

	New Jersey Workforce Innovation Notice		WD-PY19-12
	Issued By:	Workforce Development, Division of Career Services	
	Approved By:	Hugh Bailey, Assistant Commissioner Workforce Development	
	Issued Date:	June 10, 2020	

1. **SUBJECT:** Remote processing of Tuition Waiver requests.
2. **PURPOSE:** To outline a temporary procedure for New Jersey Department of Labor and Workforce Development (NJLWD) and Workforce Innovation and Opportunity Act (WIOA) counselors making Tuition Waiver determinations while working remotely during the Covid-19 event.
3. **EFFECTIVE DATE:** This New Jersey Workforce Innovation Notice *takes effect immediately*.
4. **BACKGROUND:** Pursuant to N.J.S.A. 18A: 64-13.1 et seq. or 18A: 64A-23.1, the State of New Jersey created a program to allow certain unemployed individuals to attend a public institution of higher education in the state of New Jersey tuition-free on a space available basis. Courses must be approved by a One-Stop Career Center (One-Stop) counselor and incorporated into an Individual Employment Plan (IEP). Once approved by the One-Stop counselor, the Tuition Waiver applicant is referred to the public college for enrollment.
5. **ELIGIBILITY:**
The applicant must:
 - Be registered with a One-Stop and complete an Employability Development Plan (EDP).
 - Be unemployed and permanently separated from your employer, or have received a layoff notice.
 - Be able to prove that the applicant has at least a two-year attachment to the workforce.
 - Choose a program of study for an In-Demand occupation.
 - Demonstrate that the applicant is not employable with their current level of skills and credentials. (If the applicant has skills and credentials in an In-Demand occupation, the applicant may be deemed ineligible.)
 - Plan to attend a public college or university in New Jersey.
 - Not have already paid tuition.
 - Not be in default on their financial aid.
 - Be accepted to the public college or university for the area of study the applicant plans to attend.
 - Apply for financial aid online or mail a completed Free Application for Federal Student Aid (FAFSA). (The FAFSA is available online, at public libraries, and at college or university financial aid office.)

- Further, the Unemployment Tuition Waiver will be reduced by any grant or scholarship funds (i.e. Pell, TAG) credited to the student account. All non-credit courses, study abroad programs, courses taken at other locations, consortium agreements at other institutions, internships or courses where faculty/other institutions are paid on a per-student basis are not eligible to receive this waiver.

6. PROCEDURE:

6.1 Contacting the One-Stop to Initiate Tuition Waiver Consideration

Applicants and college staff wishing to refer applicants to the One-Stop for Tuition Waiver must contact the One-Stop manager by email to begin the approval process. A list of managers by county and their email address can be found on the NJDOL website. The manager will work with the applicant directly or assign a counselor to contact the applicant by telephone and/or email to initiate the approval process. In local areas where only WIOA staff write tuition waivers, the manager will refer the applicant to the appropriate WIOA staff member.

6.2 Remote Tuition Waiver Eligibility Determination

Counselors will use telephone and email communications to complete the eligibility determination. Applicants must have at least a two-year attachment to the labor market and be currently unemployed or have received a layoff notice as a result of a factory or plant closing.

Before a Tuition Waiver can be approved, the counselor will verify applicant eligibility (See above eligibility criteria), approve course selection, and indicate through an IEP that the course selection will assist the applicant in finding employment. Further, AOSOS will be used to document Tuition Waiver activities and the IEP, as per existing program guidance.

6.3 One-Stop Approval and Referral

If the applicant is approved for the Tuition Waiver program, the counselor will complete the attached Tuition Waiver Referral Form and email to the applicant for a signature. Counselor should stress to the applicant that the Tuition Waiver Referral Form should only be modified by the counselor. The applicant is to return the email with the signed, completed form. Counselor will then sign the form and send the completed form to a manager or supervisor for a signature. Once signed and approved by the manager or supervisor, the approved form must be saved in a **read-only format** (e.g., pdf) and emailed to the applicant. The applicant is then to be instructed to submit the finalized form to the participating New Jersey public college or university for processing.

6.4 Tuition Waiver Student Responsibility

Counselors are to thoroughly explain the ABT and Work Search Waiver process to the applicant. It should be stressed to the applicant the importance of updating the counselor on their student status and any proposed changes to their school schedule. Counselors need this information to make accurate ABT and Work Search Waiver assessments. Further, counselors are to inform applicants that they are responsible for other fees the college may impose on students such as registration fees and instructional materials such as books. The approval only waives **tuition fees**.

6.5 College / University Responsibility

If space permits and tuition-paying students constitute the minimum number required for the course(s), the college / university may enroll the applicant ***without charging tuition***. The college will complete Part III of the Tuition Waiver Referral Form indicating enrollment or the reason enrollment was denied and email the completed form to the counselor.

Attachment: Unemployed Person Job Training Form (Tuition Waiver Referral Form)