

**WI Public or WI Private WAICU Accredited  
Post Secondary School  
Program Eligible for Financial Aids**

**Procedural checklist for DVR Staff:**

- Send out the [Notification of Training Grant Cover Letter \(DVR-14662-E\)](#) with the [Responsibility Checklist for DVR Consumers Applying for a DVR Training Grant](#).
- If a student wishes to attend a WI Private WAICU school, follow the [administrative review](#) process.
- If student is attending a WI Private WAICU school, use the blank electronic version of the TG form. If the student is attending a WI public school, select the appropriate TG form Training Grant Forms located on DVR's V Drive/Shared Server based on:
  - At home or away status.
  - Full time, half time, etc.
- Complete [Section 1 Consumer - DVR Information](#) of the TG form. Verify accuracy with the consumer.
- Have student (parent/guardian, if appropriate) sign TG form to allow for exchange of information with the school's financial aid office, academic records office and student accounts office.
  - Send the signed form to the Central Scanning Unit for attachment in IRIS.
- Email TG form to the FAO to complete [Section 2 - Financial Aid Office \(FAO\) Information](#).
- Verify and enter, if not entered by the FAO, the credit amounts for each semester.
- Complete the # of payment box (2 semesters, 3 trimesters, 4 quarters, etc.).
- Explain to the consumer, the TG calculations [Understanding the DVR Grant Calculator Form](#) used to arrive at the TG awarded.
  - Discuss any [scholarships](#) awarded to determine if need-based or merit-based and take necessary steps.
  - Discuss exception process and [add approved exception amounts](#) to TG form.
- Type in *last date updated*, *DVR signature*, and *date signed* to indicate the completed and final TG.
- Give the consumer a copy of the final TG.
- Email final TG to the FAO prior to the start of the semester indicating the final amount including those where the TG amount is zero. Notify the FAO if a longer response time is needed.
- The FAO will confirm the amount after the census date via email.
- [Authorize for payment-WI public/private school](#) of TG amount.
- At the end of the term an email will be sent by the school containing the student's unofficial transcript. This should be attached to the consumer's case file.