



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT  
EMPLOYMENT AND TRAINING SECTION  
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November 2, 2006

**Workforce Investment Act (WIA) Memorandum Number E&T 01-17, Change 1**

**Topic:** Process to Coordinate WIA and Pell Funds/Lottery and Wilder-Naifeh Grant

**Subject:** Coordinating Pell Grants and WIA funds for eligible Adults, Dislocated Workers, and Older Youth to avoid duplication of services and funds

**Purpose:** The purpose of this memorandum is to clarify the misunderstanding that exists regarding Pell Grants. To provide guidance on how to coordinate WIA Title I program services with Pell Grants and to respond to requests from LWIAs on the recommendation of the state when coordinating Pell Grants and WIA Title I funds.

**Background:** There is a misunderstanding about what the federal Pell Grant covers and what it does not cover towards the training and training-related needs of an applicant. A Pell Grant is one of several resources available to assist an applicant who would like to attend a post-secondary education institution.

The role of the financial officers in each institution is to assess the total training and training-related needs of each applicant through the Pell Grant and other funding sources. After assessing and calculating the grants from Pell and other resources as well as the cost of need, the financial officer will determine if other resources are needed to cover the unmet needs of the applicant. If the applicant's needs outweigh the total grant available, resources such as WIA Title I funds will be accessed as funding of the last resort.

The role of the WIA staff is to make WIA Title I funds available to the customer after unmet needs are determined by a school's Financial Aid Officer or a Pell Grant Administrator.

We ask each point of entry to WIA Title I funded programs (career centers or satellite offices) to provide customers, who have training needs, a Free Application for Student Financial Aid (FASA) which is used to establish Pell Grant eligibility.

In order to make the coordination process easy, effective and efficient, we recommend the following process. **Participants should also be asked if they have received lottery or Wilder-Naifeh grants.**

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**Instructions:** If you have a customer who needs training services that will be provided through area education institutions, obtain the needs assessment form from the institution of attendance.

Complete the form indicating the amount of funds (WIA Title I funding source) provided for training and support services. Forward the form to the institution and request the financial officer of the institution to assess the cost of attendance (training and training-related needs) including the amount of Pell Grant and other available funding resources **such as lottery or Wilder-Naifeh grants**. If the financial officer determines that the needs of the customer will be met with the available resources, without including WIA Title I funds, the LWIA has met its obligation to the customer.

However, if *after* assessing other available resources it is determined the available funds will not cover all of the needs of the customer, the financial officer will calculate WIA funds made available by the LWIA to cover the unmet needs of the customer.

We recognize that some Local Workforce Investment Boards (LWIBs) have set caps on the amounts for Individual Training Accounts (ITAs) to be expended for customers who need training services. If the LWIB has set such caps, the recommendation of the LWIB should be followed. We suggest you provide your LWIB information on the cost of attendance for area institutions to allow the LWIB to make informed decisions and sound policy that will meet the needs of the majority of the customers in the area.

**Contact:** For questions regarding this policy, please contact the Employment and Training section at 1-800-255-5872 or Rubka Tamerat at (615) 741-6786.

**Effective Date:** Immediately

**Expiration Date:** Indefinite

**Replaces:** E&T 01-17

Sincerely,



Susan Cowden, Director  
Employment and Training Section

SKC/RT