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

RSAI Webinar with IWD  
November 30, 2022



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# Agenda:

- ❖ Today's focus is on Quarterly Financial Reporting and related documentation
- ❖ Patrick Rice & Jennifer Gray (IWD) will walk through the format & requirements
- ❖ Jen Albers (ISFIS/RSAI) & Joyce Lundsgaard (Cherokee CSD) will then discuss some specifics around our process
- ❖ Questions - jot down questions throughout to discuss in the last 20 minutes on financial reporting or otherwise

# Contacts

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# 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.

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# 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

Total Gross Pay: 661.50  
Total Deductions: 92.21 2,292.50 113.05 1,739.71

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

Purple and red arrows indicate a required reporting element

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

# TPRA Grant Program – Action Steps (NOW)

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## **\*\*THIS WEEK\*\***

- 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)

## **\*\*ASAP\*\***

- Notify your participating apprentices they need to create an “individual account” in the IowaWORKS system ASAP, 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 (Coming Soon)

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## **\*\*SOON\*\*** *(details are pending – more info to come)*

- Ensure all participants are setup in the RAPIDS Dept. of Labor (DOL) system (details pending)
- 671 Forms from DOL need completed for each apprenticeship (details pending)
- 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.)
- Review/setup your payroll system for appropriate reporting (Software Unlimited will have a report available. Districts using other payroll software providers will need to coordinate. Details/Instructions Pending)
- Verify your Payroll Register reports include all of the required items with IWD. IWD will review your documentation in advance of the deadline to ensure you have all requirements in place. (Details pending)

## **\*\*DUE FEB 3, 2023** *(this deadline may be revisited based upon answers related to annual wage reimbursement limits – details pending)*

- Quarterly Expense Report – Excel format
- Documentation for Wages – 1 combined PDF report
- Documentation for Tuition/Fees/Expenses – 1 combined PDF report

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.**

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