

YORK TECHNICAL COLLEGE

WIA INTENSIVE AND TRAINING SERVICES ATTENDANCE/TRANSPORTATION/NEEDS BASED PAYMENT FORM

SECTION I – To be completed by Student – See instructions on back

Student Name: _____ SS #/Collegue ID: _____ Month: _____
 Current Address: _____ Training Site: _____
 Case Manager: _____ Program of Study: _____
I certify that this information is correct, and I understand that penalties are imposed for willful misrepresentation made to obtain payment.
 Student's Signature: _____ Date: _____ Miles Roundtrip: _____

SECTION II – To be completed by Instructor – See instructions on back

COURSE OF STUDY	PASS/ FAIL Circle	DAYS SCHEDULED Circle Days Below	DAYS PRESENT Circle Days Below	# HOURS SCHEDULED	# HOURS PRESENT	INSTRUCTOR'S SIGNATURE
1st week dates ____/____/____ thru ____/____/____						
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
2nd week dates ____/____/____ thru ____/____/____						
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
3rd week dates ____/____/____ thru ____/____/____						
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
4th week dates ____/____/____ thru ____/____/____						
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
5th week dates ____/____/____ thru ____/____/____						
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
	P F	M T W T H F S	M T W T H F S			
Totals						

WIA Funding Program: (Check One) Older Youth Adult Dislocated TRA

Mileage rates: ____ 5-15=\$4 ____ 16-26=\$6 ____ 27-37=\$8 ____ 38+=\$10 **Stipend:** \$25/week at 90% Attendance

Total Days in Class: _____ = Transportation \$: _____ Account Number: _____ -592070

_____ Weeks at 90% Attendance = Stipend \$: _____ Account Number: _____ -592700

Case Manager Signature: _____ Date: _____

Accounting Signature: _____ Date: _____

For Office Use Only:

WIA POLICY

Due to limited funds, Supportive Services will only be paid for the days the student is scheduled for class. School breaks and holidays must be listed on the attendance form. It is the student's responsibility to make sure each section is completed IN FULL. If any part of this form is incomplete, payment will not be authorized. Should any difficulties arise in submitting forms and reports on a timely basis, contact WIA case manager immediately. All forms should be returned by the date noted on the WIA schedule. This form must be signed and dated by the student and the instructor and is **due on the last class day of each month**. It is the student's responsibility to make sure forms are turned in on time. Forms returned **within one week from due date may not be processed** until the **next month**. If attendance forms or mid-term reports are **more than one week late**, supportive services **will not be authorized** for that month. Failure to return required forms and reports will result in termination of WIA funding. **Disbursement of Supportive Service funds will be mailed monthly when the manual process has been completed. The completion date may vary. Students are not to depend on these funds for living expenses. Funds are only to assist with out-of-pocket expenses associated with authorized activities or training.**

If taking an ONLINE CLASS, ask instructor to send an email confirming active participation and academic progress for the month indicated on attendance form. This email may be received through WEB CT or Campus Cruiser, etc. Please attach the confirmation to the attendance form and turn in the last day of the month. This is a requirement of WIA in order to receive WIA funding.

SECTION I – STUDENT

1. Legibly complete Section I in black or blue ink. The form is incomplete without signature and date.
2. If class schedule changes, contact WIA case manager immediately.
 - a. If receiving child care supportive services, return the monthly corresponding Child Care Service Log with **each** attendance form. Child Care Supportive Payments will not be authorized unless Child Care Log corresponds with attendance form.
3. Student must initial all corrections in Section 1, and instructors initial any corrections in Section II. If corrections are not initialed, this form will not be processed.
4. The maximum needs based payment is \$25.00 per week with a 90% attendance stipulation (Adult and Older Youth programs only).
5. If mailing address changes, please report the change to Records division at YTC.

SECTION II – INSTRUCTOR

1. Complete Section II, including course abbreviation with section number, circle passing/failing, circle days scheduled, circle days present, hours scheduled, hours present, and instructor's signature.
2. Complete every Friday or the last day of class for the week and initial all corrections.

To assist in completing this form, please see the student schedule and attendance form example below:

Semester Schedule Example:

Student Name: Student Good Grades
 MAT 150 MWF 10:00 to 10:50
 ENG 100 T TH 8:00 to 9:15
 CPT 170 TBA Internet Class

Attendance Form Example:

COURSE OF STUDY	PASS/ FAIL Circle	DAYS SCHEDULED Circle Days Below	DAYS PRESENT Circle Days Below	# HOURS SCHEDULED	# HOURS PRESENT	INSTRUCTOR'S SIGNATURE
1st week dates beginning with (Monday) <u>7 / 3 / 06</u> thru (Saturday) <u>7 / 8 / 06</u>						
Mat 150	P F	M T W TH F S	M T W TH F S			Summer Break
Eng 100	P F	M T W TH F S	M T W TH F S			Summer Break
CPT 170	P F	M T W TH F S	M T W TH F S			Summer Break
2nd week dates beginning with (Monday) <u>7 / 10 / 06</u> thru (Saturday) <u>7 / 15 / 06</u>						
Mat 150	(P) F	(M) (T) (W) TH (F) S	(M) (T) (W) TH (F) S	3	3	<i>Mrs. Math Instructor</i>
Eng 100	(P) F	M (T) W (TH) F S	M (T) W TH F S	2 hr 30 min	1 hr 15 min	<i>Mrs. English Instructor</i>
CPT 170	(P) F	M T W TH F S	M T W TH F S	(see attached	verification)	Internet Class