

## **WIOA COST OF ATTENDANCE AND UNMET NEED POLICY**

This form is completed when financial aid information from the training institution is received. The participant must have an unmet need to be able to receive WIOA training and services.

Once the Cost of Attendance (tuition, books and supplies, mileage and meals) and financial aid numbers are determined this will show if there is an unmet need. When an unmet need is determined to exist, WIOA funds can be used to meet this unmet amount, but only for the unmet need amount. The unmet need should be applied to tuition only with exceptions as stated in the ITA Policy, Page 4, and Number 9. Please refer to memo date August 15, 2000 which eliminated supportive Services.

An exception to this is Tennessee Technology locations. The State of Tennessee policy, states that tuition/fees are to be charged to Pell grants. Therefore any unmet need can be applied to books, supplies, & support in this order if an unmet need is determined and Pell grant is used for tuition.

While determining the unmet need, mileage is calculated by using the distance from the participant's home to the training provider site using MapQuest. Mileage cost is calculated by multiplying the mileage times the current state mileage rate. The number of days is determined by the days the participant is at the training provider. Participants are allowed to count \$10 per day for meals using the number of days they are at the training provider. No mileage or meals will be paid using WIOA funds but Pell and Grant in aids may be used in lieu of WIOA funds to cover these expenses.

If a participant takes only on-line classes and the classes are completed at their home, the use of mileage and meals is not allowed to be used in determining the unmet need with Pell and other grant in aids applied to tuition, books and supplies to determine an unmet need.

In the instance that the participant does not have the resources to take on-line classes at home and must travel to have access to these classes, the participant must assign a location where they will be accessing the class and have the burden of proof that the location is being used. The Career Manager will make proper documentation of this occurrence.