TECHNICAL ASSISTANCE

Date: 04/19/2022
Contact: DWDeducationreimbursement@dwd.in.gov
Program: DWD
Subject: DWD Technical Assistance 2021-17
Education Reimbursement

Purpose

The purpose of this Technical Assistance is to outline the process of submission and approval for education reimbursement requests from Department of Workforce Development (DWD) employees, consistent with the State Personnel Department (SPD) policy on Education Reimbursement.

Rescission (due to adoption of SPD Policy)

- DWD Policy 2015-01 Indiana Department of Workforce Development’s “Go Out and Learn” (GOAL) Tuition Assistance Program

References

- SPD Policy Education Reimbursement

Definitions

For the purposes of this document, Lead Team Member refers to the head of a division of DWD. The following positions comprise the Lead Team:

- Chief of Staff
- Chief of Administration
- Executive Director of Applied Data Services and Legislative Affairs
- Chief of UI Operations
- Chief Workforce Officer
- General Counsel
SPD’s policy on education reimbursement fixes the total annual (calendar year) amount of education reimbursement at $5,250 and identifies employee and course eligibility for participation. Eligible courses include all core and elective courses required for completion of a certificate, state licensure, associate’s, bachelor’s, master’s, or doctoral degree program offered through, in, or in association with an accredited training or educational institution, school, or professional organization. This includes credit/no credit or pass/fail courses, refresher courses, or preparatory course work for licensure or certification when required for the completion of the program. Eligible costs for reimbursement are limited to tuition and required course fees.

As required by SPD’s policy, the education reimbursement process is an employee-driven process. Employees who wish to take advantage of the benefit are responsible for complying with all guidelines and procedures in both the SPD Education Reimbursement Policy and the DWD Technical Assistance document.

Reimbursement Process

Employees requesting education reimbursement must submit all required information on State Form 53045 (Education Reimbursement Program Application) at least 30 calendar days prior to the end of the course. Employees are responsible for working with their supervisors and Lead Team members to complete the application form and all subsequent steps in the reimbursement process.

After completion of the program application, Lead Team members are responsible for reviewing each application for reimbursement to determine the employee’s eligibility to participate, the eligibility of the course for reimbursement, and the eligibility of the costs being sought for reimbursement. Employees are urged to consult with DWD Human Resources, their supervisors, and/or Lead Team members prior to enrollment in a course to determine if the course and associated costs will be eligible for reimbursement. After the eligibility determination, the Lead Team member will notify the employee of the decision and provide them with a signed copy of form for their records. The employee must then submit the completed form to DWDeducationreimbursement@dwd.in.gov for further processing, along with the employee’s PeopleSoft department, project, and activity codes (which should be included in the body of the email).

After an employee successfully completes a course, they are responsible for providing their Lead Team member and DWD Finance with all required information, as outlined in SPD Policy, Education Reimbursement. A course is considered complete as of the date that official notice of the final grade is provided to DWD. Original receipts for expenses, including itemized tuition and course fees, must be submitted. DWD requires employees to submit official proof of course completion at conclusion of the course. Employees should maintain photocopies of all receipts and proof of course completion for their

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1 Per SPD policy, DWD may no longer direct pay or pre-pay for education costs.
2 See SPD Policy, Education Reimbursement for a comprehensive list of costs that are not covered.
3 https://forms.in.gov/Download.aspx?id=15194
4 See SPD Policy Education Reimbursement and State Form 53045 for a complete list of all required documents.
5 As necessary, supervisors and Lead Team members should consult with DWD Human Resources to ensure that employees are eligible to participate.
6 This includes receipts or account statements verifying proof of payment, proof of completion of the course, and any necessary completed vendor forms (e.g., IRS Form W-9 and State Form 47551, “Automated Direct Deposit Authorization Agreement”).
own records. Reimbursement will not be issued to the employee until the course has been successfully completed and documentation is provided to DWD.

**DWD Fiscal Staff Responsibilities**

DWD fiscal staff must properly document in PeopleSoft Financials system the use of funds for this purpose in accordance with standards established by the State Budget Agency. Reimbursement expenses must be coded using the appropriate account (599227-AdmOp-EmpReimb-Tuition). Reimbursement, if appropriate, should be made as soon as practicable after eligibility is determined and necessary official documentation is provided.

**Attachments**

**Attachment A** – Instructions on Process and Completing State Form 53045 (Education Reimbursement Program Application)\(^7\)

**Additional Information**

Questions regarding the content of this publication should be directed to DWDeducationreimbursement@dwd.in.gov.

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\(^7\) Form available at [https://www.in.gov/spd/files/Education-Reimbursement-Policy.pdf](https://www.in.gov/spd/files/Education-Reimbursement-Policy.pdf)
Attachment A

Instructions on Process and Completing State Form 53045 (Education Reimbursement Program Application)

The Education Reimbursement Program is an employee-driven process. Employees must work with their supervisors and Lead Team members to complete the program application form. The steps are outlined below.

Step 1: Work with supervisor and/or Lead Team member to ensure that the course or program is eligible for funding.
  • If there are questions about the eligibility of a course, Lead Team members may consult with DWD Human Resources and SPD for assistance.

Step 2: Submit a completed program application form.
  • Completed form must be submitted to Lead Team member at least 30 days before the completion of the course.

Step 3: Lead Team member reviews and approves program application and returns form to employee.

Step 4: Employee sends signed form to DWDeducationreimbursement@dwd.in.gov for processing.
  • Employee should include in the email their PeopleSoft department, project, and activity codes in the body of the email.8
  • Employees should keep a copy for their records.

Step 5: Employee successfully completes course.

Step 6: Upon completion of course, employee notifies Lead Team member and provides official documentation of completion, proof of payment, and any completed vendor forms that need to be completed to ensure reimbursement.
  • Employees should keep a copy of all materials (i.e., signed application, proof of payment, proof of completion, and completed vendor forms) for their records.

Step 7: Lead Team member informs DWD Finance that an education reimbursement is needed and provides the necessary documentation to DWDeducationreimbursement@dwd.in.gov.

Step 8: DWD Finance staff process reimbursement and employee is paid.
  • DWD Finance staff must properly document in PeopleSoft Financials system the use of funds for this purpose in accordance with standards established by the State Budget Agency.
  • Reimbursement expenses must be coded using the appropriate account (599227-AdmOp-EmpReimb-Tuition).

8 DWD Finance can provide this information to employees and supervisors if needed, but they should correspond to the information in an employee’s time sheet.