



Workforce Diploma Reimbursement Program

Statement of Purpose

The Workforce Diploma Reimbursement Program offers an opportunity for eligible program providers to deliver Hoosiers over the age of twenty-two with outcomes-driven instruction within the adult education space. Through offerings such as employability skills, career pathways, coursework, and certifications, all leading to a workforce diploma, eligible program providers will afford life-changing opportunities to those who seek to better their lives.

Eligible Entities

As outlined in [SEA 607](#), an Eligible Program Provider is a regionally accredited public, nonprofit, or private diploma granting institution with at least two (2) years of experience providing adult dropout recovery services. This must include recruitment, learning plan development, and proactive coaching and mentoring, in addition to the efforts culminating in the attainment of a high school diploma. Specifically, eligible program providers must assist adults more than twenty-two (22) years of age to:

1. Develop employability and career and technical skills;
2. Obtain high school diplomas;
3. Provide academic skill intake assessments and transcript evaluations;
4. Develop a learning plan that integrates academic requirements and career goals;
5. Provide remedial course work in literacy and numeracy;
6. Provide a research-validated, academic resiliency assessment and intervention;
7. Provide career pathways course work;
8. Provide preparation for industry-recognized credentials; and
9. Provide career placement services.

The eligible program provider's course catalog must include all courses necessary to meet the requirements for an Indiana diploma with a general designation, including sufficient courses to meet Graduation Pathway requirements.

In addition, the eligible program provider's programs must begin no later than October 1 of the year for which the eligible program provider is applying.

Finally, organizations or schools currently receiving state or federal tuition support for adult education learners may not receive additional funding through the Workforce Diploma Reimbursement Program.



Expectations

In order to ensure adult learners receive the academic and career skills necessary to be successful in the 21st Century workforce, eligible program providers must offer a robust number of services. To assist adult learners in reaching graduation, a variety of activities will allow adult learners to have the prospect to decide the career pathway that is best matched to their interests and aptitude. The following set of expectations is the minimal requirements to become an eligible program provider.

1. Employability and Career and Technical Skills

An applicant must provide employability skills consistent with the needs of employers from a variety of different sectors. While the academic course work is vital for adult learners' success, the need for employability skills is undeniable. The Indiana Department of Education, in consultation with the Department of Workforce Development and other key stakeholders, has provided a comprehensive employability skills competencies list which can be found [here](#). Each adult learner should exit the program with employability skills.

2. High School Diploma

The end result of the workforce diploma reimbursement program is for each adult learner to leave the program with the academic skills necessary to be successful in their future endeavors. This requires eligible program providers to ensure the academic rigor of their program meets the expectations of the state, as well as employers. The Indiana Department of Education has outlined the minimal requires for an Indiana General High School Diploma, which can be found [here](#). Eligible program providers may decide to involve additional standards above the minimum requirements.

3. Skill Intake Assessment and Transcript Evaluations

In order to provide the best courses for adult learners, a validated skill intake assessment is necessary to fully understand where students are entering, as well as how to best assist them to reach graduation. Additionally, many adult learners will enter into programs with some academic credits having been awarded during their time in the K-12 system. A skill intake assessment and transcript evaluation must be completed for each adult learner.

4. Learning Plan and Career Goals

After the adult learner completes the skill intake assessment and transcript evaluation, a learning plan and career goals must be established to give the student a pathway towards accomplishing their objective. Each eligible program provider must create, maintain, and modify, when necessary, a learning plan and career goals for each adult learner.



5. Remediation Literacy and Numeracy

Individuals who did not experience academic success during their time in traditional K-12 education may require remediation in reading and arithmetic. Setting a strong academic foundation upon which the adult learner will build upon is essential for their success. Eligible program providers are required to offer remediation in literacy and numeracy, and those offerings must accommodate individuals at a variety of academic levels.

6. Academic Resiliency Assessment and Intervention

In addition to literacy and numeracy remediation, eligible program providers must also conduct an academic resiliency assessment. This assessment must be validated by research and lead to an appropriate intervention for each individual adult learner.

7. Career Pathways

Every adult learner must develop a specific career pathway. Through activities with the eligible program provider's staff, career exploration resources, and the adult learner's interests, a career pathway will provide the roadmap for each student to follow.

8. Industry-Recognized Credentials

Along with the academic skills required to be competitive in our economy are the technical skills necessary for employment. The Indiana Department of Workforce Development has provided a list of Indiana's promoted industry certifications. This information may be found [here](#). In addition to the promoted industry certifications, the document also provides whether or not the specific certification qualifies for graduation pathways.

9. Career Placement Services

The culmination of earning a high school diploma through demonstrated competencies of academic and technical skills is a significant achievement for any student. However, the true goal of any education is to position the individual to be able to obtain meaningful employment. Eligible program providers are required to provide career placement services for adult learners leading to meaningful employment.

Accountability

Through SEA 607, the Indiana General Assembly requires each eligible program provider to be held accountable to the following metrics in order to ensure the adult learners being served are receiving the academic and technical education they deserve:

1. A minimum of a fifty percent (50%) graduation rate for each cohort;



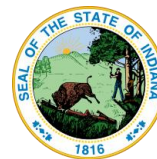
2. A cost per graduate for a cohort of not more than six thousand seven hundred fifty dollars (\$6,750); and
3. Survey reporting student outcome data.

The first and second required items for accountability do not require additional clarification. However, the mandated survey will require extensive data collection. The survey shall be conducted in the year after the next calendar year in which the individual graduates or is no longer enrolled with the approved eligible program provider. Additionally, the survey must continue consecutively for the next four years. The survey is required to be submitted each year no later than the first day of December.

Eligible program providers shall report the following information, in electronic format, to the department, the legislative council, and the interim study committee:

1. The total number of students for whom the eligible program provider has received funding through the program;
2. The total number of credits that have been earned through the program;
3. The total number of employability skills certifications that have been completed under the program;
4. The total number of industry-recognized credentials that have been attained under the program for each respective milestone;
5. The total number of graduates under the program;
6. To the extent possible, the use of the funding received by the approved eligible program during the previous school year, and the metrics of student achievement and demographics including:
 - a. The amount of funding received used for each course or program of instruction of the approved eligible program provider;
 - b. The amount of funding received used for transportation costs for students to attend a course or program;
 - c. The amount of funding received used for any other purposes; and
 - d. Metrics of student achievement and demographic information for those students during the previous school year that participated in a course or program of instruction that was funded in whole or in part by funding received; and
7. The student's employment status, including whether the individual is employed full-time or part-time.

If an eligible program provider does not meet the minimum program performance standards they will be placed on probationary status for the remainder of the applicable state fiscal year. If an approved eligible program provider is unable to improve their metrics and is placed on probationary status for two (2) consecutive years, the Governor's Workforce Cabinet will notify the Department of Workforce Development that the eligible program provider is no longer approved to participate in the program. Additionally, the eligible program provider will be removed from the approved provider list.



Reimbursement

Reimbursement for eligible program providers will occur on a monthly basis. Eligible program providers shall submit monthly invoices to the department not later than the tenth calendar day of each month for milestones reimbursements in the immediately preceding calendar month.

The following definitions are provided for clarification:

Per Graduate Cost: the total amount paid to each eligible program provider that is reimbursed for milestones met by students with a cohort divided by the total number of graduates in that cohort.

Credit: a unit of instruction that correlates to one (1) semester of one (1) course in the traditional high school environment.

Graduation Rate: The percentage, out of the total number of students who enrolled in the program during the state fiscal year that precedes the immediately preceding state fiscal year, of students who graduated in the two (2) immediately preceding state fiscal years and for whom the approved eligible provider received reimbursement.

For each milestone accomplished by the adult learner, the eligible program provider is eligible for the following reimbursement structure:

| Milestone Reimbursement Structure | |
|--|---------|
| Completion of Each Credit | \$175 |
| Completion of an Employability Skills Certification Program Equal to at Least Two (2) Credits | \$275 |
| Attainment of an Industry Recognized Credential That Requires Not More Than Fifty (50) Hours of Training | \$250 |
| Attainment of an Industry Recognized Credential That Requires Fifty-One (51) But Not More Than One Hundred (100) Hours of Training | \$500 |
| Attainment of an Industry Recognized Credential That Requires More Than One-Hundred (100) Hours of Training | \$750 |
| Attainment of High School Diploma | \$1,000 |



Application Review and Timeline

| Event | Date |
|--------------------------------------|-----------------|
| RFA Issued | June 21, 2019 |
| RFA Questions Due | July 3, 2019 |
| RFA FAQ Issued | July 10, 2019 |
| Informational Webinar | July 17, 2019 |
| Application Due Date | August 2, 2019 |
| Application Evaluation | August 8, 2019 |
| Notification of Award | August 15, 2019 |
| Eligible Program Provider Start Date | October 1, 2019 |

Contact Information

Please contact Nathan Storm, Deputy Policy Director, at nstorm@dwd.in.gov with any questions regarding the RFA process.

Application

All applications submitted to the Governor's Workforce Cabinet in response to this RFA must:

1. Use 12 pt. font;
2. Be single spaced;
3. Be submitted electronically to nstorm@dwd.in.gov; AND
4. Be complete;
 - a. Narrative: Program Information/Cover Sheet & Application Narrative;
 - i. These should be combined in a single document (.doc or .pdf);
5. Be no more than eight (8) pages in length.

Completed applications (including attachments) must be:

1. Submitted electronically to nstorm@dwd.in.gov; AND
2. Submitted on or before 08/02/2019 by 11:59PM EST