

WAC 250-21-151 Program fund management requirements. (1) Once an apprentice is identified as eligible and an award is calculated, programs submit anticipated awards and payment requests for eligible apprentices using the office's established process.

(2) Programs may be required to provide apprentices with the opportunity to direct how they will receive their Washington college grant using an office-approved apprentice directive form. Programs may not place conditions on the receipt of the payment.

(3) Disbursement documentation and directives are to be retained by the program. They must be made available for inspection upon request of the office. If an apprentice fails to cash their Washington college grant check or pick up any remaining funds by the close of the payment period, the funds shall be returned to the Washington student achievement council and treated as funds declined by the apprentice.

(4) An apprentice-by-apprentice fund reconciliation must be completed by the program at the time payments are reported using the office's established process.

(a) Record level reports must be filed with the office as requested.

(b) A final apprentice-by-apprentice reconciliation must be filed with the office at the end of each payment period.

(5) No program may disburse nor claim more funds than that amount required to serve the eligible apprentices.

(6) If there is a change in eligibility prior to the start of the payment period, the award must be recalculated. If a Washington college grant apprentice never starts in the payment period for which they received a Washington college grant award, the repayment is one hundred percent of the grant amount.

The program shall advise the apprentice and the office of amounts to be repaid.

[Statutory Authority: RCW 28B.92.150 and 28B.92.200(2). WSR 20-12-049, § 250-21-151, filed 5/29/20, effective 6/29/20.]