



Career Scholarship Accounts

Indiana Department of Education | Indiana Commission for Higher Education | Indiana Treasurer of State

CSA Frequently Asked Questions (FAQs) for High Schools

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Number	Question	Answer
1	What is the purpose of the Career Scholarship Account program?	The Career Scholarship Account (CSA) program expands access to high-quality work-based learning (WBL) for Hoosier students by providing flexible funding to pursue applied learning experiences and credentials of value. The Indiana Department of Education (IDOE) approves CSA providers and programs, while the Indiana Treasurer of State's Office (TOS) administers the student application and funding.
2	What is the relationship between the Career Scholarship Account program and Career and Technical Education programs of study?	The CSA program and Career and Technical Education (CTE) programs of study share the same goal of providing high-quality WBL experiences. Further, the CSA program is not designed to compete with or replace CTE funding. CSA providers help create new programs that are not possible or are difficult to provide via CTE. For instance, a limited number of students pursuing a CTE program may prevent a school from offering it. However, these students may be able to use a CSA which provides greater flexibility to pursue the experience.
3	What are ideal opportunities on which a CSA can be utilized?	CSAs can be used for: <ul style="list-style-type: none">• Registered or Youth Apprenticeships;• Career preparation programs, including internships, which lead to a credential of value; or• Scenarios in which traditional CTE programs are not available or a CSA can remove barriers for a student to participate in an experience aligned to their career interest.
4	What organizations may apply to become a CSA provider?	Entities that can be a CSA provider include: <ul style="list-style-type: none">• an employer;• an intermediary;• a trade association;• a labor union; or• a school.

		<p>Any entity applying to be a CSA provider must be working in close partnership with an employer(s) to offer the program. The employer(s) must be involved in designing the program or lead the WBL component of it.</p> <p>If students participating in the CSA program previously utilized CTE tuition support, the applicant will be asked to justify how their program will enhance and expand WBL above what was already provided through CTE tuition support.</p>
5	How does a high school support a student who expresses interest in a CSA?	The TOS CSA Student Resources page is the primary hub for all the information about CSAs. School staff can assist students and families with the student application process.
6	Can a high school or career center offer instruction related to CSAs without being a CSA provider?	<p>Yes. CSA funding may be used for instruction offered by a high school or career center as long as the instruction is aligned to a CSA program. For example, an employer or intermediary can be approved as the CSA provider and partner with a school or career center for related instruction, much like a subcontractor would.</p> <p>If the CSA provider selects the “all-inclusive” option with the TOS, CSA funding would pass from the CSA provider to the school or career center for the CSA-related expenses.</p> <p>However, if the CSA provider does not select the “all-inclusive” option, then the school or career center would be responsible for signing up for ClassWallet after being approved as a vendor by the Commission and submitting invoices to the parent or emancipated student for approval and payment.</p>
7	Can students receive both CSA and CTE funding?	No. If a student is approved for a CSA, the student is no longer eligible for CTE funding during an academic year. However, students can change funding streams between academic years.
8	Can high schools receive both CSA and CTE funding for the same student, even if some CTE courses are not linked to the student’s CSA program?	No. If a student uses CSA funding during an academic year, the student is not eligible for any CTE funding that year.

9	<p>Should CSA students still be enrolled in CTE and WBL courses in InTERS? <i>(InTERS is the CTE state data system)</i></p>	<p>Yes. CSA programs must help students meet graduation requirements. For this reason, CSA students should still be enrolled in CTE and WBL courses when relevant even though the school will not receive CTE funding. Entering CTE and WBL enrollments and completion data (including any credentials earned through a CSA) allows the Commission’s CTE team to report to IDOE that students have met graduation requirements. Schools must record enrollments in InTERS for a CSA student using the same process used for a non-CSA student.</p> <p>The Commission’s CTE team receives a list of participating CSA students from the TOS and subsequently removes these students from the annual CTE funding calculation.</p>
10	<p>How does the CSA invoicing process work for high schools?</p>	<p>The invoicing process is the same for all CSA providers. There are two payment options: 1) an “all-inclusive” program, with one bulk invoice for all students sent directly to the TOS; or 2) an “a la carte” option, where each student is invoiced individually in ClassWallet. More information can be found on the TOS CSA Provider Resources page.</p>

For additional information, please email CSA@doe.in.gov.