

## **WA GRANT FOR APPRENTICESHIP (WG-A) SPONSOR APPLICATION TO PARTICIPATE**

### **BACKGROUND**

The Washington Student Achievement Council (WSAC) is a cabinet-level state agency. WSAC's mission is to increase educational opportunities and attainment in Washington. For more information on WSAC, please visit our website: [www.wsac.wa.gov](http://www.wsac.wa.gov).

One of WSAC's responsibilities is to administer the Washington College Grant (WCG) program. In 2020, the Legislature expanded WCG to include eligible individuals participating in recognized state-approved, federally registered apprenticeship programs per RCW [49.04](#). The expansion has previously been referred to as Washington College Grant for Apprenticeship (WCG-A).

WSAC has initiated a campaign to refer to Washington College Grant as "WA Grant" to communicate more inclusivity of career training programs.

The primary purpose of the WA Grant for Apprenticeship (WG-A) program is to measurably increase the number of recent high school graduates and adults that can attain a higher education credential by enrolling in a registered apprenticeship program through state financial aid. Eligible apprentices can use WG-A to help cover the costs of tuition and fees, program supplies and equipment, and other costs that facilitate educational endeavors.

WG-A is only available to apprentices of Sponsors who have been approved by WSAC to participate in WG-A. To apply to participate in WG-A, Sponsors must first be registered with and approved by the Department of Labor & Industries (L&I) [Washington State Apprenticeship & Training Council](#) (WSATC) and cannot be in probationary status. WSAC also reviews Sponsors for their financial capacity and administrative capability to administer state financial assistance programs.

WG-A program administration functions include, but are not limited to:

- WG-A program promotion
- Determining an apprentice's eligibility for WG-A
- Completing WG-A award calculation for eligible apprentices and notifying apprentices of their award
- Requesting WG-A awards from WSAC
- Disbursing and tracking WG-A awards and handling repayments to WSAC
  - Implementing a process to receive and disburse state funds directly to recipients.
- Satisfactory Program Progress (SPP) monitoring
- Completing reporting and reconciling records
  - Providing detailed reports on expenditures and recipients with accuracy on a monthly, quarterly, and/or yearly basis.
  - Authoring a final report including challenges, successes, and cumulative recipient information.
  - Reconciling expenditures and ensuring accuracy through WSAC provided data systems.
- Following all OCIO (Office of Chief Information Office) rules to ensure participant privacy.

To meet general administrative capability requirements for WG-A, Sponsors must demonstrate a separation of functions to ensure sound fiscal practices in the handling of WG-A awards. The designated entity that offers/authorizes aid must be separate from the designated entity that is disbursing/delivering

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funds. No one office or individual may control both functions. Individuals must be organizationally independent, cannot be family members, and cannot exercise substantial control over the sponsor. Additional administrative capability requirements for WG-A includes, but are not limited to:

- Ensuring implementation of practices relating to identity theft protection.
- Reporting suspected fraud.
- Resolving conflicting information in apprentice applications and records.
- Ensuring appropriate record keeping and retention practices meet standards.
- Completing contingency planning.
- Ensuring secure data access protocols are utilized and reporting security breaches.

### Third-Party Servicer Option

Sponsors can apply to participate in WG-A utilizing an approved WSAC Third-Party Servicer. The Third-Party Servicer will be able to complete any of the program administration requirements listed above. Sponsors can indicate on this application their intention to contract a Third-Party Servicer. All required application documents are still required to be submitted and approved by WSAC accordingly.

## PROCESS OVERVIEW

There are three (3) steps that must be completed for a Sponsor to be approved to participate in WG-A.

- 1. WSAC will determine if Sponsor meets initial requirements to participate in WG-A.** Sponsor should anticipate WSAC will be:
  - Seeking responses to follow-up questions regarding application and supporting documents
  - Requesting additional or clarifying information from Sponsor
  - Consulting the Department of Labor & Industries (L&I)
  - Reviewing the most current financial statements to determine financial health
- 2. Sponsor will complete a Policies & Procedures Manual for WG-A**

Once WSAC has determined that a Sponsor meets initial requirements to participate in WG-A, WSAC will request the Sponsor submit the policies and procedures that will be in place for WG-A for review and approval. A template will be provided for Sponsors to help establish and implement policies and procedures that are in line with the WG-A Program Manual while allowing for variations from Sponsor to Sponsor. Sponsors utilizing a Third-Party Servicer will still need to submit policies and procedures that clearly outlines and addresses aspects that are the responsibility of the Sponsor versus the Third-Party Servicer.
- 3. Sponsor will complete an Agreement to Participate with WSAC.** The agreement documents a Sponsor's legal commitment to abide by all program statutes, rules, and guidelines. The agreement is designed for yearly renewal. Once the agreement is completed, Sponsors can anticipate receiving further evaluation and training, which may include:
  - Site visits
  - Discussion of state program mechanics
  - Training for processing awards
  - Verification of additional administrative capabilities, such as:
    - Separation of duties in terms of apprentice eligibility determinations
    - Awarding procedures
    - Reporting requirements
    - Repayment obligations

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## INSTRUCTIONS

The WG-A program is administered by the Washington Student Achievement Council (WSAC). Please direct questions to [apprenticeship@wsac.wa.gov](mailto:apprenticeship@wsac.wa.gov) or 888.535.0747, option 3.

To participate in the WA Grant for Apprenticeship (WG-A) program under RCW [28B.92.200](#), this application must be completed by registered apprenticeship sponsors, referred to as the “Sponsor.” All applying Sponsors must be registered with and approved by the Department of Labor & Industries (L&I) [Washington State Apprenticeship & Training Council](#) (WSATC) and cannot be in probationary status.

A current Program Manual is available at <https://wsac.wa.gov/FAA-resources>. The Program Manual should be consulted to assist in understanding the requirements of Sponsors to administer WG-A.

For Sponsors interested in using an approved Third-Party Servicer, you will still need to apply, meet minimum requirements, and be approved by WSAC to administer WG-A through the Third Party-Servicer.

Submit this application and required materials by email to [apprenticeship@wsac.wa.gov](mailto:apprenticeship@wsac.wa.gov), or mail to:  
WA Grant for Apprenticeship  
Washington Student Achievement Council  
PO Box 43430  
Olympia, WA 98504-3430

Supplemental required documents being submitted electronically should be in Microsoft Excel, Microsoft Word, or Adobe PDF.

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**APPLICATION**

**SPONSOR INFORMATION**

**Sponsoring Program** \_\_\_\_\_

**Tax ID Number (TIN)** \_\_\_\_\_

**Statewide Vendor Number** \_\_\_\_\_

Required \_\_\_\_\_

**Mailing Address**

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

Include area code \_\_\_\_\_

**Email Address** \_\_\_\_\_

**1) Does Sponsor want to administer WG-A through use of Third-Party Servicer?**

No, Sponsor would like to administer WG-A.

Yes, Sponsor would like to administer WG-A through use of Third-Party Servicer.

If yes, does the Sponsor want to handle any of the listed program administration requirements listed on Page 1?

No, Sponsor would like to utilize Third-Party Servicer for all program administration requirements.

Yes. Please submit a separate document explaining what program administration requirements the Sponsor would like to be responsible for and how Sponsor intends to work with Third-Party Servicer to ensure administrative capability requirements are met.

**2) Has the Sponsor operated under any other names?**

No      Yes

If yes, please attach a separate document and provide any other name(s) that the Sponsor has operated under and an explanation for the name change.

**3) How long has Sponsor been in continuous operation under its present ownership?**

Start Date: \_\_\_\_\_ Length of Operation: \_\_\_\_\_

**4) Type of ownership (you may check more than one if appropriate):**

Corporation      Individually Owned      Partnership      Limited Partnership  
Franchise      Subsidiary      Other: \_\_\_\_\_

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- 5) Do any of the owners, officers, or principal stockholders (10% or more of outstanding stock) have any financial or other interest in any other apprenticeship program, apprenticeship preparation program, related supplemental instruction provider, or related apprenticeship entities in Washington State or elsewhere?**

No      Yes

If yes, please attach a separate document and provide details, including names and addresses of stockholders and names and addresses of programs involved.

- 6) Have any owners, officers, or principal stockholders (10% or more of outstanding stock):**

- a. ever been involved in bankruptcy?

No      Yes

If yes, please attach a separate document and provide name(s), location(s), and date(s)

- b. ever been convicted of a violation of any law other than minor traffic violations?

No      Yes

If yes, please attach a separate document and provide name(s) of individual(s), state(s), violation(s), name(s) and location(s) of court proceedings, and disposition(s).

- c. ever been dismissed for immoral or unprofessional conduct from any position or had a license revoked in this state or elsewhere:

No      Yes

If yes, please attach a separate document and provide name(s) or individual(s), date(s), places(s), and reason(s) for actions taken.

- 7) Has the Sponsor ever been cited by the post office or any governmental agency (including state and local) for violation of any regulation or law?**

No      Yes

If yes, please attach a separate document and provide name of agency, date(s), violation(s), disposition(s)

- 8) Is the Sponsor in compliance with all local, city, and county ordinances and state laws?**

No      Yes

- 9) Program Apprentice Status Summary and Occupational Analysis.** Obtain and provide a copy of a Program Apprentice Status Summary and Occupational Analysis for the past 5 years, one report for each calendar year, from the Washington State Department of Labor & Industries (L&I).

- 10) Approved Apprenticeship Program Information.** Submit a supplemental document with:

- a. Program names and occupation codes
- b. Program format (cohort, self-paced, etc.)
- c. Program length by program
- d. Methods of related/supplemental training (RSI)
- e. Average supplemental instructional/tuition costs by program
- f. Average equipment/supply costs by program
- g. Current number of apprentices in each program

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**11) Does the Sponsor own the building(s) presently occupied?**    No    Yes

If no, give expiration date of present lease: \_\_\_\_\_.

Is the lease renewable?    No    Yes

Provide a copy of the lease agreement.

**12) Evidence of Financial Capacity.** Provide a financial statement that has been prepared in accordance with generally accepted accounting principles by an independent CPA or a bank for the most current fiscal year. This statement should provide evidence that the Sponsor has the capital to sustain its purpose and commitment for training apprentices.

Provide information for a bank or financial institution that may be consulted as a financial reference:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**13) How does Sponsor intend to collect and store program information relating to WG-A for reporting purposes?**

Electronic Records                  Hard Copy/Paper Records

**14) Separation of Functions.** Aside from policies and procedures (see below), please provide a current organization chart that identifies program staff and their responsibilities as it relates to administering WG-A in accordance with the general administrative capability requirements specified above. Please also provide their qualifications to support their role. Sponsors utilizing the approved third-party servicer should notate this on their organization chart.

**Submit this application and required materials by mail or email to:**

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Washington Student Achievement Council  
PO Box 43430  
Olympia, WA 98504-3430  
[apprenticeship@wsac.wa.gov](mailto:apprenticeship@wsac.wa.gov)