



WASHINGTON COLLEGE GRANT FOR APPRENTICESHIP PROGRAM MANUAL

FOR SPONSORS

2022-23

JULY 2022

REVISED 10/5/22

Washington Student Achievement Council
Student Financial Assistance Staff

WCG OPERATIONS - AWARDING, PAYMENTS, REPORTING, AND REPAYMENT

REMY PLATE Program Manager	Phone E-mail	(360) 485-1315 apprenticeship@wsac.wa.gov
GABRIELE MATULL WORST Assistant Director	Phone E-mail	(360) 753-7841 gabrielew@wsac.wa.gov
NEESHA GRIFFITHS Receivables Coordinator	Phone E-Mail	(360) 753-7632 neeshag@wsac.wa.gov
VICTOR FERNANDEZ Customer Interface Manager	Phone E-Mail	(360) 753-7623 victorf@wsac.wa.gov

MANAGEMENT - POLICY ISSUES

BECKY THOMPSON Director	Phone E-mail	(360) 485-1301 beckyt@wsac.wa.gov
CARLA IDOHL-CORWIN Senior Associate Director	Phone E-mail	(360) 485-1302 carlai@wsac.wa.gov

www.wsac.wa.gov

Portal: <https://portal.wsac.wa.gov>

WSAC Toll Free Line: (888) 535-0747

Financial Aid Counseling: www.opportunitypathways.wa.gov

Students and Parents: <https://wsac.wa.gov/apply>

**WASHINGTON COLLEGE GRANT FOR APPRENTICESHIP
2022-23 PROGRAM MANUAL**

Table of Contents

2022-23 Introduction

BACKGROUND.....	i
NEW FOR 2022-23	ii
REMINDERS.....	v
HISTORY AND OPERATION OF WCG AND CBS	vi
WCG FOR APPRENTICESHIP REPORT AND FUNDING REQUEST TIMELINE.....	viii

CHAPTER 1: WCG for Apprenticeship Eligibility Determination & Monitoring

ELIGIBILITY DETERMINATION	1
Financial Need and Income Cutoff.....	3
<i>Eligible Apprenticeship Programs</i>	3
Maximum Terms of Eligibility	3
Satisfactory Program Progress (SPP).....	3
Unsatisfactory Progress or Denied Status	3
Refund/Repayment	3
Previous Bachelor’s Degree	4
Resident for WCG Purposes (Including Apprenticeship Grant)	4
Other Washington Residents	7
Conflicting Information.....	7
Ability to Benefit	8
Fraudulent Information.....	8
ELIGIBILITY MONITORING FOR WCG	8

CHAPTER 2: CALCULATING WCG FOR APPRENTICESHIP AWARDS

MAXIMUM MEDIAN FAMILY INCOME LEVELS.....	9
Adjust the Family Size for More Than One Family Member in College.....	9
Determining Income for MFI Levels	9
Professional Judgment	10
Family Income Change of 3 Percent or Less	10
Chart: Median Family Income (MFI) Levels for 2022-23 Eligibility	11
Apprenticeship Award Chart for 2022-23.....	12
Washington Bridge Grant	12
Minimum Awards	13
Declining WCG-A Awards.....	14
AWARDING PRACTICES NOT PERMITTED.....	14
Single Parents and Part-Time Students	14

CHAPTER 3: SATISFACTORY PROGRAM PROGRESS

SATISFACTORY PROGRAM PROGRESS (SAP) 15

- Maximum Usage Timeframe..... 15
- Quantitative Standard for Apprentices 15
- Successful Completion of Hours 15
- Denied Status 16
- Quantitative Standard for Apprentices in Clock Hour Programs 16
- Qualitative Standard..... 16
- Other Conditions of SPP Policy..... 16
- Professional Judgment/Appeals..... 16
- Reinstatement 16
- Notifying Apprentices of SPP Policies..... 17

APPRENTICE WITHDRAWALS/REPAYMENT CALCULATIONS (See Chapter 5)

CHAPTER 4: PORTAL ACCESS & REPORTING REQUIREMENTS

SECURE PORTAL ACCESS 18

- Security of Information..... 19
- Secure Data Transmission..... 19
- Secure Portal Training..... 19

REQUIRED REPORTS 19

- Unit Record Report(URR)/Annual Year End Report..... 19
- Submission of Apprentice Award and Payment Data 19
 - Record Layouts 20

ELIGIBLE AWARDED WCG APPRENTICES..... 20

INSTRUCTIONS 20

- Edits..... 20
- Reporting Enrollment Status..... 20
 - Exceptions 20
- Secure Data Transmission..... 21

RECONCILIATION REPORT..... 21

- CHART: Award & Payment Report List of Edits..... 22
- CHART: Common Edits Addressed w/Data Correction Instead of Overriding..... 22
- CHART: Common Bridge Grant Edits to be Addressed with Data Correction Instead of Overriding 23

PORTAL FILE UPLOAD LAYOUT FOR ALL SPONSORS..... 23

- Chart: 2022-23File Upload Layout..... 23
- Errors that prevent File Upload and Import..... 26

REQUESTING FUNDS 28

TWO-FACTOR LOGIN INFORMATION 29

CHAPTER 5: WCG-A PAYMENTS, REPAYMENTS, AND REPORTING

**PROCEDURES FOR ELECTRONIC FUND TRANSFER PAYMENT REQUESTS,
APPRENTICE REPAYMENTS, AND REPORTING**

Electronic Funds Transfer (EFT) Request Procedure..... 30
 Payment Requests..... 30
Disbursement Procedures..... 30
Payments cannot be Made to Apprentices Current Term After They Withdraw..... 31
Retroactive Awards and Payments for Previous Payment Periods..... 31
Required Apprentice Directive for Sponsors 31
Conditions of Award Statements..... 32
Power of Attorney Disbursements..... 32
Sponsor Repayments 32
Apprentice Repayments 32
Persian Gulf Veterans..... 32
STATE AID REPAYMENT POLICY REQUIREMENTS..... 33
 Alternative Repayment Policy Option 33
 Repayments for Deceased Apprentices 33
 Timely Management of Repayment Referrals for Sponsors 34
 Chart: Timeframe for Completion/Repayment Actions..... 35
 Sponsor to Bill Accounts..... 36
 In Repayment..... 36
 Authority (WAC) 37
 No-Show Repayments 37
 Sponsor Errors..... 37
 Canceling In Repayment Accounts 37
INFORMATION FOR CLOCK HOUR PROGRAMS..... 38
 Program Lengths (Remainder Hours – Award Percentages)..... 38
 Academic Year Cross-Over Programs..... 38
 Apprenticeship Payment Period/Hour Payment Request Calendar..... 39

CHAPTER 6: CONDITIONS OF AWARD AND DIRECTIVES

Forms Used to Provide Required Notification to Apprentices 40
Conditions of Award – Applies to Apprentices in all Apprenticeship Programs 41
Required Directive Form for Apprentices 42
APPRENTICE DIRECTIVE FOR DISBURSEMENT OF STATE AID 43

CHAPTER 7: INFORMATION FOR SPONSORS

APPRENTICESHIP PROGRAM ELIGIBILITY 44
AGREEMENT TO PARTICIPATE..... 44
STATE OF WASHINGTON CONDITIONS OF AWARD..... 44
REPAYMENT POLICY 44
SATISFACTORY PROGRAM PROGRESS POLICY 45

CHAPTER 7: INFORMATION FOR SPONSORS (CONTINUED)

NOTIFICATIONS 45

PROGRAM AUDITS AND RECORD RETENTION 45

 Records Retention 46

 Protecting Apprentice Personally Identifiable Information (PII) 46

 Drafting Privacy Protection Procedures..... 46

 Protecting Personal Information..... 46

CHAPTER 8: LAWS AND AGENCY RULES

CHAPTER 28B.92 RCW: STATE STUDENT FINANCIAL AID PROGRAMS..... 47

CHAPTER 250-21 WAC: WASHINGTON COLLEGE GRANT 48

CHAPTER 250-18 WAC: RESIDENCY STATUS FOR HIGHER EDUCATION..... 49

APPENDICES

Appendix A – MFI Levels...for Apprenticeship Program Eligibility..... 50

Appendix B – Apprenticeship Award Chart..... 51

Appendix C – Acronyms used in this manual 52

Washington College Grant for Apprenticeship Program Manual 2022-23 Academic Year

INTRODUCTION

WELCOME to the Washington College Grant for Apprenticeship Program Manual

The guidance in this manual reflects the program rules for Washington Administrative Code 250-21 – Washington College Grant.

To search for a specific topic or key word, press “Ctrl-F” on your keyboard, then type in the word or topic you are looking for. This will direct you to all occurrences located within the manual.

MANUAL UPDATES

Program Manual Revisions (Information will be added each time there is an update)

Date	Chapter/Section	Topic/Reason
7/22/2022	Award Chart – Chapter 2, pg. 12 and Appendix B	Edited 71-75% column on award chart for accuracy
9/21/2022	Common Edits Chart – Chapter 4, pg. 23	Addition of Bridge Grant data correction edits
9/21/2022	Common Errors Chart – Chapter 4, pg. 27-29	Change in language for accuracy
10/4/2022	Apprenticeship Program Eligibility – Chapter 7, pg. 44	Change in language for clarity surrounding eligibility requirements

BACKGROUND

◆ **Washington College Grant**

The Washington College Grant (WCG) was created in 2019-20, to provide a statewide free college program for eligible participants, and greater access to postsecondary education for Washington residents—expanding and replacing the State Need Grant. WCG awards come directly from WSAC, once they are requested by Sponsors.

The Workforce Education Investment Act ([HB 2158](#)) added guaranteed funding to WCG for all eligible apprentices, starting in the 2020-21 Academic Year. Additional information on the Washington College Grant and College Bound Scholarship eligibility requirements for colleges and universities can be found in the separate Washington College Grant and College Bound Scholarship Program Manual for Financial Aid Administrators at <https://wsac.wa.gov/FAA-resources>.

◆ **WCG Apprenticeship (WCG-A)**

The Washington College Grant was expanded to include approved apprenticeship programs under [Chapter 49.04 RCW](#), which started in the 2020-21 fiscal year.

The WCG for Apprenticeship manual provides guidelines on how Sponsors can connect their apprentices to grant funding. This funding is guaranteed for all apprentices who qualify—up to 100 percent.

NEW FOR 2022-23:

◆ **New file format layout, Ability to Upload Awards, and Request Funds**

A new file format layout is available to upload apprentices and awards into the WSAC Portal. Once loaded into the system, you will be able to request apprentice payments directly through the WSAC Portal. (See Chapter 4.)

◆ **WCG-Apprenticeship (WCG-A) Award Amounts Increase**

Engrossed Second Substitute Senate Bill (E2SSB) 5764 aligns the WCG-A maximum award for those in approved registered apprenticeships with the maximum award for full-time students attending two-year public institutions. (See updated award charts in Chapter 2 and Appendix.)

- Section 2 – Indicates intent for apprentices who receive related supplemental instruction through a CTC to be awarded WCG-A by the CTC. Requires SBCTC to implement fully by 2025-26 AY. SBCTC to collaborate with WSAC to create a student IT interface.
- Section 3 – requires WSAC to contract with the William D. Ruckelshaus Center to conduct research. Some of the research includes, but is not limited to: evaluate paths to credential for apprentices; examine national best practices to award education credentials to apprentices; research apprentices' demand for degrees; review the current funding model within the CTC system; and identify and remove barriers for apprentices to receive WCG-A.
- Section 4 – Four-year public colleges must establish a policy for granting as many credits as possible for related supplemental instruction by the 2028-29 AY.

◆ **Expansion of Median Family Income (MFI) Ranges**

Engrossed Substitute Senate Bill (ESSB) 5693, Section 949(2) expands the income eligibility thresholds and award amounts for WCG-A.

For academic years 2022-23, the following WCG income eligibility thresholds and award amounts apply: Median Family Income of 0-60 percent of state MFI provides maximum WCG award where previously the maximum award amount was capped at 0-55 percent MFI. See updated MFI Chart in Chapter 2 and Appendix.

◆ Washington Bridge Grant

ESSB 5693, Section 610(15) creates the Washington Bridge Grant for eligible WCG-A students. At this time, it is implemented for 2022-23 AY. The Legislature would need to take action for it to be effective beyond this year.

For the 2022-23 academic year, WCG-A recipients who are receiving a maximum WCG-A award (0-60% MFI), but are **not** CBS eligible, and who have enrolled in at least 3 credits, are also entitled to receive a \$500 Washington Bridge Grant.

CBS students are not eligible for the Washington Bridge Grant.

The Washington Bridge Grant is an annual stipend awarded, in addition to WCG-A, to provide supplementary financial support to low-income students/apprentices to cover higher education expenses beyond tuition and fees, such as books, lab fees, supplies, technology, transportation, housing, and childcare.

The award amount can be a flat rate, lump sum payment for the year, or awarded proportionally across terms, whichever is in the best interest of the student. The award is limited to need and is not prorated by enrollment level.

Student directive requirements apply to Washington Bridge Grant awards. **(Chapter 6.)**

WSAC will be convening the financial aid advisory workgroup to work through the technical details of implementation. **See Chapter 2.**

Eligible apprentices are those who:

- Are enrolled in at least three credits and/or a registered and approved apprenticeship program at an eligible institution/Sponsor.
- Receive a maximum Washington College Grant award and still have need remaining.
- Meet satisfactory academic progress.
- Are **NOT** College Bound Scholarship eligible. This section is information only as apprentices are not eligible for CBS.
 - To be CBS eligible does not mean a student is receiving CBS funding. Please refer to “CBS Eligibility Cruncher” to determine eligibility.
 - Some examples of CBS students who might be eligible for a WA Bridge Grant include students who signed up for CBS but did not meet the high school graduation requirement, did not meet the enrollment deadline, and those who are past the 5-year eligibility.
- Also keep in mind Passport students who are also CBS eligible but who do not receive CBS funding. In this case, the student would not be eligible for a WA Bridge Grant award.

◆ **Establishing Financial Need Through Public Assistance Programs**

Engrossed Second Substitute House Bill (E2SHB) 1835, modifies the WCG-A to allow a student to either demonstrate financial need by meeting the income requirements or by WSAC confirming the student's participation in one of the following state public assistance programs: Aged, Blind, or Disabled Assistance Benefits; Essential Needs and Housing Support; Pregnant Women Assistance; or be a Washington high school student in the 10th, 11th, or 12th grade whose parent or legal guardian are receiving one of the listed types of public assistance.

◆ **Portal Access Security Upgrade**

To provide the highest level of security, the Washington Student Achievement Counsel (WSAC) has turned on two-factor authentication (2FA) for all WSAC portal user accounts. This added layer of security ensures that you are the only person who can access your account, even if someone finds your password, because a second time-based bit of information (authentication code) that only you will know will be required to log in. See Chapter 4 for instructions.

◆ **Residency Requirement Change – Residency Affidavit**

In 2022, Engrossed Substitute Senate Bill (ESSB) 5874 modifies/clarifies that students must have lived in Washington for a period of one year prior to **enrollment in higher education primarily for reasons other than educational**.

- **NEW REQUIREMENT:** The Washington residence must be primarily for purposes other than postsecondary education. This means that students who take more than six (6) college credits (not including dual credit) in any one term after moving to Washington cannot count those terms as part of their 12 consecutive months of maintaining a primary residence. That is, unless they prove that postsecondary education was not their main reason for establishing a primary residence in Washington.

To qualify, the individual needs to have a high school diploma or equivalent and have lived in Washington for a period of one year prior to enrollment in higher education primarily for reasons other than educational. Students will need to complete the residency affidavit (previously referred to as the “1079” requirement) as part of the WASFA.

This Bill also modifies residency for active-duty military members, National Guard, reservists, and their dependents. Please refer to <https://wsac.wa.gov/student-residency> for more detailed information or consult the Residency Officer at your institution.

Subscribe to WSAC's Residency Listserv:

https://lists.ctc.edu/mailman/options/ro_lists.ctc.edu

REMINDERS

◆ Repayment Protocol

Sponsors must report repayments to WSAC per the prescribed timelines in Chapter 5, to better assist apprentices, and to avoid the awarding of state aid to ineligible apprentices.

Failure to report repayments by the established deadlines, whether being collected by the Sponsor, or WSAC, may result in the repayment of funds to WSAC by the Sponsor.

Guidelines for reporting repayments to WSAC can be found in Chapter 5.

***Please Note:** In order to report a receivable or Institution to Bill, you must have first reported awards and requested funds through the portal for that apprentice. Pending development of the IT solution to report these repayments, Sponsors will notify program staff directly. Once the solution is in place, additional guidance will be given.*

◆ Unclaimed Property

If an apprentice fails to cash their WCG-A check or pickup any remaining funds by the close of the fiscal year, the funds shall be returned to the program at WSAC and treated as funds declined by the apprentice. These funds shall no longer be referred to the state as unclaimed property.

◆ Accurate Reporting

Ensure that all data on your awarding and payment reports are accurate. Correct or update changes to apprentice status. This data is critical to forecast program funding costs. Do not report apprentices who were not eligible for aid (For example: did not meet Satisfactory Program Progress; failed to complete all application materials; did not meet residency requirements.)

◆ Apprentices Needing Repayment Status Information (Chapter 5)

WSAC is using a billing service for repayments. Apprentices with repayments wanting information about the status of their repayments should be instructed to call our contracted billing service, [University Accounting Services](#) (UAS), at 1-844-870-8701.

◆ Maximum Usage Limit

Please note that satisfactory program progress and the maximum usage limit of five full time years of eligibility (15 quarters, 10 semesters or the equivalent) remains unchanged.

◆ Information for Apprentices:

Refer apprentices to <https://wsac.wa.gov/wcg> for financial aid information and resources.

- This is the page apprentices will land on if they click on the link in the *Washington State Aid Conditions of Award* (Chapter 6): www.opportunitypathways.wa.gov
- For specific information on the **Washington College Grant for Apprenticeship**, visit: <https://wsac.wa.gov/apprenticeship-program-providers>

Washington College Grant and College Bound Scholarship History and Operation

- 1969:** State Need Grant (SNG) program was established.
- 1976:** Legislative intent noted to offset tuition/fees for low-income apprentices.
- For every dollar increase in tuition, 24 cents in aid provided, above previous levels.
 - Reflected the portion of undergraduates on aid at that time.
 - Policy inferred that the state needs to “give back” to needy apprentices when increasing tuition.
 - Apprentices were nominated, then ranked together according to need.
 - Grants were one-third of the difference between budget costs and family contribution.
- 1980:** For-profit institution participation was authorized.
- 1988:** Grant amounts changed from flat grant to variable in order to reflect Cost of Attendance differences supporting apprentice choice.
- 1989:** Part-time apprentices authorized.
- 1991:** A “fair share” fund distribution model was adopted creating campus “reserve funds” based on percentage of campus-eligible apprentices divided by all eligible apprentices.
- 1993:** Revised the eligibility and cost model to use Median Family Income (MFI) as a result of change in federal needs analysis – 50 percent MFI used initially.
- 1995:** MFI increased to 65 percent via budget process.
- 1996:** MFI decreased to 40 percent via budget process.
- 1998:** Award amounts based on public tuition rates.
- 2001:** MFI increased to 55 percent via budget process.
- 2005:** MFI increased to 65 percent via budget process.
- 2005:** Less-than-half-time eligibility pilot with 10 campuses.
- 2006:** Less-than-half-time eligibility pilot expanded to all.
- 2007:** Legislature established the College Bound Scholarship Program (CBS), allowing eligible 7th and 8th graders to sign up to receive scholarship support in college.
- Maximum MFI for SNG increased to 70 percent.
 - Maximum MFI level for CBS established at 65 percent.
- 2009:** SNG MFI ranges expanded from three to five categories for pro-rated awards via budget process.
- 2011:** SNG Awards for new apprentices attending for-profit institutions reduced by half.
- 2011:** SNG Less-than-half-time eligibility pilot extended two years through the budget with the addition of a required outcomes study.
- 2012:** The first College Bound Scholarship apprentices receive funding.
- 2014:** The Legislature enacted the REAL Hope Act, granting SNG eligibility determination for apprentices who meet RCW 28B.15.012(2)(e) residency requirements, often referred to as “1079” requirements. This includes non-U.S. citizens, including undocumented apprentices.
- 2014:** SNG Awards for apprentices attending for-profit institutions restored to 100 percent level.
- 2015:** The Legislature required that all eligible CBS Scholars be awarded maximum SNG awards.
- The State Attorney General’s Office indicated that apprentices with Deferred Action for Childhood Arrival (DACA) status may qualify for in-state tuition under RCW 28B.15.012(2)(a)-(r), may meet the residency requirements for State Need Grant under RCW 28B.15.012(2)(a)-(e), and may meet the residency requirements for College Bound Scholarship under RCW 28B.15.012(2)(a)-(d).
 - SNG eligibility for less-than-half-time enrollment became permanent.

- The Legislature reduced tuition for the 2015-16 year at public colleges through the biennium, while holding apprentices attending private institutions harmless from reduced awards, keeping state aid award amounts the same at private institutions.

2017: Legislature enacted separate award categories for 4-year for-profit and 4-year non-profit institutions.

2018: Residency requirements were aligned for SNG and CBS. Apprentices may meet residency requirements under RCW 28B.15.012(2)(a)-(e) for both programs. This permits CBS scholars to meet residency requirements using the "1079" standard that has been in place for WCG since 2014. Also permits residency to be determined using the DACA standard (see 2015) even if DACA is expired.

2019: Washington College Grant (WCG) program established, replacing the State Need Grant (SNG)

- Award amounts defined in statute for all sectors
- CBS apprentices that meet WCG eligibility given WCG priority in statute.
- CBS sign-up is extended to 9th grade apprentices who qualify for free or reduced-price lunch who were previously ineligible during the 7th & 8th Grade.
- Self-help requirement removed.
- Second associate degree restriction removed.
- Dependent care allowance eliminated.

2020: WCG guaranteed funding for all eligible apprentices in statute.

- Award amounts defined in statute
- Increased eligibility threshold from 70 percent MFI to 100 percent MFI.
- Increased maximum awards up to 55 percent MFI
- Expands to include apprenticeship programs
- WCG WAC 250-21 created/repeal of SNG WAC 250-20

2021: Residency requirement changed RCW 28B.15.012 (e) to living in WA for 1 year prior to being admitted in college and graduating from any high school or GED program. Previously referred to as the "1079" Requirement.

2022: ESSB 5693

- Washington Bridge Grant established for 2022-23 AY - \$500 WA Bridge Grant for students who are receiving maximum WCG and are not CBS eligible students. Students must be enrolled in at least three credits and the grant is not prorated. The grant is paid in either one lump sum in the first term of enrollment or awarded proportionally across terms, limited to need.
- Increased maximum awards up to 60 percent MFI

E2SSB 5764

- Aligns the WCG-A maximum award for those in approved registered apprenticeships with the maximum award for full-time students attending two-year public institutions.

HB 1907 - requires that postsecondary institutions that participate in state student financial aid programs have a gift equity packaging policy allowing for a student who receives a private scholarship to receive up to 100 percent of the student's unmet need before any of the student's federal, state, or institutional financial aid is reduced. This provision does not apply to public community and technical colleges.

ESSB 5874 - modifies/clarifies that students must have lived in Washington for a period of one year prior to enrollment in higher education primarily for reasons other than educational for residency purposes.

WCG FOR APPRENTICESHIP REPORT AND FUNDING REQUEST TIMELINE

Monthly	Sponsors will submit award information and payment requests monthly due to ongoing enrollment during the fiscal year.
May/June 2023	Annual Workshops – state financial aid training and updates.
June 30, 2023	Final date to request WCG Funds.
July 10, 2023	Final Year End Reconciliation report due. Sponsors will be required to submit one final year end reconciled report for their apprentices.

CHAPTER 1

Washington College Grant for Apprenticeship Eligibility Determination and Monitoring

ELIGIBILITY DETERMINATION

- **First:** Apprentice fills out Washington College Grant Apprentice award application with needed documents and delivers to Sponsor.
- **Second:** Sponsor processes application to determine eligibility and award amount.
- **Third:** The Apprentice must meet all eligibility requirements including the Median Family Income (MFI) requirement to be eligible for the Washington College Grant - Apprenticeship and the Washington Bridge Grant. The Sponsor will use the Median Family Income and Award Chart as provided by WSAC to determine apprentice awards.
- **Fourth:** Eligible Apprentices will complete their Related Supplemental Instruction (RSI) and On the Job Training (OJT) hours to meet required progress standards.
- **Fifth:** The Sponsor will monitor progress standards and request funds from WSAC. WSAC will verify the eligibility for payment. Payment will be sent to the Sponsor via electronic payment. Sponsor will disburse funds to the Apprentice per the student directive.

Initial Criteria for WCG-A Eligibility Determination

APPRENTICES MUST:	
Meet High School (HS) Graduation Requirements	<input type="checkbox"/> High School graduation or GED/equivalent
Submit an Approved Application	<input type="checkbox"/> See Sponsor for WSAC provided Application
Be a Washington Resident*	<input type="checkbox"/> Meet residency requirements according to RCW 28B.15.012(2)(a)-(e). <ul style="list-style-type: none"> ▪ Includes apprentices with Deferred Action for Childhood Arrival (DACA) status who meet 28B.15.012(2)(a)-(e). requirements. DACA can be expired at the time of residency determination. ▪ Includes non-U.S. Citizens who meet 28B.15.012(2)(e), by completing the Residency Affidavit, previously referred to as the "1079" requirements. ▪ Both U.S. citizens and non-citizens may be eligible to meet residency requirements. ▪ Proof of residency can be satisfied in several ways including a WA driver's license, voter registration or rental agreement. <p>For complete listing of accepted methods of showing residency, see: https://wsac.wa.gov/student-residency</p>
Meet family income eligibility based on MFI level	<input type="checkbox"/> 100% Median Family Income (MFI) or less
Maximum Full-Time Term Usage	<input type="checkbox"/> 15 quarters/10 semesters or the hour equivalent

*See expanded information in this chapter for more details regarding residency.

WCG-A Eligibility

ALL WCG-A Recipients MUST:

- Meet Washington resident tuition requirements according to RCW 28B.15.012(2)(a)-(e).
- Demonstrate financial need as defined under RCW 28B.92.030.
- Not already have earned a bachelor's degree or higher
- Enroll in eligible apprenticeship programs at eligible institutions, or
- Be enrolled in an approved registered apprenticeship program.

ALL WCG-A Recipients CANNOT:

- Exceed maximum term usage.
- Be in unsatisfactory program progress or denied status.
- Owe a repayment to any state program.
- Be in default on a state student loan.

Financial Need and Income Cutoff

The apprentice must demonstrate financial need, as calculated by the program Sponsor, using the WSAC provided forms.

The apprentice must have a family income below a specified income cutoff. The cutoff equals a percentage of the state's Median Family Income (MFI) and adjusts with the apprentice's family size. The income cutoff is 100 percent of the state's MFI for Washington College Grant.

Eligible Apprenticeship Programs

Apprenticeships qualifying as eligible programs must be a registered apprenticeship program approved under [Chapter 49.04 RCW](#). Program Sponsors must be approved to participate by WSAC. Eligible programs for the Apprenticeship Grant are found at <https://secure.lni.wa.gov/arts-public/#/program-search>

Maximum Terms of Eligibility

WCG recipients, including apprentices, have a lifetime maximum number of terms they can receive the grant, which is described as Quarters of Eligibility Remaining (QER).

A WCG-A recipient may receive the grant for a maximum of 15 quarters, 10 semesters, or the equivalent combination of the 2 at a full-time rate of enrollment. This includes combined usage under the apprenticeship program option and academic programs. Apprenticeship program hours will be converted to equivalent terms by WSAC.

Satisfactory Program Progress (SPP)

Programs are responsible for monitoring and responding to changes in Apprentice eligibility.

Unsatisfactory Progress or Denied Status

Unsatisfactory progress means that in a previous term, the Apprentice failed to complete at least one-half (50 percent) of the minimum number of hours required.

After the initial disbursement, apprentices are required to complete the proportional number of hours per payment period before the next disbursement can be made. For example, if they are in a 2000-hour program that is completed over the 12-month fiscal year between July 1 and June 30, they would have to complete 25% or 500 hours before receiving subsequent payments after the initial payment.

Denied status may also refer to an apprentice's status when the apprentice has not met the standard required by their program or they have reached their maximum lifetime usage. See Chapter 3 for more information.

Refund/Repayment

All apprentices must certify that they do not owe a refund or repayment for any Washington state financial aid programs. The apprentice may not be in default on a loan made through a state loan program.

Previous Bachelor's Degree

Apprentices who have already earned a bachelor's degree, including foreign bachelor's degrees, are not eligible to receive WCG awards, including WCG for Apprenticeship. If an apprentice provides documentation that the foreign degree is not equivalent to a bachelor's degree in the U.S., the Sponsor may determine that the apprentice does not have a bachelor's degree.

Resident for Washington College Grant Purposes – (Including Apprenticeship Grant)

Apprentices must meet one of five resident tuition requirements as outlined in [RCW 28B.15.012](#) (2)(a)-(e).

- **Sponsors** determine if an apprentice meets residency requirements. In making this determination, the Sponsor should indicate which part of the residency RCW an apprentice meets in their documentation. Sponsors must retain records of this documentation as outlined in Chapter 5 of this manual.
- **Sponsors** may use this manual to determine if an apprentice has met residency requirements. If there are any questions, please email residency@wsac.wa.gov.

Additional residency information is available at <https://www.wsac.wa.gov/student-residency>. Residency requirements for apprentices and students are identical.

Residency Officer listserv: https://lists.ctc.edu/mailman/options/ro_lists.ctc.edu

There are two apprentice groups that have different residency requirements. An apprentice's group depends on their citizenship or immigration status.

Apprentice Group #1

- US citizens and nationals
- Permanent residents
- Citizens of the Federated States of Micronesia, Marshall Islands, and Palau
- [FAFSA-eligible](#) non-citizens
- Apprentices with current or expired Deferred Action for Childhood Arrivals (DACA) status
- Apprentices with a current Employment Authorization Document (EAD)
- Apprentices with one of the following immigration statuses:
 - Asylee
 - Canadians who qualify for permanent residence under the Jay Treaty
 - Cuban-Haitian Entrants, Conditional Entrants, and Parolees
 - One of the following visa statuses: A-1, A-2, A-3, DV-1, DV-2, DV-3, DV-6, DV-7, DV-8, E-1, E-2, E-3, G-1, G-2, G-3, G-4, G-5, H-1B, H4, I, K-1, K-2, K-3, K-4, L-1, L-2, N-8, N-9, NATO-1, NATO-2, NATO-3, NATO-4, NATO-5, NATO-6, NATO-7, O-1, O-2, O-3, Q-1, Q-2, Q-3, R-1, R-2, S, U-1, U-2, U-3, U-4, U-5, V-1, V-2, or V-3 visa status
 - Pending adjustment of status without a concurrent immigration status
 - Refugee
 - Special Immigrant Juvenile (SIJ) status or Special Immigrant Visa (SIV) status
 - Temporary Protected Status (TPS)
 - Withholding of Removal status or Withholding of Deportation status

To find out what documentation is needed to prove a certain immigration status, please see www.wsac.wa.gov/Apprentice-residency.

Apprentice Group #2

- Undocumented apprentices without expired or current DACA status.
- Apprentices who are not listed in Apprentice Group #1 (for example, apprentices with an international student F visa who do not have a current EAD).

Residency requirements for Apprentice Group #1

Apprentices in Apprentice Group #1 meet residency requirements for WCG-A and CBS if they meet **ONE** of the following five subsections of RCW 28B.15.012(2). The first two subsections of the RCW, **(a) and (b), are the most common**. Each RCW subsection is outlined below.

(a) Financially independent Apprentices (definition differs from federal aid definition)

To be considered financially independent for residency purposes, an apprentice must meet all of the following for the current and previous calendar years (calendar year means January – December):

- Cannot be claimed as a dependent exemption on a tax return, regardless of age.
- Cannot receive significant financial assistance from parents, relatives, legal guardians, or others (except for a spouse), regardless of age and marital status.
- Must have used their own income—or financial aid awarded in their name—to pay their living and tuition expenses.

To meet residency requirements for tuition and state aid through (a), financially independent Apprentices must have a domicile in the state for at least one year immediately before the term they apply for residency.

- The domicile must be primarily for purposes other than educational (meaning the Apprentice cannot take more than six quarter or semester credits in any one term). If the Apprentice takes more than six credits in a term, they must prove that education is not their primary reason for having a Washington domicile.
- Apprentices with an EAD must have a domicile-eligible EAD category or a combination of domicile-eligible statuses for the entire year. See WSAC's [list of EAD categories](#) and whether they are domicile-eligible.
- Apprentices with B, C, D, F, H-1B1, H-2, H-3, J, M, P, TD, TN, WB, or WT visa status cannot establish a domicile in Washington.
- Apprentices with another immigration status can typically establish a domicile in Washington.

(b) Financially dependent Apprentices (definition differs from federal aid definition)

Financially dependent apprentices are apprentices who are not considered financially independent for residency purposes.

To meet residency requirements for tuition and state aid through (b), financially dependent apprentices must have at least one parent or legal guardian who has had a domicile in the state for at least one year immediately before the term the apprentice applies for residency.

Parents or legal guardians:

- Who are undocumented can establish a domicile in Washington.
- With B, C, D, F, H-1B1, H-2, H-3, J, M, P, TD, TN, WB, or WT visa status cannot establish a domicile in Washington.
- With another immigration status can typically establish a domicile in Washington.

See <https://wsac.wa.gov/Apprentice-residency> for more information about financial independence for residency purposes.

(c) Subsection (c) is very unlikely. Please see <https://apps.leg.wa.gov/rcw/default.aspx?cite=28B.15.012> for more information.

(d) Recent high school graduates whose parent(s) or legal guardian(s) move out-of-state. *(This option is not very common)*

To meet residency requirements for tuition and state aid through (d), Apprentices must meet the following:

- Apprentice must have spent at least 75 percent of their last two years of high school in Washington high schools.
- Apprentice's parent(s) or legal guardian(s) must have had a domicile for at least one year within the five-year period before apprentice graduated high school.
- Apprentice must start within six months of graduating high school.
- Apprentice qualifies for residency for as long as the apprentice remains continuously enrolled for at least three quarters or two semesters per calendar year.



(e) Students who have lived in Washington for at least one year and have earned a high school diploma or equivalent

The requirements for (e) changed in 2021. They are now easier for students to meet.

To meet residency requirements for tuition and state aid through (e), students must meet the following:

- Earn a high school diploma, GED, or diploma equivalent prior to the term they are applying for residency. The diploma or equivalent can be earned anywhere.
- Live in Washington for at least a year before being admitted to college (12 consecutive months).
 - **-NEW** REQUIREMENT: The Washington residence must be primarily for purposes other than college. This means that students who immediately start college after moving to Washington as out-of-state students cannot be a resident student at a new college after 12 months of living in Washington.
- Sign an [affidavit](#) saying they meet the above requirements. The affidavit is included in the WASFA. There is a for students who are FAFSA-eligible. Students should only fill out the paper affidavit or the WASFA affidavit, not both.
 - Non-U.S. Citizens/nationals/permanent residents must also promise that they will apply to become a U.S. permanent resident as soon as they are eligible.

Residency requirements for Apprentice Group #2

Undocumented apprentices without expired or current DACA status and apprentices who are not in Group #1 may meet residency requirements for WCG-A and CBS if they meet the requirements for (e):

- Earn a high school diploma, GED, or diploma equivalent prior to the term they are applying for residency. The diploma or equivalent can be earned anywhere.
- Live in Washington for at least a year before being admitted to a registered apprenticeship (12 consecutive months).
- Sign an affidavit saying they meet the above requirements. The affidavit is included in the WASFA. There is a paper affidavit for apprentices who are FAFSA-eligible. Apprentices should only fill out the paper affidavit or the WASFA affidavit, not both.
 - Non-U.S. Citizens/nationals/permanent residents must also promise that they will apply to become a U.S. permanent resident as soon as they are eligible.

Send questions regarding assistance related to an individual apprentice's residency to: residency@wsac.wa.gov.

Other Washington Residents

The Legislature has classified the individuals from the groups below as Washington residents for tuition and fee purposes at public institutions. This legislation **DID NOT** make these individuals eligible for WCG-A and CBS, unless they meet the residency requirements outlined above; however, they do meet residency requirements for all other state aid programs.

These groups are:

1. **Members of certain federally recognized tribes** who were domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington. More information, including the list of tribes, is found at <https://www.wsac.wa.gov/Apprentice-residency>.
2. **Certain military personnel or Washington National Guard members, as well as their spouse(s) and dependent(s)**. More information is found at <https://wsac.wa.gov/Apprentice-residency>.
3. **Oregon residents who reside (or recently resided) in counties that border Washington and attend an institution in a Washington county that borders Oregon.**

See <https://wsac.wa.gov/Apprentice-residency> for more information.

Conflicting Information

All applicants for state aid, regardless of the application filed, must resolve conflicting information. Programs should follow their standard review policy regarding the resolution of conflicting information for any applicant.

Ability to Benefit

WCG-A recipients must have a high school diploma or its equivalent or for those without a high school credential, meet the ability to benefit option. Equivalent standards include a general education development certificate or a certificate of completion of a home-based instruction under chapter [28A.200 RCW](#).

For a person without a high school diploma or its equivalent, a school (Sponsor) may accept:

- a) A recognized ability to benefit test as defined by federal financial aid regulations (proof could be provided by a letter from the college that administered the test and determined that it met the federal requirements);
- b) Completion of at least six college level credits towards an eligible program of study (proof provided by submission of a college transcript);
- c) Alternate state equivalent approved by the U.S. Department of Education; or
- d) Co-enrollment in Washington State's Integrated Basic Education and Skills Training Program (I-BEST) and High school+ (HS+) programs that include an eligible program of study as defined in WAC 250-21-010(18).

Fraudulent Information

Any participant who obtains state aid by means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties and repayment of all state aid funds received.

ELIGIBILITY MONITORING FOR WCG-A

Once an apprentice receives a WCG-A award, the Sponsor must monitor continued eligibility. The Sponsor must issue the apprentice a revised award offer when the apprentice's WCG-A grant award changes.

The Sponsor is required to verify apprentice eligibility by:

- Monitoring Satisfactory Program Progress status (Refer to Chapter 3)
- Ensuring the apprentice does not owe a repayment on a previously disbursed state aid award or state loan. Each time a file is uploaded it will be checked to see if an apprentice owes funds. An edit will generate for any apprentice owing.
- Checking student records to verify Quarters of Eligibility Remaining (QER). Each time a file is uploaded it will be checked to see if an apprentice has QER. An edit will generate for any apprentice is out of QER.

CHAPTER 2

Calculating WCG Apprentices Awards

The maximum WCG-A award amount for 2022-23, is \$4466 for those apprentices in the 0-60% Median Family Income (MFI) category, and prorated for other MFI categories. Apprentices who meet all criteria and have remaining need will also be eligible to receive the \$500 Washington Bridge Grant for a total maximum of \$4966.

Funds are disbursed according to program costs (may be disproportionate disbursements) with an initial disbursement and then subsequent disbursements upon completion of Related Supplemental Instruction (RSI) and On the Job Training (OJT) hours/steps.

If a disproportionate disbursement is used, a statement shall be placed in the apprentice's file acknowledging that an uneven WCG-A disbursement has been given and why, (this usually means documented uneven costs warranting the uneven disbursement.)

MAXIMUM MEDIAN FAMILY INCOME LEVELS CHART

The chart includes the MFI levels that determine eligibility and award amounts for the WCG-A programs (later in this section).

- The maximum MFI level for WCG apprentices is 100 percent. Apprentices with median family incomes above 60 percent and below 100 percent will receive prorated awards.

Adjust the Family Size for More Than One Family Member in College/ Apprenticeship

Increase the family size by one for every family member who will be in college or a WCG-A approved apprenticeship beyond the applicant, excluding parents (e.g. - a family of five with two non-parents in college or in an apprenticeship program is treated as a family of six on the income MFI).

Determining Income for MFI Levels

In most cases, use the income reported to the Program via the WSAC apprentice grant application. Adjustments may be made through verification reviews and through professional judgment by the Sponsor. These adjustments must be submitted and documented on a corrected WSAC apprentice grant application.

When calculating family income for a “**dependent**” apprentice, count the parents’ Adjusted Gross Income (AGI) and non-taxable income. Do not include the apprentice’s income.

When calculating family income for an “**independent**” apprentice, count the apprentice’s AGI and non-taxable income, and that of the spouse (if the apprentice is married).

For both dependent and independent apprentices, if the AGI is not present (i.e., parent/apprentice is not a tax filer), use the sum of all taxable plus non-taxable income.

The Sponsor's Financial Aid Administrator (SFAA) may (but is not required to) subtract the following allowable exclusions:

- Taxable earnings from need-based employment programs such as Federal Work Study and need-based employment portions of fellowships and assistantships.
- Taxable student or apprentice grant and scholarship aid reported to the IRS in the AGI. This includes AmeriCorps benefits as well as grant and scholarship portions of fellowships and assistantships.
- Combat pay – only the portion included in the adjusted gross income
- Untaxed combat pay or special combat pay.
- Earnings from work under a cooperative education program offered by a college.
- Education tax credits under the American Opportunity and Lifetime Learning tax credits.
- Child support payments made for a dependent not counted in the family household size.

Family Income Change of 3 Percent or Less

An apprentice who received WCG in the previous year and whose family income has increased by no more than 3 percent, may be eligible to continue to receive WCG in the current year. Discretion is left to the SFAA. This applies when the apprentices current family income increases slightly above the 100 percent maximum MFI level.

**Median Family Income (MFI) Levels for 2022-23
Washington College Grant for Apprenticeship
and WA Bridge Grant* Eligibility**

Family Size	60%	65%	70%	75%	100%
1	\$33,500	\$36,000	\$39,000	\$42,000	\$55,500
2	\$43,500	\$47,500	\$51,000	\$54,500	\$73,000
3	\$54,000	\$58,500	\$63,000	\$67,500	\$90,000
4	\$64,500	\$69,500	\$75,000	\$80,500	\$107,000
5	\$74,500	\$80,500	\$87,000	\$93,000	\$124,000
6	\$85,000	\$92,000	\$99,000	\$106,000	\$141,500
7	\$86,500	\$94,000	\$101,000	\$108,500	\$144,500
8	\$88,500	\$96,000	\$103,500	\$111,000	\$148,000
9	\$90,500	\$98,000	\$105,500	\$113,000	\$151,000
10	\$92,500	\$100,000	\$108,000	\$115,500	\$154,000
11	\$94,500	\$102,500	\$110,000	\$118,000	\$157,500
12	\$96,500	\$104,500	\$112,500	\$120,500	\$160,500
13	\$98,500	\$106,500	\$114,500	\$123,000	\$164,000
14	\$100,000	\$108,500	\$117,000	\$125,500	\$167,000
15	\$102,000	\$110,500	\$119,000	\$127,500	\$170,500
16	\$104,000	\$113,000	\$121,500	\$130,000	\$173,500
17	\$106,000	\$115,000	\$123,500	\$132,500	\$176,500
18	\$108,000	\$117,000	\$126,000	\$135,000	\$180,000
19	\$110,000	\$119,000	\$128,000	\$137,500	\$183,000
20	\$112,000	\$121,000	\$130,500	\$139,500	\$186,500

Washington Student Achievement Council analysis of 2019 American Community Survey data as published by the federal Low-Income Home Energy Assistance Program. All figures have been rounded to the nearest \$500 income range.

**WA Bridge Grants are available to WCG-A recipients only (not CBS eligible) apprentices who enroll in at least 3 credits, meet the 60% MFI and do not qualify for the College Bound Scholarship. Amount can be a flat rate, lump sum payment for the year or awarded proportionally across terms, whichever is in the best interest of the apprentice. The award is limited to need and is not prorated by enrollment level.*

Apprenticeship Award Chart for 2022-23

2022-23 WCG-A and WA Bridge Grant Amounts						
Number of Payments per Year*	Median Family Income					
	0% - 60% WA Bridge Grant**	0% - 60% (Full award)	61% - 65% (60% of full award)	66% - 70% (50% of full award)	71% - 75% (24.5% of full award)	76% - 100% (10% of full award)
3	\$500	\$4,466	\$2,680	\$2,233	\$1,094	\$447
2	\$500	\$2,977	\$1,786	\$1,489	\$729	\$298
1	\$500	\$1,489	\$893	\$745	\$365	\$149

*If expenses are incurred all at once and at the beginning of the program, the maximum award and per year payment is \$4466 (plus \$500 if they qualify for the Washington Bridge Grant).

If the expenses occur periodically over the course of the year, the award is disbursed in increments.

For example, if an apprentice incurs costs every three months, the apprentice's award would be disbursed in three payments—one every three months up to the maximum of \$4966. The apprentice must complete the required hours in addition to any related supplemental instruction before subsequent payments can be made.

If the apprentice has disproportionate costs, the Sponsor may document the disproportionate costs and award/disburse disproportionately.

For example, if the costs are \$2,976 to begin, and additional costs are incurred 6 months later, the award would be disbursed \$2,976 at the beginning of the program and then \$1490 six months later provided the apprentice is continuing to make progress.

****WA Bridge Grants are available to WCG-A recipients only (not CBS eligible) apprentices who enroll in at least 3 credits, meet the 60% MFI and do not qualify for the College Bound Scholarship. The Bridge Grant amount can be a flat rate, lump sum payment for the year or awarded proportionally across terms, whichever is in the best interest of the apprentice. The award is limited to need and is not prorated by enrollment level.***

-NEW- Washington Bridge Grant

ESSB 5693, Section 610(15) creates the Washington Bridge Grant for eligible WCG-A students. At this time, it is implemented for 2022-23 AY. The Legislature would need to take action for it to be effective beyond this year.

For the 2022-23 academic year, WCG-A recipients who are receiving a maximum WCG-A award (0-60% MFI), but are **not** CBS eligible, and who have enrolled in at least 3 credits, are also entitled to receive a \$500 WA Bridge Grant.

College Bound Scholarship (CBS) students are not eligible for the Bridge Grant.

The Washington Bridge Grant is an annual stipend awarded in addition to WCG-A to provide supplementary financial support to low-income students to cover higher education expenses beyond tuition and fees, such as books, lab fees, supplies, technology, transportation, housing, and childcare.

The award amount can be a flat rate, lump sum payment for the year, or awarded proportionally across terms, whichever is in the best interest of the apprentice. The award is limited to need and is not prorated by enrollment level.

Student directive requirements apply to Washington Bridge Grant awards.

WSAC will update the Program Manual and send out additional guidance if any technical details change after the initial release of this Program Manual.

Eligible apprentices are students who:

- Are enrolled in at least three credits at an eligible institution;
- Receive a maximum Washington College Grant award and still have need remaining;
- Meet satisfactory academic progress;
- Are **NOT** College Bound Scholarship eligible. This section is information only as apprentices are not eligible for CBS.
 - To be CBS eligible does not mean a student is receiving CBS funding. Please refer to “CBS Eligibility Cruncher” to determine eligibility.
 - Some examples of CBS students who might be eligible for a WA Bridge Grant includes students who signed up for CBS but did not meet the high school graduation requirement, did not meet the enrollment deadline, and those who are past the 5-year eligibility.
 - Also to keep in mind, Passport students who are also CBS eligible but who do not receive CBS funding. In this case, the student would not be eligible for a WA Bridge Grant award.

Most award amounts are not divisible by both two and three. For Sponsors whose systems require even disbursements, the per term award may be rounded, up or down, by one dollar. This cannot result in more than a two-dollar difference over a three-quarter year or equivalent. This procedure is also discussed in this chapter under “Award Rounding.”

Minimum Awards

- **The minimum WCG-A award amount is one dollar (\$1.00) per term.** Circumstances relevant to part-time apprenticeship and other factors may reduce an apprentices’ WCG-A to a very low level. The Sponsor may issue WCG-A awards as low as \$1.00 per term. Sponsor should inform the apprentice of their option to decline low awards to reserve QER.

Declining WCG-A Awards

If a WCG-A awarded apprentice wishes to decline an award, the Sponsor must maintain a written record of the award amount that is declined and the reason it was declined. This may occur, for example, when an apprentice is awarded a very small award and wishes to retain flexibility for Quarters of Eligibility Remaining (QER's).

AWARDING PRACTICES NOT PERMITTED

Single Parents and Part-Time Students

All eligible apprentices in these groups must be treated equally. No group, such as single parents or part-time apprentice, may be disadvantaged relative to any other group of recipients in their access to state aid.

CHAPTER 3

SATISFACTORY PROGRAM PROGRESS

SATISFACTORY PROGRAM PROGRESS (SPP)

Sponsors are responsible for monitoring each recipient's **Satisfactory Program Progress**, as outlined in [WAC 250-21-021\(16\)](#) of the WCG-A rules, and in the Sponsor's WSAC-approved SPP policy.

The SPP policy requirements include:

- A maximum usage limit of five full-time years of eligibility (15 quarters/10 semesters or the clock hour equivalent).
- A required **per payment period increment** SPP review for state aid.
- A quantitative standard requiring that all hours for which the aid was calculated and disbursed each payment period were completed.

A Sponsor may submit an alternative approach to evaluating program progress that includes a plan for improved apprentice retention and completion with comparison data to ensure state funds are used efficiently.

WSAC will initially determine whether to approve the alternative policy, then evaluate it over a specified timeframe, then determine whether the policy may continue to be approved.

Maximum Usage Timeframe

As stated in Chapter 1, aid recipients may receive the equivalent of 5 full-time years of maximum usage (15 quarters/10 semesters or the clock hour equivalent).

Quantitative Standard for Apprentices

To meet "satisfactory program progress" the apprentice must successfully complete the required hours for each payment period that aid was disbursed.

Each Sponsor's policy for measuring progress of the WCG-A recipients must define satisfactory as the apprentice's completion of the required hours for which they received payment.

Successful Completion of Hours

Meeting the hour requirements for progression within the apprentice program are considered successfully completed. Withdrawing from the apprentice program or failing to complete the required hours within the prescribed time will not count as successfully completed hours.

Denied Status

Denied status requires that each Sponsor's policy must deny further disbursements of all state aid at the conclusion of any payment period in which the apprentice fails to complete the clock/credit hours required for that payment period

Quantitative Standard for Apprentices in Clock Hour Programs

Apprentices must complete the minimum number of hours for each payment period to meet the quantitative standard before being eligible for the next payment period's disbursement. For example, a 2000-hour program would require 4 payment periods of 500 hours completed per payment period before additional funds could be requested.

Since all hours from the previous payment period must be earned before making additional payments, there is no routinely recognized warning status for apprentices. A Sponsor, however, may petition WSAC to allow a warning status.

Qualitative Standard

The Sponsor's satisfactory program progress policy must contain a qualitative standard. For purposes of state aid programs, the qualitative standard used to comply with Labor & Industries Apprenticeship progress standards is acceptable.

Other Conditions of SPP Policy

An apprentice may be denied further state aid disbursements or awards if the apprentice fails to fulfill any other conditions of the Sponsor's WSAC-approved satisfactory program progress policy.

Professional Judgment/Appeals

The Sponsor's Financial Aid Administrator (SFAA) may, on a case-by-case basis, reinstate an apprentice back into satisfactory program progress in response to that apprentice's extenuating circumstances. The SFAA may choose to exercise professional judgment without a specific request to do so from the apprentice.

For example, the SFAA may decide to grant an apprentice continued access to state aid if failure in one payment period is countered by an extensive history of prior success. The apprentice's records must include documentation related to the professional judgment decision.

Reinstatement

Each Sponsor's satisfactory program progress policy shall state which conditions a denied status apprentice must meet before state aid will be reinstated. For example: the apprentice may have to complete a specific number of hours without state financial aid for a specific period of time or may have to show proof that hours have been made up within a designated time period.

Notifying Apprentices of SPP Policies

Sponsors must make information available to state aid recipients of the state SPP policies that impact their apprentices' ability to continue receiving state aid for future payment periods.

This must include information about how state SPP is determined by the Sponsor, how Denied Status is determined, and the Sponsor's Reinstatement Policy of state aid should the apprentice go into Denied Status.

The available information also must include when SPP reviews will take place and how and when apprentices will be notified in writing should their state aid status change to Warning, Denied or Reinstatement.

This information may be included in Sponsor handbooks for apprentices or other information made available to all apprentices or all state aid recipients at each program. It does not need to be sent individually to all state aid recipients.

APPRENTICE WITHDRAWALS/REPAYMENT CALCULATIONS

See Chapter 5 for required repayment policy information.

CHAPTER 4

SECURE PORTAL ACCESS AND REPORTING REQUIREMENTS

SECURE PORTAL ACCESS

Each Sponsor Financial Aid Administrator (SFAA) is required to obtain their own Portal login to access functions and submit reports via the WSAC Secure Portal. A universal account, or the account of another aid administrator, cannot be used to access the Portal for multiple aid administrators.

It is the responsibility of each Sponsor's appointed authorizing official to promptly remove Portal access for staff who should no longer have access, such as those who are no longer employed by the sponsor or have moved to another department.

To obtain an account, contact the appointed authorizing official at your sponsor. The appointed authorizing official will grant access to the appropriate programs and functions in the Portal using the 'Manage User' function.

To provide the highest level of security, the Washington Student Achievement Counsel (WSAC) has implemented two-factor authentication (2FA) for all WSAC portal user accounts. This added layer of security ensures that you are the only person who can access your account, even if someone finds your password, because a second time-based bit of information (authentication code) that only you will know will be required to log in.

To log in, you will enter your username (email) and password, and then you will be prompted to pick a method for receiving an authentication code. The methods are:

- Email – the code will be sent to your user email
- Text – the code will be sent via SMS to your phone as a text message
- Voice – the code will be spoken in a call to your phone*
- Authenticator App – the code can be retrieved from an app on your phone or tablet (if set up)

Currently, the default settings will send the access code to your email address that is attached to your portal account. If you want to have the option to receive security codes via text as well, please follow the instructions at the end of this chapter.

Once you have selected a method, you will be directed to a page to enter the code. On entry, you will then be logged in.

Portal user administration instructions for the authorizing official to create and manage Portal accounts are located <https://wsac.wa.gov/FAA-resources>, under Financial Aid Training.

If the authorizing official is unable to add or remove an account, contact apprenticeship@wsac.wa.gov.

Security of Information

All Sponsors are expected to treat information on the WSAC Portal in accordance with the Electronic Agreement contained in the Program Participation Agreement.

Sponsors and individuals are granted access to data with the expectation that they protect the confidentiality of this information with the same level of care as they do any other highly confidential document.

Secure Data Transmission

No personally identifiable information (PII) shall be transmitted to WSAC via email. All Sponsors must send information to WSAC via the secure message function in the Portal.

Secure Portal Training

Portal users have access to the portal training site: <https://portaltraining.wsac.wa.gov/>. It is a great way to get acquainted with portal functions. Information in the Training Portal updates and resets each night allowing for training in a safe environment.

REQUIRED REPORTS

Participating Sponsors are required to submit eligible Washington College Grant Apprenticeship details via reports as determined by WSAC. Reporting of awards and payment requests will be made monthly at a minimum and will also include a year-end report for reconciliation purposes, and an annual year-end report.

Please refer to the timeline provided at the beginning of the manual for required deadlines submission.

Unit Record Report (URR)/Annual Year End Report

The Washington Student Achievement Council collects and analyzes information to better understand who is benefiting from financial aid programs and how well federal, state, institutional, and other aid sources are meeting the needs of Washington residents.

Every participating institution is required to complete the Unit Record Report at the end of each fiscal year. Sponsor's must complete the annual year-end report at the end of each fiscal year.

Submission of Apprenticeship Award and Payment Data

Data submitted on these reports provides the basis for WCG-A funding projections. Sponsors will be provided with a CSV file layout that they will use to upload their expected awards for the program year.

***Note:** Sponsor's will submit their files using the secure portal initially. However, this is under development and will transition to Sponsor's uploading files directly into the WSAC portal payment system.*

Record Layouts

All Sponsors will be provided instructions on how to fulfill reporting requirements. The layout for the 2022-23 fiscal year reporting will be provided by our office when it has received final approval.

A sample .csv file will be located at: <http://www.wsac.wa.gov/FAA-resources>. Your file layout can be submitted in a different order, but the header names must be identical to the sample file and are not case sensitive. Please do not make any modifications to header names.

ELIGIBLE AWARDED WCG APPRENTICES

Eligible awarded WCG Apprentices refers to Washington College Grant Apprentices, who have either received a WCG-A payment, or who have had WCG-A funds committed (apprentice has received an award offer) but not yet disbursed at the time of the report.

INSTRUCTIONS

Detailed report submission instructions, including how to upload a file and address edits, will be posted at: [Common/Messages and Files/Files, Forms, and Memos](#) on the Portal once they are available.

Edits

Data may be rejected in the form of edits. All edits must be addressed individually, except informational edits. A complete list of edits is located later in this chapter.

Reporting Enrollment Status

In general, each apprentice's payment period enrollment status should reflect the funding the apprentice was eligible to receive and if they are in a full time apprenticeship or a part time apprenticeship.

- Report the apprentice's enrollment status for each payment period as of the date WCG-A was disbursed unless the apprentice changed prior to the start of the payment period.
- If the apprentice wasn't considered eligible for aid for a payment period, do not report them.

Exceptions:

- If an apprentice received a full refund of tuition charges and the balance of funds were not disbursed to the apprentice, all funds must be returned to WSAC, and the apprentice's record must be updated to show as "not enrolled" for that payment period. All Quarters of Eligibility Used (QEU) will be restored.

- If an apprentice received a partial refund, and the WCG-A was proportionally decreased to a revised enrollment level, the enrollment status must also be updated (e.g., the apprentice's original disbursement was based on a 2000 hour per year program and the enrollment status was reported as full-time, but they later changed to a 1000 hour program which is considered a half-time program).
 - Later, if a refund is applied that adjusts the apprentice's awards to half-time, they would be reported as half-time. The WCG-A for the term and enrollment status must be updated to show half-time enrollment and the appropriate amount of WCG-A award.

Reminder: *Be sure to update each apprentice's payment period enrollment status on each of the award and payment requests. This is very important as the payment period enrollment statuses impact the apprentices Quarters of Eligibility Remaining (QER).*

Secure Data Transmission

No personally identifiable information (PII) shall be transmitted to WSAC via email. All Sponsors must send information to WSAC via the secure WSAC Portal.

Each sponsor must have one or more Sponsor Financial Aid Administrator(s) with a WSAC assigned Portal account. Each account user must have a separate unique password. If you have forgotten your password, please click on the "forgot your password" link on the Portal login page. Accounts and passwords are not to be shared among staff—each person is required to have their own account and password.

RECONCILIATION REPORT

During the year-end reconciliation reporting period, Sponsors will have access to a balance sheet in the Portal. Please ensure that your ending balance is zero. If you think your balance should be zero but it is not, contact program staff at Apprenticeship@wsac.wa.gov.

Any remaining balance of WCG-A funds at the end of the sponsor's reconciliation process need to be returned to WSAC in the form of a check or by EFT. Documentation must be provided with the check that specifies which program, apprentice name, last four digits of apprentice's social security number, and dollar amount the funds are for.

Complete instructions on how to complete the reports will be posted in the Portal at Portal/Common/Messages and Files/Files, Forms and Memos.

Award & Payment Report List of Edits

Edit Description	Overridable
WCG apprentice has 3 or less QER	Informational only
Enrollment status must be "Not Enrolled" if no awards are reported	Non-overridable
Family income exceeds WCG-A MFI threshold	Non-overridable
Family income information is required for WCG-A	Non-overridable
Family size must be between 1 and 20	Non-overridable
Family size must be more than or equal to number in college/apprenticeships	Non-overridable
Number in college/apprenticeships must be between 1 and 20	Non-overridable
WCG-A award cannot be less than zero	Non-overridable
WCG-A receivable balance cannot exceed the award amount	Non-overridable
Apprentice does not have any WCG-A QER for this award	Non-overridable
Apprentice has unpaid receivables for a prior term	Non-overridable
Cannot have a WCG and WCG-A award in the same terms	Overridable
Enrollment status must be not enrolled if no awards are reported	Non-overridable
Enrollment status cannot be not enrolled unless all awards are cancelled	Non-overridable
Enrollment status exceeds full time	Overridable
WA Bridge Grant ineligible, MFI over 60%	Non-overridable
WA Bridge Grant sum of award is greater than \$500	Non-Overridable
WCG-A award exceeds maximum eligible amount	Overridable
WA Bridge Grant eligible but not awarded	Overridable
WCG-A eligible apprentice must be awarded	Informational only

Many edits can be resolved by correcting the data in the data fields. Correcting the data in your file will make the edit no longer appear. Overrides should be used when data cannot be corrected.

Common Edits to be Addressed with Data Correction Instead of Overriding

Edit Name	Sample Incorrect Override Reason	Correct Data Change
Award Exceeds Maximum Eligible Amount	Eligible at time of disbursement-or-Enrolled FT	Update enrollment status to the status at time of disbursement
Award Amount Exceeds Max, Most Likely Because of MFI Issue	Awarded on original income reported on apprentice application	Change the income reported for the apprentice to reflect what was used to award if it was updated based on Sponsor FAA judgement
Combined Enrollment Status Exceeds Full-time	Apprentice not enrolled in college	If the apprentice is dually enrolled in college and apprenticeship, please report the Cost of Attendance (COA) for your program
Combined Enrollment Status Cannot Exceed Full-time	No financial aid with this sponsor	Remove apprentice award records if you know apprentice is not attending or ineligible
Apprentice is OK to Pay But Not Awarded WCG-A	Need met	Enter \$0 in award amount

Common Bridge Grant Edits to be Addressed with Data Correction Instead of Overriding

Edit Name	Reason	<u>Correct</u> Data Change
Bridge award not allowed in non-WCG-A eligible term	Student is showing as Not-enrolled but has an award in Bridge field	Delete the Bridge grant award/"Need met" (\$0 award) or update enrollment status and add WCG-A award.
Bridge award should be blank if already paid in full	Student is showing as "Need met"	Delete \$0 award and leave field blank
MFI exceeds Bridge Grant cutoff for the year	MFI exceeds 60%	Delete Bridge award or update student income
Student must be awarded Bridge Grant in the first term they are Eligible	Student wasn't awarded Bridge in Summer of in the first term they were eligible	Award student starting in first term they were enrolled in your program and were eligible.

PORTAL FILE UPLOAD LAYOUT FOR ALL SPONSORS

WCG-A uses a .csv file to upload information into the Portal. Sponsors will be provided with the most current .csv and receive instruction on completing the form accurately. Data entered into the form are not case sensitive.

Please Note:

- The WCG-A Award Amount field is reported in the fiscal year/month it was requested/paid to the apprentice. It may be left blank if the apprentice is not enrolled for that payment month.
- All Enrollment Status and Boolean data type (yes/no) fields are not case-sensitive.

2022-23 File Upload Layout

Field	Valid Inputs	Remarks
IsDelete	'y' or 'true' 'n' or 'false'	Optional - Leave blank if not deleting a student from csaw
Ssn	Numbers and hyphens Numbers, with or without hyphens, no spaces	9-digit student identifier: SSN or ITIN Dashes will be removed, and any 8-digit entries will be left-padded with a zero (this is applicable in cases where Microsoft Excel interprets SSN as a number and removes the leading zero).
LastName	Any characters (up to 100)	Required
FirstName	Any characters (up to 50)	Required
MiddleInitial		Optional
StreetAddress	Any characters	Required

Field	Valid Inputs	Remarks
City	Any characters	Required
State	Any characters	Required
Zip	Numbers	5 digits Required
Phone	Numbers	10 digits required
Email	Any characters	Required
FamilySize	Integer	Required
NumberInCollegeOrApprenticeship	Integer	Required- includes number in college & apprenticeships.
FamilyIncome	Number up to two decimal places	Family income used to determine WCG-A eligibility and award amount.
BirthDate	mm/dd/yyyy	Required. 10byte max, requires slashes. Leading zeros on month and day not required.
DependencyStatus	I or D	Required I=Independent D=Dependent
Residency	Y or N	Required. Yes, if WA resident; N if not a WA resident.
ApprenticeshipProgram	Any characters	Required. Name of Apprenticeship Program as it appears in the Portal. Must be exact match.
ApprenticesYearInProgram	Integer	Apprentice's year in program based on hours completed to date.
BridgeAwardAmount	Number up to two decimal places	Award amount. '0' indicates "need met". Leave blank if not awarded.
AnnualAwardAmount	Integer	Annual maximum award apprentice is eligible to receive based on year in program, MFI, cost of attendance.
JulyEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
JulyExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for July.
AugustEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
AugustExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for August.
SeptemberEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
SeptemberExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for September.

Field	Valid Inputs	Remarks
OctoberEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
OctoberExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for October.
NovemberEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
NovemberExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for November.
DecemberEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
DecemberExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for December.
JanuaryEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
JanuaryExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for January
FebruaryEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
FebruaryExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for February
MarchEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
MarchExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for March
AprilEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
AprilExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for April

Field	Valid Inputs	Remarks
MayEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
MayExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for May
JuneEnrollmentStatus	('Not enrolled' or '0') (Full Time' or '1') (Half Time' or '2') (3/4 Time' or '3') (< Half Time' or '5')	The enrollment status the apprentice was eligible for at the time of disbursement or as of the first day of the term. If left blank, this will be set to Not Enrolled.
JuneExpectedPayment	Integer	Enter amount being requested to be paid to the apprentice for June

- The WCG-A AwardAmount fields may be left blank if the apprentice is not enrolled for that term.
- The WA Bridge Grant AwardAmount field may be left blank if the student is not eligible to receive the WA Bridge Grant, receives a lump sum payment, or if they aren't receiving a payment in that term.
- All Enrollment Status and Boolean data type (yes/no) fields are not case-sensitive.

Errors that prevent File Upload and Import

- File is not in CSV format (or is otherwise unreadable).
- File Header row is missing.
- File Header row is missing some of the column headings:
 - Headings must be spelled correctly without extra punctuation or spaces.
 - Headings can be in any order.
 - Any character casing in the headings will be accepted.
- File Header has 'extra' columns (i.e., columns not in the file specifications).
- SSN duplicated on multiple rows.
- Data rows do not have the same number of columns as the header row.
- Required fields are missing values:
 - SSN
 - LastName
 - FirstName
 - Residency
 - EnrollmentStatus (at least one term)
- Numeric columns do not contain valid numbers (numbers are always integers).
- Selection columns (e.g., enrollment status) do not contain valid selections.
- Boolean (yes/no) columns do not contain valid codes.
- Date fields do not contain valid dates (must use slashes 00/00/0000).

The following chart provides the most common errors and their corresponding rules.

ERROR TEXT	RULE
A value is required for AnnualAwardAmount	AnnualAwardAmount is empty
A value is required for ApprenticeshipProgram	ApprenticeshipProgram is empty
A value is required for ApprenticeYearInProgram	ApprenticeYearInProgram is empty
A value is required for BirthDate	BirthDate is empty
A value is required for City	City is empty
A value is required for DependencyStatus	DependencyStatus is empty
A value is required for Email	Email is empty
A value is required for FamilyIncome	FamilyIncome is empty
A value is required for FamilySize	FamilySize is empty
A value is required for FirstName	FirstName is empty
A value is required for LastName	LastName is empty
A value is required for NumberInCollegeOrApprenticeship	NumberInCollegeOrApprenticeship is empty
A value is required for Phone	Phone is empty
A value is required for Residency	Residency is empty
A value is required for State	State is empty
A value is required for StreetAddress	StreetAddress is empty
A value is required for Zip	Zip is empty
AprilEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	AprilEnrollmentStatus format is invalid
At least one EnrollmentStatus must be specified	No enrollment statuses specified (must include at least one)
At least one ExpectedPayment must be specified	No expected payments specified (must include at least one)
AugustEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	AugustEnrollmentStatus format is invalid
City must be 50 characters or less	City is too long
Could not upload file.	Other error with sending the file (e.g., network outages)
DecemberEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	DecemberEnrollmentStatus format is invalid
DependencyStatus must be either 'D' or 'I'	DependencyStatus is not 'D' or 'I' (case-insensitive)
FebruaryEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	FebruaryEnrollmentStatus format is invalid
Files must be < 45MB. Please split your data into multiple files.	File is too large
FirstName must be 50 characters or less	FirstName is too long
Invalid data format for 'fieldName'	Other data conversion issues not explicitly stated above (e.g., decimal in an integer field, non-dates in the birthdate field, etc.)

ERROR TEXT	RULE
Invalid state '{badStateName}'	State isn't in WSAC's list of states (2-letter or full name)
IsDelete must be 'Y', 'N', 'Yes', 'No', 'True', 'False', or empty	IsDelete format is invalid
JanuaryEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	JanuaryEnrollmentStatus format is invalid
JulyEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	JulyEnrollmentStatus format is invalid
JuneEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	JuneEnrollmentStatus format is invalid
LastName must be 200 characters or less	LastName is too long
MarchEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	MarchEnrollmentStatus format is invalid
MayEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	MayEnrollmentStatus format is invalid
MiddleInitial must be 1 character or less	MiddleInitial is too long
No eligible program '{badProgramName}' for this sponsor	Program doesn't exist for selected sponsor, or is not eligible for payment
NovemberEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	NovemberEnrollmentStatus format is invalid
OctoberEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	OctoberEnrollmentStatus format is invalid
Only CSV files are supported.	Non-CSV file type
Residency must be 'Y', 'N', 'Yes', or 'No', 'True', or 'False'	Residency format is invalid
SeptemberEnrollmentStatus must be 'Not enrolled', 'Full time', 'Half time', '3/4 time', '< half time', or empty	SeptemberEnrollmentStatus format is invalid
SSN must be 9 digits, with or without dashes	SSN format is invalid (can include or exclude dashes)
Sum of ExpectedPayments must equal AnnualAwardAmount	Expected and annual payments are unequal
The email field is not a valid email address.	Email format is invalid
The phone field is not a valid phone number.	Phone format is invalid (can include or exclude parentheses and dashes)
Unexpected column name: {badColumnName}	Column names we don't expect (case-insensitive)
Zip must be 5 digits	Zip is empty

REQUESTING FUNDS

Once an apprentice is identified as eligible and an award is calculated, the Sponsor may begin the payment and subsequent disbursement process. The Sponsor must confirm that the apprentice is still eligible to receive funds and is currently in good standing with enrollment/participation status at the time of disbursement.

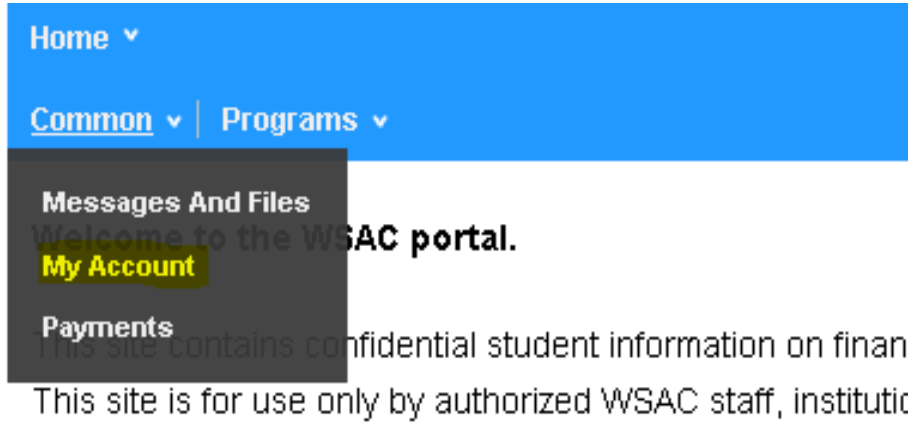
Full instructions on how to request funds is available at: [Common/Messages and Files/Files, Forms, and Memos](#) on the Portal. **See Chapter 5.**

TWO-FACTOR LOGIN INFORMATION

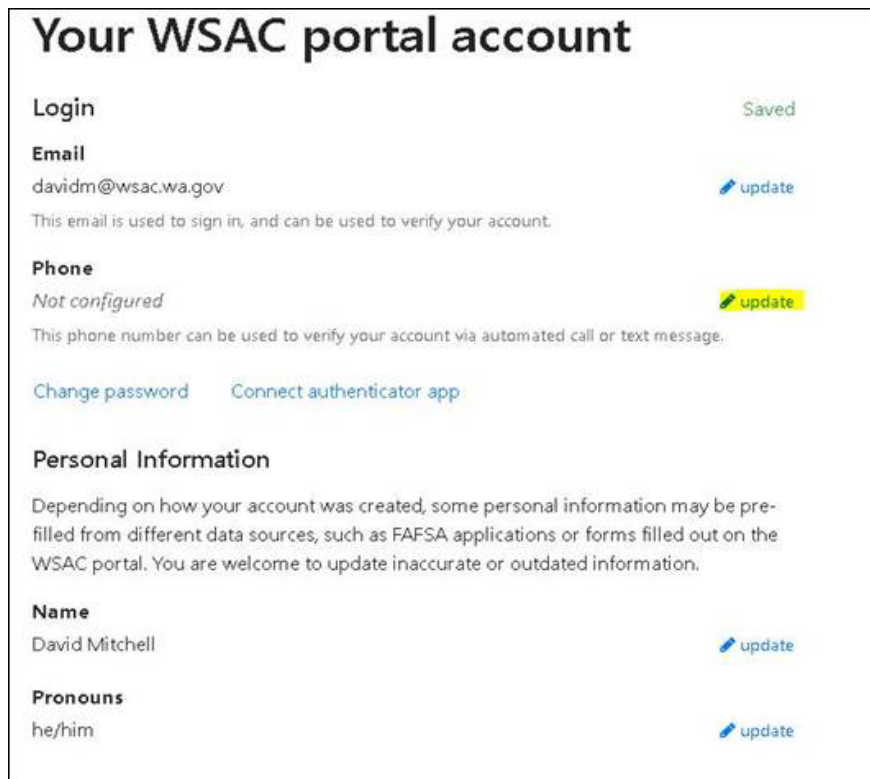
Currently, the default settings will send the access code to your email address that is attached to your portal account. If you want to have the option to receive security codes via text as well, please follow the instructions below.

Log in to the Portal <https://portal.wsac.wa.gov>.

1. Go to the "My Account" option on the "Common" menu.



2. Click on the "update" link to add a phone number.



CHAPTER 5

WCG-A PAYMENTS, REPAYMENTS, AND REPORTING

PROCEDURES FOR ELECTRONIC FUND TRANSFER PAYMENT REQUESTS, APPRENTICE REPAYMENTS, AND REPORTING

For the most efficient and timely processing of funds, Sponsors are required to use their Statewide Vendor Number for Electronic Fund Transfer (EFT) as was verified during the Sponsor Application Process.

Electronic Funds Transfer (EFT) Request Procedure

Payment Requests

Once an apprentice is identified as eligible and an award is calculated, the Sponsor may begin the payment and subsequent disbursement process.

Payment requests must be submitted through the use of electronic means as provided by Washington Student Achievement Council (WSAC). Payments should be requested at minimum, on a monthly basis.

Instructions for requesting state aid funds will be located in the [Common/Messages and Files/Files, Forms, and Memos](#) area of the Portal.

The file layout specifications and instructions for requesting reimbursements in CSAW are located in Chapter 4.

When submitting payment request, please populate the SSN field for undocumented apprentices in the following order:

- SSN
- Tax ID Number (ITIN)

Payment requests may be made any time from July through late-June of the fiscal year. Please allow a minimum of five to six business days from the time a request is submitted until funds are received by the Sponsor.

Payments for a new year will not begin until:

- The sponsor's records are reconciled;
- Any outstanding funds for the prior year are returned to WSAC; and
- The Program Participation Renewal Agreement is approved by WSAC.

Disbursement Procedures

The Sponsor must confirm that the apprentice is still eligible to receive funds and is currently in good standing with enrollment/participation status at the time of disbursement.

If an apprentice fails to commence attendance/participation in their apprenticeship program or withdraws prior to the start of a payment period, Sponsors must bill the apprentice and report the repayment to WSAC for any funds received for that payment period.

Sponsors must adjust the apprentice's award if an apprentice changes their status (enrolls in a part time apprenticeship program versus a full-time apprenticeship program) prior to the start of a payment period. Sponsors that choose to cover repayment amounts owed will return the funds to WSAC via check or EFT as an award cancellation and not report the apprentice in repayment.

***Note:** If the Sponsor does not have reimbursements to offset any reduced awards after the final year end is reconciled, the Sponsor must return the under-spent amount to WSAC.*

Payments Cannot be Made to Apprentices for a Current Term After They Withdraw

If apprentices withdraw or stop participating for a term without earning their required hours, no additional WCG-A payments may be made to the apprentices for that payment period on or after an apprentice's official withdrawal date. The apprentice would also be placed in denied status.

Retroactive Awards and Payments for Previous Payment Periods

Retroactive WCG-A payments **MUST** be made to **eligible WCG apprentices** for a prior term(s) as long as they are for the current fiscal year and other program rules are followed. This applies whether or not the apprentice is currently enrolled.

The value of the retroactive awards and payments must be based on an apprentice's rate of satisfactorily completed hours determined by the Sponsor at the end of the payment period(s).

Required Apprentice Directive for Sponsors

Sponsors must use WSAC's Apprentice Directive Form to record an apprentice's decision on where to apply their financial aid payment. The apprentice's financial aid payment can be deposited directly into an apprentice's account or disbursed in the form of a check based on their choice on the directive. For a copy of the apprentice directive, see Chapter 6.

- Sponsors must not coerce or influence the apprentice's choice on where to apply their financial aid payment.
- The directive remains in effect for the duration of the apprentice's continuous enrollment at the Sponsor's apprenticeship, excluding approved leaves of absence. A new directive is required if the apprentice is not continuously enrolled in their apprenticeship program.
- Sponsors must allow apprentices to change their minds at any time, prior to disbursement, and follow their current directives at all times.
- Sponsors must remind apprentices once a year that their current directive is still in place and that they may change it.

The Sponsor may not withhold or delay the disbursement of state aid due to any apprentice debt, including tuition, fees, or fines owed the Sponsor.

Conditions of Award Statements

Prior to disbursement, the Sponsor must inform the state aid recipient of their responsibilities to the program through a “Conditions of Award” statement. A copy of this statement is located in Chapter 6.

The statement must be presented annually and can be delivered to the apprentice through paper or electronic means each year. The statement must be provided in its entirety and is not satisfied by providing a link to the document or by attaching a copy of the document.

The Conditions of Award does not have to be signed by the apprentice as long as the Sponsor can provide assurances to WSAC that the document was provided to the apprentice each year. It is the Sponsor’s responsibility to maintain documentation that the conditions were presented to the apprentice.

WSAC may request a copy of the Conditions of Award statement that was presented to the apprentice and documentation that it was presented to the apprentice. WSAC’s request for this documentation must be fulfilled within 5 business days.

Power of Attorney Disbursements

An apprentice whose program precludes their return to the Sponsor for disbursement of state aid funds must assign a Power of Attorney to a responsible person to receive payments on their behalf. A copy of the Power of Attorney documentation must be kept in the apprentice's file.

Sponsor Repayments

If an apprentice is awarded incorrectly due to Sponsor error, it is the Sponsor’s financial obligation to repay the funds and they must be returned to WSAC immediately.

Apprentice Repayments

Repayment is an apprentice responsibility if it is due to incorrect information provided by the apprentice or failure to complete the term. If a grant recipient leaves an apprenticeship program during a payment period in which he or she receives WCG-A, the apprentice may be required to repay WCG-A funds.

Note: The Washington Sponsor Grant Repayment Policy Requirements are Mandatory for all Participating WCG-A Sponsors.

Persian Gulf Veterans

[Persian Gulf veterans](#) are not required to repay the unused portions of grants received under state apprentice financial aid programs.

STATE AID REPAYMENT POLICY REQUIREMENTS

General

Apprentices who fail to complete their related supplemental instruction and/or who fail to complete their required hours of training but who participated/attended will not owe a repayment but will be placed on denied/suspension status. Apprentices who receive funding based on fraudulent information will be required to repay 100% of the funds received.

Apprentices who have received state aid (aid disbursed prior to the start of the payment period) and who change enrollment status prior to the first day of the payment period, must have their state aid eligibility recalculated to reflect their enrollment status as of the start of the payment period.

For example, if you have an apprentice who was going to enroll full time in an apprenticeship program, receives payment and then prior to the start of the program, changes to a part-time program. Sponsors are advised to contact WSAC in these instances to determine the apprentice's revised eligibility.

The apprentice who decreases enrollment status prior to the first day of the payment period will owe a repayment of the overpayment amount. Apprentices who increase enrollment status prior to the first day of the term are entitled to additional funds for enrollment status increases.

Apprentices who make enrollment status adjustments (up or down) after disbursement and after the start of the payment period will be subject to completion of satisfactory program progress requirements outlined under [WAC 250-21-010 \(16\) \(a-e\)](#).

Note: For this section, "state grant" refers to all state grant and scholarship programs.

Alternative Repayment Policy Option

Sponsors may propose alternative policies to our office for review. WSAC will analyze alternative policies and may require adjustments to achieve consistent treatment of apprentices in similar circumstances across programs and support apprentice success. Sponsors will be notified if they are approved or require modifications.

Key considerations when developing alternative policies should include the following:

- Ensure eligible apprentices receive their maximum awards
- Prevent ineligible apprentices from receiving awards
- Adjust remaining eligibility appropriately to not exceed QERs

Repayments for Deceased Apprentices

All repayments for deceased apprentices are forgiven. Please forward proof of death for all In Repayment accounts to the Repayment mailbox using the secure email function in the Portal. WSAC will process the cancelation.

Timely Management of Repayment Referrals for Sponsors

Sponsors must enter repayment accounts into the WSAC Portal via uploading the transmittal through secure messages within **10** business days of the date an apprentice withdraws or the end of the payment period, whichever is earlier.

There are two types of repayment accounts: ***Sponsor to Bill and In Repayment.***

Please note: *In order to report a receivable or Sponsor to Bill, you must have first reported awards and requested funds for that apprentice.*

Sponsors may choose from the following options:

1. **Sponsor to Bill (has 2 subcategories):**

Calculation Pending: Under Sponsor to Bill, this allows you to flag an apprentice who has not met satisfactory program progress and may owe a repayment but for whom you have not yet completed the calculation. You must enter a date that indicates the last date of the payment period or the apprentice's withdrawal, whichever is earlier.

This will ensure that the apprentice does not receive additional state aid elsewhere. You must complete the calculation and enter the dollar amount or convert to In Repayment within 30 calendar days from the initial date of withdrawal/the end of the payment period, whichever is earlier as reported above.

Calculation Completed/apprentice owes: This allows you to report the apprentice as Sponsor to Bill, with an attached dollar amount you are actively collecting on from the apprentice. This prevents the apprentice from receiving aid elsewhere while they are in a repayment status for state aid.

All Sponsor to Bill accounts not paid in full must be converted to In Repayment Status prior to submission of the Final Reconciliation Report, or the sponsor assumes liability and will have to repay the funds to the state aid programs.

2. **In Repayment:** The Sponsor has determined that a repayment is owed within the initial 10 business day window or is updating the status from Sponsor to Bill as explained above within the 30 calendar days from the initial date you determined they were no longer attending.

Accounts are transferred to our billing service within a short period of time and actively collected on by our contracted billing service.

The following chart summarizes the different repayment actions and the timeframe for completing those actions. Detailed information is provided in the following pages of this chapter and in the [Common/Messages and Files/Files, Forms, and Memos](#) area of the Portal.

	TIMEFRAME FOR COMPLETION		
REPAYMENT ACTION	SPONSOR TO BILL Under Review	SPONSOR TO BILL Repayment Amount Known	IN REPAYMENT
STATE AID REPAYMENT RECORD ENTERED INTO CSAW	10 business days from the end of the payment period or date of withdrawal; whichever is earlier; enter date	10 business days from the end of the payment period or date of withdrawal; whichever is earlier; enter amount	10 business days from the end of the payment period or date of withdrawal; whichever is earlier; enter amount
REPAYMENT CALCULATED AND REPORTED TO WSAC	N/A – Repayment is under review and apprentice is blocked from receiving additional funding	Immediately upon creating “Sponsor to Bill– Repayment Amount Known” record	Immediately upon creating In Repayment record
LAST DAY TO CONVERT TO “SPONSOR TO BILL REPAYMENT KNOWN” OR “IN REPAYMENT” ACCOUNT	Must convert to either “Sponsor to Bill Repayment Amount Known” or “In Repayment” within 30 calendar days from end of the payment period or date of withdrawal; whichever is earlier -OR- The Sponsor is liable for the funds to WSAC	N/A	N/A
LAST DATE TO CONVERT “SPONSOR TO BILL REPAYMENT AMOUNT KNOWN” INTO “IN REPAYMENT” ACCOUNT	N/A	Must convert to “In Repayment” prior to submission of your Final Reconciliation Report Submission	N/A
LAST DATE TO REFER TO WSAC	If not converted to “Sponsor to Bill Repayment Amount Known” or “In Repayment” within 30 calendar days of date outlined above, sponsor becomes financially liable and must return funds to WSAC	Must convert to “In Repayment” prior to submission of your Final Reconciliation Report Submission	Already referred to WSAC
LAST DATE TO ACCEPT PAYMENT FOR CURRENT YEAR “SPONSOR TO BILL AMOUNT KNOWN” OR “IN REPAYMENT” ACCOUNT	N/A	Up to the date you convert them to “In Repayment” prior to the submission of your Final Reconciliation Report	Never - Sponsors are not permitted to accept payments once an account is referred to WSAC for collection.
LAST DATE TO ACCEPT PAYMENT FOR PRIOR YEAR REPAYMENTS	N/A	N/A	Never – Refer apprentice to WSAC

Sponsor to Bill Accounts

The Sponsor must create Sponsor to Bill records for accounts that the Sponsor chooses to actively collect on during the fiscal/academic year. Sponsor to Bill records shall be entered into the Portal within 10 business days of the apprentice's withdrawal, or the end of the payment period, whichever is earlier. Doing so prevents apprentices in repayment status from receiving aid at another Sponsor by flagging them on the Repayment Tracker.

The Sponsor has two options under this category based on the timelines described above.

The Sponsor may retain the repayment account within the fiscal year if it continues active collection procedures or if an apprentice is making payments to the Sponsor. Any remaining balance must be converted to In Repayment status prior to submission of your Final Reconciliation Report. **The Sponsor shall not accept payments from the apprentice past the time they have been converted to In Repayment.**

If the apprentice repays the Sponsor to Bill obligation in full to the Sponsor within the same fiscal/academic year, it is the Sponsor's responsibility to remove the Sponsor to Bill account for that apprentice as soon as possible after receipt of payment. **If the Sponsor does not remove the record, then the Sponsor to Bill account will continue to appear on the apprentice's record and the apprentice will be ineligible for further state aid disbursements.**

A reduction in the apprentice award shall correspond with funds collected within the academic year for Sponsor to Bill accounts.

Sponsor refunds can be applied directly to apprentice awards in Sponsor to Bill status and the award reduced in the portal. Accounts that are In Repayment status require the Sponsor to return the refunds directly to WSAC outside of the portal.

In Repayment

If a Sponsor does not want to actively collect from an apprentice, refer accounts to WSAC to commence collection activity.

***Note:** Once an In Repayment account is created, it cannot be canceled. In Repayment may only be canceled when it was determined that the repayment was created in error and the apprentice never owed. Contact WSAC Receivables Coordinator for further assistance at repayment@wsac.wa.gov.*

To refer a repayment account to WSAC for collection, upload the transmittal form via the secure messages in the portal. If a Sponsor to Bill record exists for the repayment already, convert the original Sponsor to Bill account to an In Repayment account using the instructions at the link referenced above.

***Note:** Repayments of less than \$50 should not be referred to WSAC.*

If a student is a recipient of WCG-A and Bridge grant, the repayments must be referred to WSAC simultaneously to ensure seamless and transparent billing to the student.

As noted above, Sponsors have a total of 30 calendar days. The initial reporting must be uploaded within 10 business days. Repayments not referred within the time frames above will become the financial responsibility of the Sponsor for failure to report. Sponsors will be required to return the funds to WSAC.

Accounts that are In Repayment status require the Sponsor to return the funds directly to WSAC by check or EFT.

If apprentices contact the Sponsor regarding their repayment after it has been referred to WSAC, the Sponsor **must** direct apprentices to WSAC's contracted billing service, University Accounting Service (UAS), at 844-870-8701.

***Note:** Sponsors must report repayments into the Portal before sending communications to apprentices that refer them to UAS or WSAC.*

Authority

Washington College Grant ([WAC 250.21.051\(7\)](#))

No-Show Repayments

If a Washington College Grant for Apprenticeship recipient never attends courses for related supplemental instruction or completes any hours in their apprenticeship in the payment period for which they received the grant award, the state grant repayment amount is 100 percent of the award. If a Sponsor is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

Sponsor Errors

Sponsors are responsible for repaying WSAC for overpayments resulting from calculation errors. Sponsors shall reduce the apprentice's award(s) to reflect the amount the apprentice was eligible to receive.

Canceling In Repayment Accounts

In Repayment accounts may only be canceled when it was determined that the repayment was created in error. Showing that a repayment requirement was posted in error may be satisfied by providing of an updated last date of attendance, grade change, proof of high school diploma, etc.

Sponsors may not accept any payment or apply tuition refunds for an In Repayment account and must forward all funds to WSAC. For further assistance, contact WSAC Receivables Coordinator at repayment@wsac.wa.gov.

INFORMATION FOR CLOCK HOUR PROGRAMS

In order to equate the clock hour programs to the credit hour programs, the following policy makes the annual award amount equitable for apprentices attending both clock hour and credit hour programs.

Payment Periods:

1. All clock hour apprentices, except for their final payment period, must be reported as full-time apprentices unless they are specifically enrolled in a part time apprenticeship program. First payments are made at the beginning of the program for eligible apprentices. Additional payments may be made for each block of required hours successfully completed. However, apprentices may only receive subsequent payments if they incur additional tuition and fees, books and supplies or equipment costs not covered in their initial payment.
2. Additional payments shall not be disbursed until the previous payment's hours have been earned/completed.
3. For a full-time, two-payment period apprentice in good standing, the apprentice should be awarded for two payment periods (equivalent to two payments).
4. For a full-time, three payment period apprentices in good standing, the apprentice should be awarded for three payment periods (equivalent to three payments).
5. For a full-time, four payment period apprentice in good standing, the apprentice should be awarded for four payment periods (equivalent to four payments).
6. For a full-time, five payment period apprentice in good standing, the apprentice should be awarded for five payment periods (equivalent to five payments).
7. Program lengths will vary, and Sponsors will work with WSAC staff to determine the clock hours required and the number of payment periods per fiscal year for apprentices in each program.

Program Lengths

Apprenticeship programs must be at least 600 hours in length to qualify for state aid awards.

Academic Year Cross-Over Programs

If a payment falls in the cross-over between fiscal years, the Sponsor can select the fiscal year in which to request the payment.

Additional clock hours earned beyond a full disbursement that are clocked prior to July 1, of the next academic year may be carried over. For example, if an apprentice earns 980 hours in one academic year and is awarded for two 450-hour payment period, the 80 remaining hours may be carried into the next academic year.

Apprenticeship Payment Period/Hour Payment Request Calendar

There are up to twelve payment periods per fiscal year during which Sponsors can submit awards and request payments. The payment periods will be labeled as months of the fiscal year beginning with July and ending with June. The Sponsor will request payment in the month they are disbursing the funds to the apprentice.

Assign the term based on the dates when the majority of the apprentice's completion hours/time for each period will occur.

Payment Request Calendar

Payment Period	Date Range
July	July 1 – July 31
August	August 1 – August 31
September	September 1 – September 30
October	October 1 – October 31
November	November 1 – November 30
December	December 1 – December 31
January	January 1 – January 31
February	February 1 – February 28
March	March 1 – March 31
April	April 1 – April 30
May	May 1 – May 31
June	June 1 – June 30

Based on hours earned requirements it is anticipated that any given apprentice will have no more than five payment periods in one fiscal year but three or four will be most typical.

CHAPTER 6

CONDITIONS OF AWARD AND DIRECTIVES

Forms used to Provide Required Notification to Apprentices

Prior to the first annual disbursement of Washington College Grant for Apprenticeship, Sponsors must inform apprentices of the conditions associated with their state financial aid award(s) by providing them with the Washington State Aid – Conditions of Award below.

Conditions of Award statements must be provided to apprentices on paper or electronically.

Emailed Conditions of Award statements must display the Conditions language, in its entirety, in the body of the email, unless the Sponsor requires apprentices to certify their acceptance by filing a signed form or otherwise verifying receipt of the Conditions language. Sponsors must maintain documentation that the state Conditions of Award were provided to awarded apprentices.

WSAC strongly encourages Sponsors to inform apprentices of their potential eligibility for Supplemental Nutrition Assistance Program (SNAP) through the Department of Social and Health Services (DSHS).

Adding a statement to award offers is one way Sponsors can inform apprentices that they may be eligible for Basic Food benefits.

Sample language you might consider incorporating into student communications:

Apprentices who receive the Washington College Grant may be eligible for Basic Food benefits in Washington. For more information about Basic Food assistance and how to apply: <https://www.dshs.wa.gov/esa/community-services-offices/basic-food>

WSAC values flexibility in best meeting our shared apprentice disclosure obligations. Sponsors may propose alternative Conditions of Award language varying from the statement below during the annual participation renewal process. Alternative Conditions language must still convey the points included in the statement below and will be evaluated for approval accordingly.

Sponsors may incorporate state Conditions of Award language into more comprehensive conditions statements that cover other forms of financial aid, subject to WSAC approval during renewal.

Conditions of Award Statement – Applies to Apprentices in all Apprenticeship Programs each year

Washington College Grant for Apprenticeship – Conditions of Award

By accepting state financial aid, you agree to the conditions listed below. If you have questions or find that you cannot comply with these conditions, please contact your Sponsors financial aid administrator.

1. You must meet the requirements for Washington State residency.
2. You do not owe a repayment to any state grant or scholarship nor are you in default on a state student loan.
3. You must be enrolled in an eligible program and not be pursuing a degree in theology.
4. If you hold a bachelor's degree or the foreign equivalent, you are not eligible to receive state grant funds.
5. If you do not attend or if you withdraw from your apprenticeship program, you may owe a repayment of all or part of any state funds you have received.
6. You must maintain the program progress standards established by your Sponsor in order to receive additional state aid.
7. There could be other circumstances that would require a repayment or reduction in your current award amounts.
8. You must meet all eligibility requirements for the state aid program(s) awarded.
9. The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. Washington Student Achievement Council (WSAC) and the Sponsor through which the grant, scholarship, or work study is awarded, reserve the right to withdraw, reduce, or modify the awards due to funding limitations or due to changes in circumstances which affect your eligibility for the program(s).
10. If you fail to cash your check containing state funds or pick up any remaining funds by the close of the fiscal year, the funds shall be returned to the program at WSAC and treated as funds declined by you.

The State of Washington is offering you financial assistance to help support your apprenticeship expenses. Please visit <https://www.opportunitypathways.wa.gov> to receive more information about financial aid, scholarships, work study, and student loans.

You may choose to voluntarily make financial contributions to WSAC in recognition of the assistance that you received. All voluntary contributions will be used to provide financial assistance to other apprentices and students. Please contact finaid@wsac.wa.gov for more information.

Required Directive Form for Apprentices

Sponsors must use the following WSAC Apprentice Directive Form to record an apprentice's decision on where to apply their state grant award payment(s) each term.

The apprentice's grant award payment can be deposited directly into an apprentice's account or disbursed in the form of a check based on their choice on the directive. In addition, Sponsors:

- Must not coerce or influence the apprentice's choice on where to apply their grant award payment.
- Will keep the directive in effect for the duration of the apprentice's continuous enrollment in the apprenticeship program with that specific Sponsor, excluding approved leaves of absence and summer terms. A new directive is required if the apprentice is not continuously enrolled.
- Must allow apprentices to change their minds at any time, prior to disbursement, and always follow their current directives.
- Must remind apprentices once a year that their current directive is still in place and that they may change it.

The apprentice must sign and date the directive. The signature can be either a wet or an electronic signature. For electronic signatures, the Sponsor must have assurances that only the apprentice can access their signature page, likely through a portal that is name and password protected.

State of Washington
Student Achievement Council

APPRENTICE DIRECTIVE FOR DISBURSEMENT OF STATE AID

Return this form to the NAME of Sponsor Office as soon as possible.

Apprentice Name (please print): _____ ID#: _____

You have been awarded financial aid from the State of Washington. Your designation and signature on this form will document your choice for funds to be applied directly into your account or to be given to you in the form of a check. A state grant or scholarship recipient has the following two choices:

- Choosing to have the funds deposited to your account permits the aid to be automatically credited toward expenses you may owe to the Sponsor. This option allows faster processing of any refunds of financial aid proceeds that may be due you.
- Choosing to have state financial aid funds given directly to you means that state aid will not be automatically available to pay for tuition and fees. You are responsible for using the funds to pay for educational expenses including any expense you owe to the Sponsor.

Please choose one of these options:

_____ I choose to have state aid funds applied directly to my account and automatically credited toward expenses I owe NAME of Sponsor.

OR

_____ I wish to have state aid funds given directly to me (not credited to my account). I understand that I am responsible for all outstanding balances on my account at NAME of Sponsor.

Your choice will stay in effect as long as you are enrolled in our program. However, you may change your directive for a future term by informing your Sponsor Financial Aid Administrator in writing.

Apprentice Signature

Date

Make sure you check one of the options above and return this form to:

NAME of Sponsor

Address

Address

Address

CHAPTER 7

INFORMATION FOR SPONSORS

APPRENTICESHIP PROGRAM ELIGIBILITY

To be eligible to participate in state aid programs a Sponsor must:

1. Undergo a review process by applying for participation in the Washington College Grant for Apprenticeship program.
2. Meet the required standards.
3. Be a registered Sponsor listed with Washington State Labor and Industries (provisional approvals or programs in a probationary status are ineligible).
4. Have qualifying financial capacity to process grant transactions including a Tax ID Number (TIN) and Statewide Vendor Number.
5. Provide required materials for review by WSAC.

AGREEMENT TO PARTICIPATE

The **Agreement to Participate** documents a Sponsor's legal commitment to abide by all program statutes, rules, and guidelines. The agreement is designed for yearly renewal.

Each year, participating Sponsors submit or certify their apprentice program costs, which include: tuition and fees, books, supplies, and equipment, Conditions of Award statements and delivery methods, state aid repayment, satisfactory program progress, and packaging policies — as directed by WSAC for approval and renewal of participation in the following fiscal year. Additional supporting documentation also may be required.

STATE OF WASHINGTON CONDITIONS OF AWARD

Prior to the first disbursement of state aid each year, Sponsors must inform state aid recipients of their responsibilities to the program(s) through a "State of Washington Conditions of Award" statement. Please refer to Chapter 6, Conditions of Award.

Statements must include the Opportunity Pathways link - <http://www.opportunitypathways.wa.gov>, and must be presented or delivered to the apprentice via paper or electronic means.

The statement does not have to be signed by the Apprentice.

REPAYMENT POLICY

Sponsors must follow the state grant repayment policy as outlined in Chapter 5, Payments, Repayments, and Reporting.

SATISFACTORY PROGRAM PROGRESS POLICY

Satisfactory Program Progress policies may be specific to state aid recipients and must meet the provisions of [WAC 250-21-010\(16\)](#), and the Satisfactory Program Progress Chapter (Chapter 3) of this manual.

A Sponsor may submit an alternative approach to evaluating academic progress that includes a plan for improved apprentice retention and comparison data to ensure state funds are used efficiently. WSAC will initially determine whether to approve the alternative policy, then evaluate it over a specified timeframe, then determine whether the policy may continue to be approved.

NOTIFICATIONS

The Sponsor designee responsible for signing the Participation Agreement must notify WSAC within thirty days of material changes affecting the Sponsors—including additional locations of the Program as applicable that may impact an apprentice's eligibility for state aid.

Material changes that must be reported to WSAC within thirty days include, but are not limited to:

- Contact information for Sponsor's financial aid administrator
- Sponsor ownership
- Third-party servicers
- Changes to status with Washington State Labor and Industries

Any findings (including preliminary ones) or discoveries resulting from an internal or external program review or audit shall be sent directly to WSAC.

PROGRAM AUDITS AND RECORDS RETENTION

WSAC staff shall review the Sponsor's administrative practices to verify compliance with rules, regulations, and program guidelines. As outlined in the rules, the burden of proof for a grant recipient's eligibility lies with the Sponsor.

Each participating Sponsor must maintain intact and accessible records of apprentice's application, receipt, and expenditure of state aid funds. This includes all accounting records, as well as the original and supporting documents verifying how the funds were spent.

The Sponsor must be able to reconstruct the calculations and rationale for the Apprentice's eligibility and award, if requested by WSAC. Records may be kept electronically.

If the Sponsor keeps records electronically, source documents supporting the electronic data must be maintained by the Sponsor in either hard copy, imaging software, or on microfilm.

If a program review or audit reveals that funds were improperly awarded and disbursed as a result of Sponsor error or failure to follow the appropriate rules and guidelines, the Sponsor must repay the amount of the affected state aid funds to WSAC. The burden for repayment is on the Sponsor, not the apprentice.

Records Retention

Records relating to the state aid programs must be maintained in accordance with [RCW 40.14](#). This law requires all documentation substantiating an apprentice's eligibility for, and receipt of, state aid be maintained for six years in accordance with the Washington State Record Retention Schedule.

Protecting Apprentice Personally Identifiable Information (PII)

Sponsors are required to adhere to or exceed Washington State Policy for PII and abide by federal rules contained in the [Family Educational Rights to Privacy Act](#) (FERPA). This includes, but is not limited to:

- Protecting Apprentice Personally Identifiable Information (PII)
- Secure online servers
- Locking fireproof filing cabinets
- Notification of security breaches to WSAC
- Written privacy protection procedures to be approved by WSAC
- Thorough understanding of what constitutes PII

Drafting Privacy Protection Procedures

Sponsors submit privacy protection procedures as part of the application to participate in WCG-A. Once approved to participate, Sponsors must submit and receive approval from WSAC regarding PII protection. State requirements for privacy protection pertaining to the administration of the grant can be found here: [Chapter 250-21 WAC](#).

Protecting Personal Information

PII is information that can be used to identify an individual. FERPA's definition of PII includes any information that, alone or in combination, is linked or linkable to a specific apprentice. Appropriate administrative, technical, and physical security practices must be in place to protect the confidentiality, integrity, availability, and control of personal information.

CHAPTER 8 LAWS AND AGENCY RULES

Revised Code of Washington (RCW) — A codification of current statutes (laws enacted and amended by the Legislature).

Washington Administrative Code (WAC) — The administrative rules and regulations by which state agencies operate to execute the Laws enacted by the Legislature.

CHAPTER 28B.92 RCW

STATE STUDENT FINANCIAL AID PROGRAMS

Sections

- [28B.92.005](#) Financial aid application due dates and information—Notification.
- [28B.92.030](#) Definitions.
- [28B.92.040](#) Guidelines in performance of duties.
- [28B.92.060](#) State need grant awards.
- [28B.92.065](#) Washington college grant program appropriations reduction.
- [28B.92.070](#) Persian Gulf veterans—Limited application of RCW [28B.92.060](#).
- [28B.92.085](#) Part-time students—Review of financial aid policies and procedures.
- [28B.92.086](#) Dual credit programs—Review of financial aid policies and programs.
- [28B.92.090](#) Aid granted without regard to applicant's race, creed, color, religion, sex, or ancestry.
- [28B.92.100](#) Theology student denied aid.
- [28B.92.105](#) Supplemental nutrition assistance program eligibility notification.
- [28B.92.110](#) Application of award.
- [28B.92.120](#) Office to determine how funds disbursed.
- [28B.92.130](#) Grants, gifts, bequests, and devises of property.
- [28B.92.140](#) State educational trust fund—Deposits—Expenditures.
- [28B.92.150](#) Rules.
- [28B.92.200](#) Washington college grant program.
- [28B.92.205](#) Washington college grant program—Financial need.
- [28B.92.210](#) Washington college grant program—Caseload forecast.
- [28B.92.220](#) Postsecondary institution student-level data—Education data center.

NOTES: *Financial aid counseling curriculum for institutions with Washington College Grant (formerly state need grant) recipients—Financial education workshops: RCW 28B.76.502*

CHAPTER 250-21 WAC

The guidance in this manual reflects the program rules for the Washington Administrative Code 250-21 – Washington College Grant.

STATE STUDENT FINANCIAL AID PROGRAM—WASHINGTON COLLEGE GRANT

WAC Sections

- [250-21-010](#) Program definitions
- [250-21-11](#) Student eligibility
- [250-21-021](#) Institutions seeking participation
- [250-21-026](#) Participating institutions
- [250-21-031](#) Institutional administrative requirements
- [250-21-041](#) Award procedure
- [250-21-051](#) Institutional fund management requirements
- [250-21-061](#) Program administration and audits
- [250-21-071](#) Student complaint process
- [250-21-081](#) Suspension or termination of institutional participation
- [250-21-091](#) Appeal process
- [250-21-100](#) Apprentice eligibility
- [250-21-121](#) Apprenticeship programs seeking participation
- [250-21-126](#) Participating apprenticeship programs
- [250-21-131](#) Apprenticeship program administrative requirements
- [250-21-141](#) Award procedure
- [250-21-151](#) Program fund management requirements
- [250-21-161](#) Program administration and audits
- [250-21-171](#) Apprentice complaint process
- [250-21-181](#) Suspension or termination of program participation
- [250-21-191](#) Appeal process

CHAPTER 250-18 WAC

RESIDENCY STATUS FOR HIGHER EDUCATION

WAC Sections

- [250-18-010](#) Purpose and applicability.
- [250-18-015](#) Definitions.
- [250-18-020](#) Student classification.
- [250-18-025](#) Classification procedure.
- [250-18-030](#) Establishment of a domicile.
- [250-18-035](#) Evidence of financial dependence or independence.
- [250-18-045](#) Administration of residency status.
- [250-18-050](#) Appeals process.
- [250-18-055](#) Recovery of fees for improper classification of residency.
- [250-18-060](#) Exemptions from nonresident status.

**Median Family Income (MFI) Levels for 2022-23
Washington College Grant for Apprenticeship
and WA Bridge Grant* Eligibility**

Family Size	60%	65%	70%	75%	100%
1	\$33,500	\$36,000	\$39,000	\$42,000	\$55,500
2	\$43,500	\$47,500	\$51,000	\$54,500	\$73,000
3	\$54,000	\$58,500	\$63,000	\$67,500	\$90,000
4	\$64,500	\$69,500	\$75,000	\$80,500	\$107,000
5	\$74,500	\$80,500	\$87,000	\$93,000	\$124,000
6	\$85,000	\$92,000	\$99,000	\$106,000	\$141,500
7	\$86,500	\$94,000	\$101,000	\$108,500	\$144,500
8	\$88,500	\$96,000	\$103,500	\$111,000	\$148,000
9	\$90,500	\$98,000	\$105,500	\$113,000	\$151,000
10	\$92,500	\$100,000	\$108,000	\$115,500	\$154,000
11	\$94,500	\$102,500	\$110,000	\$118,000	\$157,500
12	\$96,500	\$104,500	\$112,500	\$120,500	\$160,500
13	\$98,500	\$106,500	\$114,500	\$123,000	\$164,000
14	\$100,000	\$108,500	\$117,000	\$125,500	\$167,000
15	\$102,000	\$110,500	\$119,000	\$127,500	\$170,500
16	\$104,000	\$113,000	\$121,500	\$130,000	\$173,500
17	\$106,000	\$115,000	\$123,500	\$132,500	\$176,500
18	\$108,000	\$117,000	\$126,000	\$135,000	\$180,000
19	\$110,000	\$119,000	\$128,000	\$137,500	\$183,000
20	\$112,000	\$121,000	\$130,500	\$139,500	\$186,500

Washington Student Achievement Council analysis of 2019 American Community Survey data as published by the federal Low-Income Home Energy Assistance Program. All figures have been rounded to the nearest \$500 income range.

**WA Bridge Grants are available to WCG-A recipient only (not CBS eligible) apprentices who enroll in at least 3 credits, meet the 60% MFI, and do not qualify for the College Bound Scholarship. Amount can be a flat rate, lump sum payment for the year or awarded proportionally across terms, whichever is in the best interest of the apprentice. The award is limited to need and is not prorated by enrollment level.*

Apprenticeship Award Chart for 2022-23

2022-23 WCG-A and WA Bridge Grant Amounts						
Number of Payments per Year*	Median Family Income					
	0% - 60% WA Bridge Grant**	0% - 60% (Full award)	61% - 65% (60% of full award)	66% - 70% (50% of full award)	71% - 75% (24.5% of full award)	76% - 100% (10% of full award)
3	\$500	\$4,466	\$2,680	\$2,233	\$1,094	\$447
2	\$500	\$2,977	\$1,786	\$1,489	\$729	\$298
1	\$500	\$1,489	\$893	\$745	\$365	\$149

*If expenses are incurred all at once and at the beginning of the program, the maximum award and per year payment is \$4466 (plus \$500 if they qualify for the Washington Bridge Grant).

If the expenses occur periodically over the course of the year, the award is disbursed in increments.

For example, if an apprentice incurs costs every three months, the apprentice’s award would be disbursed in three payments—one every three months up to the maximum of \$4466. The apprentice must complete the required hours in addition to any related supplemental instruction before subsequent payments can be made.

If the apprentice has disproportionate costs, the sponsor may document the disproportionate costs and award/disburse disproportionately.

For example, if the costs are \$4,466 to begin, and additional costs are incurred 6 months later, the award would be disbursed \$2,977 at the beginning of the program and then \$1,489 six months later provided the apprentice is continuing to make progress.

****WA Bridge Grants are available to WCG-A recipient only (not CBS eligible) apprentices who enroll in at least 3 credits, meet the 60% MFI, and do not qualify for the College Bound Scholarship. Amount can be a flat rate, lump sum payment for the year or awarded proportionally across terms, whichever is in the best interest of the apprentice. The award is limited to need and is not prorated by enrollment level.**

APPENDIX C

Acronyms used in this manual and related to program administration

AGI	Adjusted Gross Income	CBS	College Bound Scholarship
CTC	Community Technical College	DACA	Deferred Action for Childhood Arrivals
DSHS	Department of Health Services	E2SHB	Engrossed Second Substitute House Bill
E2SSB	Engrossed Second Substitute Senate Bill	EAD	Employment Authorization Document
EFT	Electronic Funds Transfer	ESSB	Engrossed Substitute Senate Bill
FAFSA	Free Application for Federal Student Aid	FERPA	Family Educational Right to Privacy Act
HB	House Bill	ITIN	Individual Taxpayer Identification Number
MFI	Median Family Income	OJT	On the Job Training
PII	Personally Identifiable Information	QER	Quarters of Eligibility
QER	Quarters of Eligibility Remaining	QEU	Quarters of Eligibility Used
RSI	Related Supplemental Instruction	SBCTC	State Board for Community & Technical Colleges
SFAA	Sponsors Financial Aid Administrator	SIJ	Special Immigrant Status
SNAP	Supplemental Nutrition Assistance Program	SNG	State Need Grant
SPP	Satisfactory Program Progress	SPP	Satisfactory Program Progress
SSN	Social Security Number	TIN	Tax Identification Number
TPS	Temporary Protected Status	UAS	University Accounting Services
URR	Unit Record Report	WAFSA	Washington Application for State Financial Aid
WCG	Washington College Grant	WCG-A	Washington College Grant-Apprenticeship
WSAC	Washington Student Achievement Council		