

From: Greco, Michael A - DWD
Sent: Thursday, February 09, 2012 8:57 AM
To: DWD DL DVR All
Subject: Instruction Regarding Training Grant Payments for Amounts Less Than \$25.00

Hello,

The procedure for payment of Training Grants for amounts less than \$25.00 has been changed.

Effective Immediately:

- Authorize for the actual amount indicated by the training grant form.

For example:

- TG shows a DVR payment of \$22.00 for the year. If funding by semester, provide \$11.00 for first semester and \$11.00 for second semester.

Why has this changed?

Previously, whenever the Training Grant amount was less than \$25.00, the consumer was provided one direct payment for \$25.00. If the total training grant for the year resulted in two payments of less than \$25.00 per semester, the consumer was paid the entire training grant amount first semester.

We previously authorized for training grants in this way to save on the charges for processing several small checks. With improved systems, however, the actual processing cost is now the same regardless of the amount of the check. Changing our procedure will mean that consumers will receive the actual amount of funding for which they are eligible, making the process clearer and more accurate.

If you have any questions regarding this change please contact a Policy Analyst.

Thanks!