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# Governor Reynolds' Teacher and Para-Educator Registered Apprenticeship (TPRA) Grant Program

## RSAI Webinar on RAPIDS system January 9, 2023



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# Agenda:

- ❖ Today's focus is on requirements for reporting in the RAPIDS DOL system
- ❖ Kyle Whitaker (DOL) will walk through the instructions & requirements
- ❖ Questions - jot down questions throughout to discuss in the last 20 minutes

# Contacts

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Margaret Buckton, RSAI Professional Advocate/ISFIS Partner

- (515) 201-3755
- [Margaret@iowaschoolfinance.com](mailto:Margaret@iowaschoolfinance.com)

Jen Albers, Director of Finance & Operations, RSAI/ISFIS

- (515) 251-5970 x4
- [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com)

Joyce Lundsgaard, Cherokee CSD Business Manager

- (712) 225-6769
- [jlundsgaard@ccsd.k12.ia.us](mailto:jlundsgaard@ccsd.k12.ia.us)

Patrick Rice, Grant Administrator, Iowa Workforce Development

- O: (515) 725-9077
- [Patrick.rice@iwd.iowa.gov](mailto:Patrick.rice@iwd.iowa.gov)

Jennifer Gray, Registered Apprenticeship Program Coordinator, Iowa Workforce Development

- O: (319) 235-2123 x41261
- [Jennifer.gray@iwd.iowa.gov](mailto:Jennifer.gray@iwd.iowa.gov)

Kyle Whitaker, Apprenticeship & Training Representative  
US Department of Labor/Office of Apprenticeship

- O: (515) 348-3833
- [whitaker.kyle.m@dol.gov](mailto:whitaker.kyle.m@dol.gov)

# TPRA Grant Program – Action Steps (PREVIOUS)

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**\*\*These should already be completed\*\***

- Submit completed IRS Form W9 via email to [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com)
- Notify us which payroll software vendor you use at your district (Software Unlimited or another vendor)? – send email to [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com)
- Notify your participating apprentices they need to create an “individual account” in the IowaWORKS system, if they have not already done so.
  - [Individual User Guide](#) is linked here (see page 3)
  - Go to <https://www.iowaworks.gov>
  - Click “SignIn/Register”
  - Select “Individual” and Individual Registration
  - Follow the Prompts
  - Once registered, they will need to notify the district of their IowaWORKS “username”
- Complete the IowaWORKS Apprenticeship Spreadsheet with information on each of your participating apprentices.
  - Download the [IowaWORKS Apprenticeship Spreadsheet](#)
  - Enter one line for each apprentice, including your district name, their name, DOB, which track they are participating in, which community college/university they are attending, and their IowaWORKS Username (which apprentices will need to provide to the district).
  - Email the completed spreadsheet to [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com)

# TPRA Grant Program – Action Steps (DUE this Week)

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## \*\*TO DO THIS WEEK\*\*

- Look for an email with login instructions to RAPIDS system and make sure you can get logged in (sent to Business Managers and others by request on 1/9/2023, check spam folders)
  - If you don't see the email or if there are others in your district that also need access, email their name and email address to [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com).
  - [RAPIS System User Login Guide](#)
- Verify your district's "employer" contact information in the RAPIDS system
- Complete & upload the Employer Acceptance Agreement for your district into the RAPIDS system
  - Download the blank [Employer Acceptance Agreement](#) with Cherokee's signature already included
  - Complete your district's contact information
  - Upload it to the RAPIDS system (or email the signed document to [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com))
- Review the Cherokee Consortium Standards Document
  - [https://www.iowaschoolfinance.com/system/files/members/Public/1-Cherokee%20CSD%20\(TPRA\)%20Signed%20Standards%2011-23-2022.pdf](https://www.iowaschoolfinance.com/system/files/members/Public/1-Cherokee%20CSD%20(TPRA)%20Signed%20Standards%2011-23-2022.pdf)
- Verify your district's pay rate schedule for apprentices meets the minimums identified in the standards.

# TPRA Grant Program – Action Steps (DUE Jan 23rd)

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**\*\*TO DO THIS WEEK – no later than Jan 23rd\*\***

- Add all participating apprentices into the RAPIDS system, complete, sign & upload Form 671. ([RAPIDS User Guide to Register an Apprentice](#))
  - You may want to have the apprentice with you when you add their information to RAPIDS so you will have all of the details you need. Click “Add Apprentice” in RAPIDS and follow the prompts.
  - If the apprentice began their apprentice program within the past 45 days, use their actual start date. If their start date was more than 45 days ago, use a start date equal to less than 45 days before the day you are entering their information (just count backwards).
  - Print the 671 Form generated after entering the apprentice, have the apprentice sign Part C under (1), sign on behalf of the school district Part C under (5), and upload the completed document to RAPIDS.
  - Minors will need the form signed by a parent/guardian, Part C under (2).
  - Provide apprentices with a copy of the Cherokee Consortium Standards document linked below, and make sure they understand their OJL (On-the-Job Learning) work processes/competencies and their RTI (Related-Technical-Instruction) requirements for classroom work at their college or university - [https://www.iowaschoolfinance.com/system/files/members/Public/1-Cherokee%20CSD%20\(TPRA\)%20Signed%20Standards%2011-23-2022.pdf](https://www.iowaschoolfinance.com/system/files/members/Public/1-Cherokee%20CSD%20(TPRA)%20Signed%20Standards%2011-23-2022.pdf)

# TPRA Grant Program – Action Steps (DUE SOON)

\*\*Due Soon, we are awaiting more info and will circulate soon\*\*

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- Review/setup your payroll system for appropriate reporting.
  - Software Unlimited with Report Writer – Email [jlundsgaard@ccsd.k12.ia.us](mailto:jlundsgaard@ccsd.k12.ia.us) and she will share a report you can upload to use.
  - Software Unlimited without Report Writer – Contact Support for more information about options available
  - Other providers – Coordinate with your payroll provider to ensure you have a report with all the required items (see Reference section of this PPT for more details on required items)
  - IWD will review a report in advance to ensure you have all appropriate documentation. Email a sample to [jennifer.gray@iwd.iowa.gov](mailto:jennifer.gray@iwd.iowa.gov) and ask her to review for completeness.
- Ensure you have a Service Contract/Agreement Letter/or other documentation in place for your paras that indicates their position title, date range, hourly rate, etc. (We will have a sample and are confirming specific requirements.)
- Submit list of Job Titles (as noted in your payroll system) & the actual Job Descriptions for positions hired under the RA grant program. Email list and job descriptions to [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com))
- Submit Para Certifications for individuals in the Para-to-Teacher tracker if the individual does not have an AA or Bachelor's Degree. We need the certificate number for sure, and may also need the actual certificate, but are waiting on clarification. Email these to [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com).

# TPRA Grant Program – Action Steps (DUE Feb 3rd)

\*\*DUE FEB 3, 2023 – more info coming soon\*\*

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- Quarterly Expense Report – Excel format
- Documentation for Wages – 1 combined PDF report
- Documentation for Tuition/Fees/Expenses – 1 combined PDF report
- If not already submitted, the first submission will require those Service Contract/Agreement/Letter and their job description be submitted.

Before submitting, make sure all documentation is included and totals match or exceed the totals on the Quarterly Expense Report. Submit the 3 files (1 Excel and 2 PDFs) to [jen@iowaschoolfinance.com](mailto:jen@iowaschoolfinance.com).

***If documentation is incomplete or not submitted by the deadline, we cannot promise it will be included in the submission to IWD.*** If IWD finds errors or discrepancies, we will try to resolve them with the partner district, but we may need to pull the item from the overall report to ensure the entire consortium reimbursement is not delayed.

More details coming soon.



# THANK YOU!!

**We will keep you informed as we learn more.**

Rural School Advocates of Iowa  
1201 63<sup>rd</sup> Street, Des Moines, IA, 50311 | (515) 251-5970  
[www.rsaia.org](http://www.rsaia.org)

# Reference Materials

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# Cherokee Consortium Standards


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Link to the approved Registered Apprenticeship Standards for the Cherokee Washington High School Consortium.

[Standard for the Cherokee Consortium](#)

Registration Number: 2023-IA-116259

Dated: 11/23/2022



# Fiscal Reimbursements & Covered Costs

<b>Covered costs</b>	Paraeducator (Teacher Aide 1) program tuition and full salary for students working as an aide and 50% of salary when working for the district as a classroom aide after graduation and completing coursework.  Maximum \$40,500 per participant.	Teacher preparation program tuition and 50% of salary while working for the district as a paraeducator (Teacher Aide 1) and completing coursework.  Maximum \$47,000 per participant.
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# Funding will Support:

- Tuition and fees at \$7,000 per year for up to three years at a community college (for the student/adult-to-para track)
- Tuition and fees at up to \$17,000 per year for up to two years at a public or private four-year college/university (for the para-to-teacher track)
- Hourly rate of \$12 for high school aides while still in school and \$6 (0.5 of \$12/hour) for aides and paraeducators (Teacher Aide 1) for up to 30 hours per week for 36 weeks. For the high school-to-paraeducator (Teacher Aide 1) model, this sums to \$6,500 per year for three years, for a total of \$19,500. For the paraeducator (Teacher Aide 1)-to-teacher model, this sums to \$6,500 per year for two years, for a total of \$13,000
- Administrative costs are limited to the agency's (Sponsor District) current restricted indirect cost rate



## Funding will Support:

- Tuition and fees at \$7,000 per year for up to three years at a community college (for the student/adult-to-para track) – total maximum of \$21,000
- Tuition and fees at up to \$17,000 per year for up to two years at a public or private four-year college/university (for the para-to-teacher track) – total maximum of \$34,000
- Hourly rate of \$12 for high school aides while still in school and \$6 (0.5 of \$12/hour) for aides and paraeducators (Teacher Aide 1) for up to 30 hours per week for 36 weeks. For the high school-to-paraeducator (Teacher Aide 1) model, this sums to \$6,500 per year for three years, for a total of \$19,500. For the paraeducator (Teacher Aide 1)-to-teacher model, this sums to \$6,500 per year for two years, for a total of \$13,000
- Administrative costs are limited to the agency's (Sponsor District) current restricted indirect cost rate

At this point, we anticipate the first deadline for submission will be February 3<sup>rd</sup> covering the period of July 1, 2022 through January 2023. More to come.

[illegible]

# Terms

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RTI = Related Training Instruction (the classroom hours)

OJT = On the Job Training (the hours the para is working for the district in their role) (OJT hours are reimbursable)



# Sample Payroll Register

Cherokee Community School  
11/29/2022 1:49 PM

TPRA

Page: 1  
User ID: JML

LASTNAME1	FIRST LAST 1									
<u>Pay Code ID</u>	<u>Position</u>	<u>Units</u>	<u>Hours</u>	<u>Pay Rate</u>	<u>Dollars</u>	<u>Check Date</u>	<u>Check Number:</u>	<u>Chart of Account Number</u>	<u>Start Date</u>	<u>End Date</u>
001	Para-Teacher	71.70	71.70	13.50	967.95	11/11/2022	82059	10 0209 1000 217 3303 105	10/24/2022	11/04/2022
001	Para-Teacher	64.20	64.20	13.50	866.70	11/23/2022	82286	10 0209 1000 217 3303 105	11/07/2022	11/18/2022
		135.90	135.90		1,834.65					
LASTNAME2	FIRST LAST 2									
<u>Pay Code ID</u>	<u>Position</u>	<u>Units</u>	<u>Hours</u>	<u>Pay Rate</u>	<u>Dollars</u>	<u>Check Date</u>	<u>Check Number:</u>	<u>Chart of Account Number</u>	<u>Start Date</u>	<u>End Date</u>
001	Student-Para	29.80	29.80	11.00	327.80	11/11/2022	82018	10 0109 1000 100 4047 158	10/24/2022	11/04/2022
		29.80	29.80		327.80					
LASTNAME3	FIRST LAST 3									
<u>Pay Code ID</u>	<u>Position</u>	<u>Units</u>	<u>Hours</u>	<u>Pay Rate</u>	<u>Dollars</u>	<u>Check Date</u>	<u>Check Number:</u>	<u>Chart of Account Number</u>	<u>Start Date</u>	<u>End Date</u>
001	Student-Para	19.70	19.70	11.00	216.70	11/11/2022	82012	10 0109 1000 100 4047 158	10/24/2022	11/04/2022
		19.70	19.70		216.70					
LASTNAME4	FIRST LAST 4									
<u>Pay Code ID</u>	<u>Position</u>	<u>Units</u>	<u>Hours</u>	<u>Pay Rate</u>	<u>Dollars</u>	<u>Check Date</u>	<u>Check Number:</u>	<u>Chart of Account Number</u>	<u>Start Date</u>	<u>End Date</u>
001	Student-Para	29.00	29.00	11.00	319.00	11/11/2022	82029	10 0109 1000 100 4047 158	10/24/2022	11/04/2022
		29.00	29.00		319.00					
LASTNAME5	FIRST LAST 5									
<u>Pay Code ID</u>	<u>Position</u>	<u>Units</u>	<u>Hours</u>	<u>Pay Rate</u>	<u>Dollars</u>	<u>Check Date</u>	<u>Check Number:</u>	<u>Chart of Account Number</u>	<u>Start Date</u>	<u>End Date</u>
001	Student-Para	18.30	18.30	11.00	201.30	11/11/2022	81995	10 0109 1000 100 4047 158	10/24/2022	11/04/2022
		18.30	18.30		201.30					

## Totals by Pay Code

<u>Pay Code ID</u>	<u>Description</u>	<u>Units</u>	<u>Hours</u>	<u>Dollars</u>
001	1st Shift	232.70	232.70	2,899.45
Total:		232.70	232.70	2,899.45

We are still confirming with IWD that this report covers all of the requirements. This will be available for Software Unlimited customers. More to come.

# Sample Paycheck Stub showing required elements:

We are still confirming with IWD whether this is also required in addition to the Payroll Register. More to come.

Name of Community School District  
General Fund

First Name, Last Name  
Check Sort: Elementary School

Payroll Payment #: Payment Routing #  
Payroll Date: July 30, 2022-August 26, 2022

Tax Information				Deductions				
Federal: Married		Exemptions: 3	Additional: 0.00	Description	Employee Current	Employee Calendar	Employer Current	Employer Calendar
State: Married		Exemptions: 3	Additional: 0.00	FICA OASDI	41.01	603.78	41.01	603.78
				FICA MHI	9.59	141.21	9.59	141.21
				IA State Tax	0.00	86.00	0.00	0.00
				IPERS	41.61	662.79	62.45	984.72
				AFLAC	0.00	798.72	0.00	0.00

Gross Pay		Salary Payments		Amt. Paid	Gross Amount
Payment Description	Unit Rate	Factor	Nr. Units		
Instructional Associate	14.00	1.0	47.25	661.50	

Position Title or Description

Hourly Rate

Total Hours Paid

Total Amount Paid

Purple and red arrows indicate a required reporting element

Total Gross Pay:		Total Deductions:	
661.50	92.21	2,292.50	113.05

Leave Balances	Other Information	Payment Summary
	Calendar Gross: 10,537.24	Payroll Date: 09/20/2022
	GTL Taxable: 0.00	Gross Pay: 661.50
	Payment In Kind: 0.00	Deductions: 92.21
	Calendar Payment In Kind: 0.00	Net Pay: 569.29

Name of District/Organization

Name of Community School District  
District Street Address  
District City, State, Zip  
District Phone Number

Direct Deposit Summary

Name of Bank or Credit Union

569.29

**NON - NEGOTIABLE**

First Name, Last Name of Apprentice  
Street Address of Apprentice  
City, State, Zip of Apprentice

Name of Apprentice  
Address is not Required