



DEPARTMENT OF LABOR AND EMPLOYMENT
WORKFORCE DEVELOPMENT PROGRAMS
TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM
633 17TH STREET, 7TH FLOOR
DENVER, CO 80202-3660

TRAINING SERVICES REIMBURSEMENT POLICY

The Trade Adjustment Assistance Program routinely enters into agreements with the purpose of approving reimbursement of training costs to Training Providers. Each training applicant must present a specific training plan to the TAA Coordinator for approval. The training plan and the TAA Coordinator's approval are summarized in the *TAA Program Training Authorization*. **Only after reviewing and accepting all of the following conditions should the Training Provider accept the Training Authorization:**

Reimbursement of Approved Training Costs

Approved training must consist of scheduled classroom or internet-based training. Video courses and correspondence courses are not approvable. The TAA Program will reimburse the cost of: tuition and fees, tools and books that all Trainees who undertake the specified curriculum are required to have, and supplies appropriate to the training. Supplies do not include computer software or hardware. Purchase of calculators and USB Drives priced in excess of the amounts specified in the Training Authorization require prior approval by the TAA Coordinator. Purchase of items intended for personal use (e.g. book bags, recording devices) will not be approved. The Training Authorization specifies dates of coverage and authorized services and purchases. The "Total Cost" specified in the Training Authorization is the maximum that will be reimbursed for approved services and purchases. Only the cost of approved services and purchases will be reimbursed. Costs incurred outside the date range specified in the Training Authorization will not be reimbursed.

Invoicing the TAA Program

Invoices must be accompanied by documentation indicating items and services purchased. This is necessary to ensure that charges are appropriate to the individual Trainee, and for audit purposes. To ensure expeditious reimbursement, invoices of the Training Provider's design should contain all of the following:

- The Trainee's name
- The Trainee's unique identifier
- The period covered by the invoice
- Itemized description and cost of each service or purchased item (e.g. course#, type of fee, book title)
- Enclosure of the Training Authorization for each Trainee listed on the invoice.

Do not invoice sales tax. The Department's tax exemption number is #98-15053-0000

Changes to the Training Authorization

The TAA Program may issue an Amended Training Authorization that changes the dates of coverage, or adds or removes authorized services or changes the maximum amount the TAA Program will reimburse the Training Provider for authorized items. Costs incurred prior to the effective date of the Amended Training Authorization for items not on the original Training Authorization will not be reimbursed.

Financial Aid

If the Training Provider receives funds from non-reimbursable financial aid to a TAA-approved Trainee, the proceeds from that aid are to be applied to any outstanding balance for which the TAA program is responsible, and the balance disbursed to the Trainee. If the aid is in the form of a student loan or other funds that the Trainee is obligated to repay, the proceeds are not to be applied to training expenses incurred by the Trainee for which the TAA Program will be ultimately responsible. To do so violates the federal regulations at 20CFR617.25, which prohibits approval of training if the trainee is "*required, at any time or under any circumstances, to pay any of the costs of a training program, however small, from...funds belonging to the [trainee]*" (20CFR617.25(b)(5)(ii)).

Reporting Trainee Progress

While participating in TAA-approved training, the Trainee must routinely provide verification of satisfactory progress in training to his/her TAA Counselor. The Training Provider will be required to provide this information via email, phone or in writing as frequently once bi-weekly and no less frequently than once monthly. The Trainee's confidentiality must be assured at all times; therefore, ***acceptance of the Training Authorization, enrollment of the TAA-approved Trainee and submission of an invoice to the TAA Program for tuition and related instructional fees implies agreement by the Training Provider to release this information to Trainee-designated requestors at the State TAA/TRA Office or local Workforce Center, or to both.***