



2018 WorkINDiana RFA – FAQ

<p>Question 1: May a WorkINDiana participant be allowed to re-test for a certification?</p>	<p>Answer: Yes. A WorkINDiana participant may re-test for a certification with proper justification.</p>
<p>Question 2: What are the requirements for the WorkINDiana professional development training?</p>	<p>Answer: The WorkINDiana team will provide three (3), one (1) day trainings. Each training will consist of the same information. WorkINDiana grantees must attend one of the three trainings. The specific locations of the trainings has not been determined. However, one training will take place in northern Indiana, one in central Indiana, and one in southern Indiana for convenience. Each grantee should have their grant contact, the fiscal agent, and the member of their organization who will oversee data management attend.</p>
<p>Question 3: How and when is unacceptable performance measured?</p>	<p>Answer: The WorkINDiana team reviews grantee data on a daily, weekly, and monthly basis. WorkINDiana data is required to be updated in the WorkINDiana Portal by the 10th of each month. After the 10th of each month, the WorkINDiana team reviews total number of enrollees, currently enrolled students, dropped students, completed students, students who have earned a certification, employed completers, and employed certifications. Additionally, the WorkINDiana team reviews budget allocations utilization. The specific performance metrics are listed on page four (4) of the RFA.</p>

Question 4: Is it permissible to have more than one employer partner?	Answer: Yes. A grantee is encouraged to form multiple partnerships if possible.
Question 5: How may the expenses up to \$500 be utilized?	Answer: The expenses listed under the eligible expenditures section must be used to reimburse employer expenses incurred to assist employees to obtain their HSD or HSE. These costs may only include the cost of instruction, support costs, and administrative costs.
Question 6: What are the requirements for employer partnerships?	Answer: There are no specific requirements around the types of employers a grantee may partner with. However, employers can only request employer grant reimbursement for eligible employees. The requirements for eligible employees can be found on page four (4) of the RFA.
Question 7: Is the reimbursement per employer partner or per employee?	Answer: The reimbursement is per employee.
Question 8: Can WorkINDiana funds be utilized for a paid work experience?	Answer: WorkINDiana funds may be used for paid work experiences. Limitations may apply.
Question 9: Can a WorkINDiana student complete a training in one program year and then another training in the following program year?	Answer: Students are only eligible for one WorkINDiana training over the course of their lifetime.
Question 10: What is the difference between a WorkINDiana completer and a student who earns a WorkINDiana certification?	Answer: A WorkINDiana student is defined as a completer once they have finished the requirements for the training they were enrolled in. The student may or may not have passed the certification. A student who earns a certification is defined as a student who has completed a WorkINDiana training AND earned the certification for that training.