

Career and Technical Education Incentive Grants Program Program Update for School Administrators: August 29, 2022

The Wisconsin Department of Workforce Development (DWD), in collaboration with the Department of Public Instruction (DPI), awards school districts up to \$1,000 for each recent high school graduate earning an approved industry-recognized certification. This appropriation incentivizes school districts **to support CTE programming**, resulting in more students earning industry-recognized certifications.

This update and all DWD CTE Incentive Grant program updates are posted on the DWD CTE web page and can be found through this link: [Career and Technical Education \(CTE\) Incentive Grants \(wisconsin.gov\)](https://www.wisconsin.gov/dwd/cte).

Class of 2021 CTE Technical Incentive Grant Update

DPI received 9,317 claims from 298 schools for the Class of 2021. Eligible claims for funding totaled 7,702, resulting in a prorated allocation of \$843.93 per student. Distribution of the grant was delayed in 2022 but scheduled for ACH deposit in late August/early September. A breakout by district and certificate can be found on the DPI [CTE Technical Incentive Grants](#) page.

Class of 2022 CTE Technical Incentive Grant Claims

Funding for the Class of 2022 incentive grants is set at \$6.5 million and will be prorated based on the number of claims approved for pay statewide.

The Class of 2022 CTE Technical Incentive Grants claim window is **open until September 30, 2022** for school districts to submit incentive grant claims for Class of 2022 graduates. **This is a firm deadline.** The DWD and DPI CTE staff will respond to requests for technical assistance in the order received; therefore, roster submitters should send any questions or requests for technical assistance well before the deadline.

Directions for submitting claims can be found on the DPI [CTE Technical Incentive Grants](#) web page under the heading *Class of 2022 Applications*.

District Incentive Grants

For each claim, schools should provide supporting documentation, which can be found in the [CTE Incentive Grants 2022 Approved Certifications List](#). Claims may be disqualified if they lack documentation or if the documents provided do not meet requirements.

Student Completion Awards

Student completion awards are written into the [Wis. Stats. §106.273](#). Students completing an Emergency Medical Technician (EMT), Emergency Medical Responder (EMR), Firefighter 1, Firefighter 2, and/or Firefighter Inspector certificate may receive \$500 for each certificate earned when the school submits a claim for each certification and the claim meets the requirements. These claims are processed by DWD as an additional activity when the reviewer verifies the school's incentive grant claim associated with the certification. Roster submitters should refer to

the resources mentioned above to ensure that claims are properly entered and include the student's mailing address and non-school email address.

Considerations When Submitting Claims

In addition, please note the following items when completing the claims in the DPI application.

- Always check the CTE Approved Certifications List for the year in which the student earned the certification to confirm that the certification was on the approved list in that year.
- Always check the CTE Approved Certifications List for the year of graduation to confirm the type of documentation required to support the claim for the specific certification.
- Always check the category and specific certification name listed on the CTE Approved Certifications List for the year of graduation before submitting claims. Incorrect categorization can result in disqualification of an incentive grant and/or a student award not being provided.
- Before uploading an unofficial college transcript, always redact personally identifiable information (PII) and highlight the program number (not course number), diploma awarded, and/or the courses required to earn the diploma or certification.
- Always ensure that claims in the WTCS category meet the specific certification requirements indicated on the CTE Approved Certification List and the prompts in the CTE claims portal. State-approved program numbers beginning with 10-, 30-, 31-, and 61- are eligible. The program number must be submitted in the format xx-xxx-x. Schools should **NOT** enter technical college dual credit classes.
- Always confirm with the school business office that the specific Microsoft certifications earned by the students were not funded through the MS Imagine Academy. Submit only Microsoft certifications that were supported through district-funded licenses. Certifications supported through the Microsoft Imagine Academy are **NOT** eligible for CTE Incentive Grant funding, per the [Wis. Stats. §106.273](#).
- Always enter claims under the Business and Industry category when the certifications are related to a registry. These certifications include, but are not limited to, the student completion awards.
- Always enter a separate claim for each certification that would make a student eligible for a student completion award. Some students earn multiple certifications, and there is a one-to-one correlation with awards.

To better guide schools through the claims process and web application, watch the instructional webinar or view the PowerPoint slides:

- [Class of 2022 CTE Incentive Grant Training](#)
- [PowerPoint slides](#)

The Review, Appeal, and Payment Phases

After September 30, 2022, DWD and DPI will conduct verifications, a process that takes up to six months. In April or May of 2023, school districts that submitted claims will be notified of their results. Prior to this notification any designations related to approval for pay status are premature and may be inaccurate.

The notification will include the timeframe for appealing a denial of a claim. The processes for filing and working through appeals will be included in the notification. Once all appeals have been addressed, DWD and DPI will determine the prorated allocation per student and the amount of payment to schools/districts that had approved claims. Disbursement of the funds to

districts will be done electronically. Student award checks will be mailed directly from DWD to the students at this time.

If you have questions, please reach out to the following resources:

- For technical assistance on the DPI CTE claims portal, please create a DPI [help ticket](#).
- For technical assistance on the certifications, documentation, claims process unrelated to the CTE claims portal, and other CTE incentive grant and student completion award questions, please contact:
DECTEGrants@dwd.wisconsin.gov, Department of Workforce Development