

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 009.01
August 6, 2020

SUBJECT: REGISTERING AND ENROLLING I-TRAIN STUDENTS

- I. Background
- II. Implementation
- III. Roles and Responsibilities
- IV. Tuition Discounts
- V. Invoicing Procedures
- VI. Budget Allocation

This guideline provides procedural information for registering and enrolling I-TRAIN students for CTE training programs at DACE Schools. The guideline details the processing and implementation of the I-TRAIN contract as well as the invoicing procedures, “notification of budget allocation,” and allowable tuition discounts.

I. BACKGROUND

I-TRAIN is a federally funded WIOA Title I program that allows approved agencies such as Worksource Centers, to provide financial support for Career Technical Education training in specific career pathways to qualified individuals (Dislocated Workers) who are at least 18 years old.

Approved I-TRAIN Courses for DACE are listed in the Caljobs Website (Caljobs.ca.gov) and in the EDD Website–Eligible Providers Training List, (EDD.ca.gov). Approved programs are also listed on the I-TRAIN website (lavc.edu/jobtraining/I-Train) which is managed by the South Bay Workforce Investment Board.

For more information on DACE CTE I-TRAIN program listings or for new program approval, contact Central Office designee, CTE Pathway Advisor.

II. IMPLEMENTATION

Fully executed Individual Training Agreements (ITA’s) and/or I- TRAIN Contracts should be emailed to Central Office designee, CTE Pathway Advisor within 5 days of student registration. ITA/Contract will be implemented into the school’s budget upon receipt of signed contract and student DACE-SIS registration form.

Grievance Period: I-TRAIN students must comply with school rules and regulations at all times. For drops and refunds, adhere to the school grievance policy. Contracts may be terminated at any time, and at the principal’s discretion.

III. ROLES AND RESPONSIBILITIES

Principal: The principal is responsible for reviewing and approving the ITA (I-TRAIN Contract). The document is then returned to the school CTE Pathway Advisor for

Central Office submission. Before signing, the principal can request clarification from the school-site CTE Pathway Advisor.

Assistant Principal, Operations: The Assistant Principal supervises the CTE Program, including the I-TRAIN program case management, and provides additional support as needed.

CTE Pathway Advisor: The CTE Pathway Advisor manages the ITA's and maintains a database of I-TRAIN contracts. Provides supportive services to I-TRAIN students. Provides case-management activities such as course registration, counseling services, invoicing, ordering tools, uniforms, materials, attendance and progress reporting. Collaborates with Financial Manager on I-TRAIN Student allowable expenses and expenditures.

WIOA Navigator: The WIOA Navigator is co-located at the WorkSource Center and the school. The Navigator works closely with the Worksource Center staff to generate I-TRAIN contracts to serve clients with the best and most suitable career technical education training available. The Navigator will collaborate with the CTE Pathway Advisor as needed to provide support for the clients which may include: case management, invoicing and progress reports.

Financial Manager: The Financial Manager oversees I-TRAIN student financial accounts/records and collaborates with CTE Pathway Advisor to ensure allowable expenses and expenditures.

IV. TUITION DISCOUNTS

I-TRAIN contract discounts are as follows and are applied to **TUITION ONLY** (not books, supplies, tools, equipment, certifications, etc.). Principal verifies tuition discount on the I-TRAIN contract upon signature.

- i. Up to a maximum 10% discount will be applied to individual I-TRAIN Contracts (City & County AJCC).
- ii. Up to a 20% discount will be applied to 5 or more I-TRAIN contracts for the same course at the same school.
- iii. Up to a 30% discount can be applied to a cohort of 15 or more I-TRAIN contracts for the same course.
- iv. Principals seeking a discount beyond those specified should contact their DACE administrator for approval.

V. INVOICING PROCEDURES

Invoicing will be processed according to the "Invoicing and Payments" section stipulated in the ITA/I-TRAIN Contract. School site designee will forward Invoice Packet (ITA, registration form, attendance reports, monthly progress reports, competency checklists,

and Certificates of Completion) to the Central Office CTE Pathway Advisor for processing and compliance.

VI. BUDGET ALLOCATION

I-TRAIN Fees should be used to directly support the I-TRAIN students as they complete their training program. In addition, principals may use I-TRAIN allocation to provide additional hours (X, Z-time) to CTE Advisors for I-TRAIN programs case-management activities such as student enrollment, records management, progress reporting, ordering of books/materials/tools, invoicing as well as providing students with supportive services as necessary. Principals will receive a Notification of Budget Allocation (NBA) letter on a monthly basis and the expenditures will be updated on a quarterly basis.

For I-TRAIN contract support, please contact Central Office I-TRAIN Program designee, Brenda Vela, at (213) 241-3719 or biv1999@lausd.net.

For I-TRAIN budget information, please contact Central Office Associate Financial Manager, Patricia Cazares, at (213) 241-3866 or patricia.cazares@lausd.net.

For assistance, please contact Laura Chardiet, Coordinator at (213) 241-3830 or by email at laura.chardiet@lausd.net.

APPROVED: Joseph Stark, Executive Director

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