

**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. What are the funding streams for FY21?

During FY21 the seven participating colleges have access to the remaining $2M in local match funds that MCCA received in 2018. For FFY21, these funds will be used for tuition only.

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

Participating colleges will use their own funding for local match for the administrative component of their budgets.

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.

1. How should my college submit a budget for FY21?

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.)

1. How will the funding work for FY21?

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 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.

1. 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?

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 10th of the month following the activity period for which reimbursement is requested. For example, August expenses would need to be submitted by September 10th for processing. Reimbursement requests received by OTC after the 10th 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 11th 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, program guidelines outlined in the SkillUP handbook, 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 or Kim Thomas at OTC via [vassb@otc.edu](mailto:vassb@otc.edu) or thomask@otc.edu.

1. When should our college submit for tuition reimbursement?

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.

1. What if a student drops out of a class and does not return?

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.

1. A student dropped prior to the drop deadline for the course and the college incurred pre-program fees. Can the college request reimbursement for those fees?

Yes a college can submit for reimbursement of fees which are required before beginning class as long as employers require it for all employees before hire OR it is a requirement to take the course. In order to be considered for reimbursement, these fees may or may not be included as part of the tuition.

Fees may include: drug testing, background checks, finger printing, uniforms, tools and equipment, and books.

To document this in MoJOBs, the college must enter a case note that includes details about what is being paid for, the amount, the training it is for, when the training begins, why it is necessary (as part of the training or required for employment) and that it is required to be done prior to the beginning of training. The participant must also be enrolled in the SkillUP training activity in MoJOBs.

When the participant drops out of the course, even if it is prior to the beginning of training, but after the pre-programs items have been completed, the training activity will need to be completed unsuccessfully.

To request reimbursement, the school should submit documentation that the testing was done and paid for by the institution.

FSD will verify in MoJOBs that the individual was enrolled in the training activity and look at the case notes to approve the reimbursement request.

1. 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.

Participating colleges that do not have an indirect rate agreement will receive a 10% reimbursement of total administrative program costs.

1. 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.

1. 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.

1. 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.

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

For any education-related expenses that are not included in tuition and that the college knows will be a part of the process of completion, these items must be added as “other” or “books” as appropriate in the 361 activity in MoJOBs.

1. 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>.

1. Does the SkillUP grant pay for Supportive Services, such as transportation or work-related expenses? Also see question 12 above.

Travel related expenses are not allowable during FFY21. If a participant presents with this type of need, the individual should be referral to another SkillUP provider.

See question 12 for training related expenses.

1. 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.