
DWD Policy 2025-06: Workforce Diploma Reimbursement Program

To: Indiana's Workforce System
From: Indiana Department of Workforce Development (DWD)
Date: April 23, 2026

PURPOSE

To inform potential program participants and Indiana workforce system partners of the Workforce Diploma Reimbursement Program (Program)¹.

REFERENCES

- IC 22-4.1-27
- Indiana P.L. 213-2025

DEFINITIONS

Cost per graduate² means the total amount paid to each eligible program provider that is reimbursed for performance milestones met by students within a cohort divided by the total number of graduates in the cohort.

Credit³ means a unit of instruction that correlates to one (1) semester of one (1) course in the traditional high school environment.

Eligible program provider⁴ means an accredited public, nonprofit, or private diploma granting institution with at least two (2) years of experience providing adult dropout recovery services that:

- Include recruitment, learning plan development, proactive coaching and mentoring; and
- Culminate in the attainment of a high school diploma.

Graduation rate⁵ means the percentage of students who graduated in the two (2) immediately preceding state fiscal years and for whom the approved eligible provider received reimbursement under this chapter. A student may be counted as a graduate only one (1) time in calculating the program's graduation rate.

¹ As established by IC 22-4.1-27-7.

² IC 22-4.1-27-2.

³ IC 22-4.1-27-3.

⁴ IC 22-4.1-27-4.

⁵ IC 22-4.1-27-5.

CONTENT

Program Purpose

The Workforce Diploma Reimbursement Program fund was established for the purpose of providing payments to approved eligible program providers that assist adults who are more than twenty-two (22) years of age in developing employability, career technical skills, and obtaining high school diplomas.⁶

The Indiana Department of Workforce Development (DWD) manages and conducts oversight of the Program.⁷

Prospective Program Participants

Eligibility Requirements

Prospective participants must live in Indiana, be at least 22 years old, and not already possess a high school equivalency or high school diploma.

Pre-Application Process

Prospective participants must fill out an informational questionnaire⁸ on the designated Program website to begin their potential process of entry. Providers will determine eligibility for the Program based on those inputs.

Prospective Program Providers

Eligible Program Provider Requirements⁹

An eligible program provider must meet the following requirements to be approved to participate in the Program:

- The eligible program provider applies to the DWD no later than August 15 of the year for which the eligible program provider is applying.
 - **Exception:** An approved eligible program provider will maintain approval without reapplying annually if the provider has **not** been removed from the approved eligible program provider list for failing to maintain minimum performance standards.¹⁰
- The eligible program provider demonstrates that they:
 - Have experience providing services to assist adults who are more than twenty-two (22) years of age in:
 - Obtaining high school diplomas; and
 - Developing employability and career and technical skills; and
 - Have the ability to:
 - Provide academic skill intake assessment and transcript evaluations;
 - Develop a learning plan that integrates academic requirements and career goals;

⁶ IC 22-4.1-27-8.

⁷ Per Indiana P.L. 213-2025.

⁸ Indiana Workforce Diploma Program [questionnaire](#).

⁹ IC 22-4.1-27-9.

¹⁰ IC 22-4.1-27-11.

- Provide remediation course work in literacy and numeracy;
 - Provide a research validated academic resiliency assessment and intervention;
 - Provide employability skills development aligned to employer needs;
 - Provide career pathways course work;
 - Provide preparation for industry recognized credentials; and
 - Provide career placement services.
- The eligible program provider's course catalog includes all courses necessary to meet requirements for an Indiana diploma with a general designation, including sufficient courses to meet graduation pathway requirements.¹¹
 - The eligible program provider is accredited by a recognized regional accrediting body.
 - The eligible program provider's programs begin no later than October 1st of the year for which the eligible program provider is applying.

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

Approved Provider List¹²

A list of approved eligible program providers will be published and updated, no later than September 15 of each year, to DWD's Workforce Diploma Reimbursement Program webpage¹³.

Program Performance Standards¹⁴

The minimum program performance standards are as follows:

- A minimum of a fifty percent (50%) graduation rate for each cohort.
- A cost per graduate for a cohort of not more than six thousand seven hundred fifty dollars (\$6,750).

Reimbursement of Approved Eligible Program Providers¹⁵

DWD shall reimburse approved eligible program providers for the completion of certain milestones for each student who is more than twenty-two (22) years of age. Milestones¹⁶ include, but are not limited to, the following:

- Completion of each credit;
- The attainment of an industry recognized credential that requires not more than fifty (50) hours of training; and
- The attainment of a high school diploma.

¹¹ As defined in IC 20-18-2-6.3).

¹² IC 22-4.1-27-10.

¹³ <https://www.in.gov/dwd/career-training-adult-ed/adult-ed/>

¹⁴ IC 22-4.1-27-16.

¹⁵ IC 22-4.1-27-12.

¹⁶ See IC 22-4.1-27-12 for a list of milestones and corresponding reimbursement amounts.

Submission of Invoices¹⁷

Approved providers must submit monthly invoices to DWD at AdultEd@dwd.in.gov no later than the tenth calendar day of each month for milestones¹⁸ met by students in the immediately preceding calendar month.

DWD will be responsible for dispersal of reimbursement to program providers in the order in which invoices are submitted until all appropriated funds have been exhausted.

Data Collection and Accountability¹⁹

No later than July 15 each year, approved eligible program providers shall report the following to DWD at AdultED@dwd.in.gov in an electronic format:²⁰

- The total number of students for whom the eligible program provider has received funding through the Program.
- The total number of credits that have been earned through the Program.
- The total number of employability skills certifications that have been completed under the Program.
- The total number of industry recognized credentials that have been attained under the Program for each respective milestone.²¹
- The total number of graduates under the program.
- To the extent possible, the use of the funding received by the approved eligible program provider during the previous school year and metrics of student achievement and demographics, including:
 - The amount of funding that is used for each course or program of instruction of the approved eligible program provider;
 - The amount of funding that is used for transportation costs for students to attend a course or program of the approved eligible program provider;
 - The amount of funding that is used for any other purposes; and
 - Metrics of student achievement and demographic information for those students during the previous school year that participated in a course or program of instruction that was funded in whole or in part by the Program.
- Upon approval, DWD shall prescribe a standard form to be used by an approved eligible program provider to report student achievement and demographic information.²²

DWD Provider Review

DWD will review data from each approved eligible program provider to ensure that the programs offered by providers are achieving minimum program performance standards and are in compliance with all Program requirements.

¹⁷ IC 22-4.1-27-13.

¹⁸ See IC 22-4.1-27-12 for a list of milestones and corresponding reimbursement amounts.

¹⁹ IC 22-4.1-27-15.

²⁰ Under IC 5-14-6, established by IC 2-5-1.3-4.

²¹ See IC 22-4.1-27-12 for a list of milestones.

²² As required under subsection (a)(6)(D).

Provider Probationary Status²³

Based on the data review results, DWD will determine any probationary status for eligible program providers and shall notify providers if they are no longer approved to participate in the Program. DWD shall remove the previously eligible program provider from the approved list.

ACTION

Policy should be shared with relevant workforce partners.

EFFECTIVE DATE

Immediately.

ENDING DATE

Upon rescission.

ADDITIONAL INFORMATION

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

²³ IC 22-4.1-27-17.