

## Idaho Launch Implementation Framework for Students

### Eligible Institutions (72-1204 1.f.)

1. A training provider as recognized by the council under the Workforce Innovation and Opportunity Act or the Workforce Development Training Fund.
2. A community college was established pursuant to the provision of Chapter 21, Title 33, Idaho Code.

Institutions/providers and programs can be found at <https://lmi.idaho.gov/data-tools/occupations-in-demand/>

### Eligible Coursework (72-1204 1.d.)

Courses or training necessary for the completion of a participant's declared in-demand career.

### Eligible Students (72-1204 1.g.):

Must meet all requirements:

1. Idaho resident;
2. Graduate from an accredited high school or its equivalent in Idaho as determined by the board;
  - **"its Equivalent in Idaho as Determined by the Board"** (72-1204 1.g.ii.)  
*State Board Minutes Approved on October 18, 2023*  
Home schooled students must provide a transcript of subjects taught and grades received signed by the parent or guardian of the student; or a student who has obtained a general equivalency diploma by not later than the age of 21.
3. Enroll in an eligible institution and begin enrollment in the fall semester following graduation unless granted an extension (see Extension/Exceptions and Extenuating Circumstances section).
4. Use Next Steps Idaho or an equivalent career exploration program.
  - a. Career Pathway Plan Minimum Requirements (72-1204 1.g.iv.)

To receive Idaho LAUNCH funding students will be required to complete three (3) activities in Next Steps Idaho:

- (1) Plan Smart Assessment including the Reflection
- (2) Interest Profiler Assessment including the Reflection
- (3) Work Values Assessment

-Or-

Submit for approval to Idaho Workforce Development Council the district / school Senior Project that aligns to Career Exploration. Senior Project is an expected graduation requirement; thus, with a Career Exploration component for Senior Project this would meet the Idaho LAUNCH requirement.

-Or-

Submit the district / school's Career Exploration Plan. Once students graduate there will be a crosswalk completion between applications for Idaho LAUNCH and high school graduation or equivalent as defined by the Idaho Office of State Board of Education. The district / school will be responsible for completing the crosswalk from the Idaho LAUNCH applications that the Idaho Workforce Development Council provides.

**Grant (72-1204 1.e and 1.h.)**

In no case shall the council reimburse more than eighty percent (80%) of a program's published total tuition and fees for eligible coursework, or more than eight-thousand dollars (\$8,000), whichever is less. Grant funds may not be refunded to a student.

The Council establishes the maximum grant amount to be \$8,000 per eligible student).

**In-Demand Careers (72-1204 1.j)**

In-demand careers, as determined by the Council, means careers that have a positive economic output for the state of Idaho and increase economic mobility for the people of Idaho. Factors including but not limited to the number of job openings, the rate of job growth, and the length of the training program shall be incorporated to create a matrix of careers and training programs that align to in-demand careers. Careers that require a postbaccalaureate degree for entry into the profession shall not be included in the matrix or as an in-demand career.

*A list of in-demand careers can be found here <https://lmi.idaho.gov/data-tools/occupations-in-demand/>  
Note – the in-demand careers, that require training/education, are aligned to programs using the NCES CIP SOC Crosswalk.*

**Prioritization of Grant Awards (72.1205 2.c.i)**

Grant awards shall be prioritized first based on the pursuit of in-demand careers. If additional funds remain, prioritization shall then be based on financial need as verified by the Idaho State Tax Commission.

The following process shall be used for prioritization based on in-demand careers, in order, until the funding cap is reached:

1. Applicants pursuing programs at community colleges that are not aligned to in-demand careers will be excluded.
2. Each eligible LAUNCH program is assigned an "in-demand score" that correlates to the highest number of job openings for careers aligned to the program.
3. If prioritization needs to be done within an "in-demand score", the process for prioritization based on financial need shall be used.
4. Remaining applicants will be placed on a waitlist and if a grant opportunity opens prior to October 31, they will be provided with an offer. After October 31, any reverted funding will be available to eligible adults.

The following process shall be used for prioritization based on financial need:

1. The Idaho State Tax Commission shall provide the Idaho Taxable Income and number of dependents for the tax return filed by applicant, or the tax return the applicant is listed as a dependent. The Idaho Taxable Income shall be reduced by the number of dependents multiplied by the childcare tax credit amount found on IRS Schedule 8812, line 5 for the current tax year.
2. Applicants will be prioritized based on the lowest to highest Idaho Taxable Income.

### **Extension/Exceptions and Extenuating Circumstances (72.1205 3)**

Acceptable Extensions/Extenuating Circumstances & Required Documentation:

- Religious Service
  - Call letter or similar from verified religious organization
- Military Service
  - Orders/enlistment papers
- Structured Volunteer Service with Peace Corps or AmeriCorps
  - Copy of contract
- Health or Medical Issues
  - Letter from medical provider (sufficient to meet FMLA requirements) stating that they can't receive reasonable accommodations from the training provider
- Program Not Available Fall Semester Following Graduation
  - A letter from the approved training provider with the date they will be admitted to the program
- Incarceration
  - Documentation that the individual is incarcerated with the anticipated release date

Process:

To request an extension / extenuating circumstance the participant will be required to submit documentation at one of two intervals:

- Upon initial application to receive Idaho LAUNCH grant, knowing that one of the exceptions/extension circumstances will need to be applied the year following high school graduation.
- After entering an education / training program and a break (greater than 6 months) is needed.

Extension / Extenuating Circumstance Guidance for Review:

- Extension will be approved for the length of the first commitment of service/medical provider note (sufficient to meet FMLA requirements) as provided in the documentation.
- Must show proof of completion at end to be included in the next available application cycle.
- Cannot initially defer for more than 2 years from high school graduation.

### **Early Reversion/Recapture of Grant Funds (72-1205 6)**

A participant may have their grant funds reverted, or be required to pay back their grant in the following circumstances:

Unsatisfactory Academic Progress:

- Unsatisfactory Academic Progress means that a student does not meet the definition of the institution or training provider's satisfactory progress. Part-time students who meet all other criteria for satisfactory academic progress shall be exempt from this section.
- If an institution or training provider reports unsatisfactory academic progress, the participant shall pay back the LAUNCH grant funds used for the time period with unsatisfactory progress. These funds must be paid back within six (6) months of notification from the Council and additional funds will not be disbursed until they are paid back.

**Expulsion:**

- Expulsion is defined by each individual institution and / or industry standard.
- Participants shall be required to pay back the LAUNCH grant funds used for the time period in which the expulsion occurred. These funds must be paid back within six (6) months of notification from the Council and additional funds will not be disbursed until they are paid back.
  1. If the participant is going through an appeals process with the education / training provider, any additional action by LAUNCH will be on hold until the final determination is made.

**Voluntary Drop/No-Show:**

- Participants who exit their program prior to completion shall be required to pay back the LAUNCH grant funds used for the time period in which the drop/no-show occurred. These funds must be paid back within six (6) months of notification from the Council and additional funds will not be disbursed until they are paid back.

**Job Out:**

- Participants who drop their current education / training program due to transitioning to gainful employment in an Idaho LAUNCH in-demand career related to their training program or approved by the WDC Policy Committee, will not be required to pay back funds. However, the participant will be required to provide documentation in the form of two (2) months of pay stubs. The participant forfeits the remainder of their Idaho LAUNCH funds.

**Transfer to an ineligible program after successful completion of a course or semester:**

- Ineligible program means a program that does not meet the eligibility criteria for Idaho LAUNCH. This could include transfers to out-of-state providers.
- Participants will have up to six months to re-enroll in an eligible program; if participant doesn't re-enroll in an eligible program they forfeit the remainder of their LAUNCH funds.

**Appeals**

If a participant does not agree with a decision made on their Extension request or is asked to repay funds under the Voluntary Drop Out/No-Show policy, they can appeal by submitting a detailed explanation to [idaholaunch@wdc.idaho.gov](mailto:idaholaunch@wdc.idaho.gov).

- The appeal must be received by the Idaho Workforce Development Council within 45 days of the date of letter sent by the WDC explaining the denial or request for repayment.
- An appeal on an Extension request must include updated documentation meeting the requirements for extensions.
- An appeal on repayment for Voluntary Drop/No-Show must include evidence of gainful employment in an Idaho LAUNCH in-demand career related to their training program or approved by the WDC Policy Committee, including two (2) months of pay stubs.

**Process**

- Staff reviews initial appeal to ensure it aligns with the requirements to the allowable extensions.
- Staff will research the issue and determine if the requirements for extension are met.
- Decision made is final.