer’s Service Plan is faxed or emailed to the approved training provider and SETA’s Fiscal Representative (Joan Kidwell, fax number 263-6124 email [Joan@delpaso.seta.net](mailto:Joan@delpaso.seta.net)).

3. The Career Center casemanager processes enrollment into the JTA system and the SMARTware system.
4. The casemanager completes the Scholarship Obligation form and faxes or e-mails it to Debbie Coyne (fax#: 263-5427, e-mail: Debbie@delpaso.seta.net), filing the original fax in the customer file.
5. Debbie Coyne inputs the obligation into the Scholarship/ITA database
6. Site Supervisors and casemanagers check the Scholarship report on a regular basis to ensure that obligations are recorded properly and that scholarship allocations are not exceeded. Reports for each career center are available on the SETA Network shared drive: K/ITA.
7. Training providers and Workforce Skills Preparation vendors send an invoice for payment to the SETA Fiscal Department (Joan Kidwell). Fiscal staff checks the training provider claims against the SMARTware and JTA systems and submits the claim to the County for payment

In the next year, it is SETA's intent to modify the SMARTware automated case management system so that scholarship obligations and payments can be tracked.