



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Thomas A. Stith III

President

NUMBERED MEMO CC22-025

TO: Community College Presidents
Chief Academic Officers
Chief Business Officers
Chief Continuing Education Administrators
Chief Student Development Administrators
Financial Aid Directors

FROM: Nate Humphrey
Associate Vice President, Workforce and Continuing Education Programs

SUBJECT: FY2021-22 STWD Grant Program - Policies, Required Workflows, and FAQs

DATE: April 1, 2022

This memo provides policy, required workflows, and FAQ guidance on implementing the Short-Term Workforce Development (STWD) Grant Program established by [Session Law 2021-180](#). This historical milestone for our System represents the first state-funded financial aid program for eligible Workforce Continuing Education (WCE) students pursuing high-demand, family-sustaining wage credentials through our colleges.

Background:

In 2021, the General Assembly allocated \$3,000,000 each year of the biennium to the N.C. Community College System (NCCCS) for eligible students pursuing high-demand workforce training programs within workforce pathways identified in collaboration with the Department of Commerce that lead to a State or industry-recognized credential. These funds intend to remove access barriers to high-quality, in-demand, sustaining wage careers for North Carolinians. Through this program, each college is able to determine grant award amounts based on student needs, local industry needs, number of eligible students, and cost of the course/pathway, up to a maximum award of \$750 per course. These grants will help address the cost of tuition/registration fees, course fees, books, supplies, credentialing tests, transportation, childcare, and any other components of the total cost of attendance.

Under this program, each college is eligible for an allocation determined by the college's Budget Full-Time Equivalency (BFTE) weighted for each funding Tier as presented in Table 1. Due to the shortened timeframe available to utilize funds this fiscal year, colleges are required by the State Board to submit the attached one-page allocation request and assurances agreement to

WCERequests@nccommunitycolleges.edu to request their allocation in their next allocation letter from State Aid. It is important to note, the System President has authority to reallocate funds during the program year to ensure full utilization of funds. This “opt-in” process facilitates the efficient reallocation of any returned or declined funds.

Eligibility Criteria:

At a minimum, eligible students applying for this scholarship must be:

- 1) A resident of North Carolina
 - a. As required by [Session Law 2021-180](#) Section 6.6. (c), eligible students must establish residency under the criteria outlined in [G.S. 116-143.1](#) following the coordinated and centralized residency determination process administered by the State Education Assistance Authority known as the [NC Residency Determination Service \(RDS\)](#).
- 2) A Student enrolling in Workforce Continuing Education (WCE) pathways/courses leading to an N.C. Workforce Credential identified as either Essential or Career level. These pathways may consist of a single WCE course or a series of courses. The list of eligible credentials is available at <https://nccareers.org/credentials>.

Fund Availability:

Funding for this fiscal year is made available through the [Current Operations Appropriations Act of 2021](#) and remains available through June 30, 2022.

Required Workflows:

Due to the complexities of administering these funds and the associated state reporting requirements, Colleges shall follow the workflows provided below utilizing the Colleague Financial Aid module. These required processes will ensure correct awarding, coding, and reporting of aid to students, and facilitate data matching at the state-level to comply with the legislation’s reporting requirements. These funds shall not be processed using sponsorship or third-party payer workflows sometimes used for WCE student support programs.

Business Office and Financial Aid job aids are provided below via ServiceNow, and a revision to the [2021-2022 NCCCS Scholarship Guide](#) is now live on the System Office website as a resource to colleges. It includes student application materials that embed directions on completing the legislatively required [Residency Determination Service \(RDS\)](#) process for this grant.

Financial Aid: Colleague Scholarship Guide

- ServiceNow [KB0011672](#)

Business Office Workflow: Continuing Education Scholarship Award by Financial Aid

- ServiceNow [KB0011694](#)
 - *Resource:* AR/CR - Open Lab - Business Office Workflow CE Scholarship Award by FA - 2020-10-12 (Recording) ServiceNow: [KB0011735](#)

Colleges experiencing implementation issues should open a ServiceNow ticket to request assistance. ServiceNow can be accessed at <https://ncccs.service-now.com/sp>. Questions regarding these workflows should be directed to the appropriate BSA noted below.

Holly Martin, BSA - Financials & Accounts Receivable/Cash Receipts

martinh@nccommunitycolleges.edu

Brandi Massey, BSA – Financial Aid

masseyb@nccommunitycolleges.edu

To further assist colleges, a frequently asked questions (FAQ) document is attached.

Attachments:

STWD Grant Allocation Request & Assurances

Frequently Asked Questions (FAQ) Resource

CC: Continuing Education Registrars

CC: Registrars

CC: Planners



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Thomas A. Stith III
President

TO: Nate Humphrey
Associate Vice President, Workforce and Continuing Education Programs
WCERequests@nccommunitycolleges.edu
(Do not mail a physical copy or submit to a different email address. This will delay processing.)

SUBJECT: FY2021-22 STWD Grant: Allocation Request & Program Assurances

For FY2021-22, the College named on this form requests its eligible STWD Grant Program allocation as indicated:

- Full Allocation Released (*Eligible allocation amount provided in Table 1*) with the expectation to fully utilize the funds by the end of FY2021-22 (June 30, 2022)
- Partial Allocation in the amount of: \$_____ due to an inability to fully utilize funds by the end of FY2021-22 (June 30, 2022)
- Declines the allocation for FY2021-22 due to an inability to utilize funds by the end of FY2021-22 (June 30, 2022)

By Signing Below, the College Agrees:

1. To comply with all applicable federal, state, and local requirements, and all STWD Grant Program terms and policies, which include but are not limited to [Session Law 2021-180 Section 6.6](#); the Sytem Office Numbered Memo Re: "FY2021-22 STWD Grant Program - Policies, Required Workflows, and FAQs;" *Financial Aid: Colleague Scholarship Guide* (ServiceNow [KB0011672](#)); and *Business Office Workflow: Continuing Education Scholarship Award by Financial Aid* (ServiceNow [KB0011694](#)).
2. To ensure all data entered in the NCCCS ERP system(s) and reported to the NC Community College System Office for STWD Grant recipients is an accurate and true accounting of the awarding and transmittal of state student aid.
3. To ensure all student registration, participation, and progress data entered in the NCCCS ERP system(s) and reported to the NC Community College System Office is an accurate and true accounting.

College: _____

Name of STWD Grant Contact: _____ **Phone:** _____

Title: _____ **Email:** _____

Name of Grant Contact Supervisor: _____

Name of College President or Designee: _____

Signature of President or Designee: _____ **Date:** _____

Table 1: College Allocation Eligibility

College	Continuing Education 2021-22 BFTE Weighted by Tier	Allocation Percentage	Allocation Amount
Alamance CC	470.9	1.61%	\$48,172
Asheville-Buncombe TCC	499.9	1.70%	\$51,139
Beaufort County CC	309.1	1.05%	\$31,620
Bladen CC	179.5	0.61%	\$18,362
Blue Ridge CC	418.4	1.43%	\$42,801
Brunswick CC	270.0	0.92%	\$27,620
Caldwell CC and TI	703.1	2.40%	\$71,925
Cape Fear CC	780.5	2.66%	\$79,843
Carteret CC	279.2	0.95%	\$28,561
Catawba Valley CC	510.8	1.74%	\$52,254
Central Carolina CC	514.6	1.75%	\$52,642
Central Piedmont CC	640.9	2.19%	\$65,563
Cleveland CC	664.7	2.27%	\$67,997
Coastal Carolina CC	582.5	1.99%	\$59,588
College of The Albemarle	343.9	1.17%	\$35,180
Craven CC	537.4	1.83%	\$54,975
Davidson Davie CC	319.0	1.09%	\$32,633
Durham TCC	532.6	1.82%	\$54,484
Edgecombe CC	296.3	1.01%	\$30,311
Fayetteville TCC	3,416.2	11.65%	\$349,469
Forsyth TCC	617.0	2.10%	\$63,118
Gaston College	319.3	1.09%	\$32,664
Guilford TCC	787.3	2.68%	\$80,539
Halifax CC	186.1	0.63%	\$19,038
Haywood CC	210.2	0.72%	\$21,503
Isothermal CC	184.2	0.63%	\$18,843
James Sprunt CC	393.8	1.34%	\$40,285
Johnston CC	586.4	2.00%	\$59,987
Lenoir CC	1,673.7	5.71%	\$171,216
Martin CC	97.2	0.33%	\$9,943
Mayland CC	261.5	0.89%	\$26,751
McDowell TCC	106.7	0.36%	\$10,915
Mitchell CC	323.4	1.10%	\$33,083
Montgomery CC	165.2	0.56%	\$16,900
Nash CC	433.2	1.48%	\$44,315
Pamlico CC	135.6	0.46%	\$13,872
Piedmont CC	334.5	1.14%	\$34,219
Pitt CC	570.6	1.95%	\$58,371
Randolph CC	377.5	1.29%	\$38,617

Richmond CC	497.9	1.70%	\$50,934
Roanoke Chowan CC	125.6	0.43%	\$12,849
Robeson CC	786.8	2.68%	\$80,488
Rockingham CC	204.7	0.70%	\$20,940
Rowan-Cabarrus CC	938.3	3.20%	\$95,986
Sampson CC	373.6	1.27%	\$38,218
Sandhills CC	433.3	1.48%	\$44,326
South Piedmont CC	681.8	2.32%	\$69,747
Southeastern CC	332.8	1.13%	\$34,045
Southwestern CC	436.9	1.49%	\$44,694
Stanly CC	608.7	2.08%	\$62,269
Surry CC	440.2	1.50%	\$45,031
Tri-County CC	161.1	0.55%	\$16,480
Vance-Granville CC	397.9	1.36%	\$40,704
Wake TCC	1,720.3	5.87%	\$175,983
Wayne CC	376.1	1.28%	\$38,474
Western Piedmont CC	175.5	0.60%	\$17,953
Wilkes CC	370.2	1.26%	\$37,870
Wilson CC	231.6	0.79%	\$23,691
Total FTE	29,326.2	100%	\$ 3,000,000

STWD Grant Program - Frequently Asked Questions (FAQs) Resource

The STWD Grant Program provides a unique opportunity to reduce barriers faced by WCE students pursuing eligible NC Workforce Credential pathways. Because this represents the first-ever state-funded investment in WCE students, this has raised questions on how to implement the program across the three primary involved offices on campus. Below, you will find a frequently asked questions document organized by three primary question types – policy, financial aid, and business office. Further questions not covered in the document should be directed to the individuals below.

Program Policy

Nate Humphrey, Associate Vice President for Workforce & Continuing Education
humphreyn@nccommunitycolleges.edu

Karen Tikkanen, Director for Workforce Continuing Education – Training & Standards
tikkanenk@nccommunitycolleges.edu

Business Office

Brandy Andrews, Associate Vice President for College Finance & Operations
andrewsb@nccommunitycolleges.edu

Joshua Brown, Director for State Aid
brownj@nccommunitycolleges.edu

Financial Aid

James “J.W.” Kelley, Associate Vice President for Student Services
kellyj@nccommunitycolleges.edu

Brenda Burgess, Associate Director for Student Aid
burgessb@nccommunitycolleges.edu

Policy Related Questions:

#	Question	Answer
1	Does the scholarship have to be awarded at the beginning or after the student completes the course? Is the scholarship contingent upon the student completing the course, or is that a local decision?	This program intends to remove <i>access</i> barriers to high-quality short-term workforce training. Scholarship funds should be awarded as early as practicable to students and are not contingent upon completing the program. Completion incentivization, while admirable, is not in the intent of this program.
2	If a class does not cost \$750, does the student receive the balance?	Yes. Colleges may award up to \$750 per course in a pathway. Remaining funds in this first scenario should be refunded to support student needs in costs such as books,

		supplies, credentialing tests, transportation, childcare, or any other component of the full cost of attendance.
3	Are minors or CCP students eligible for this award?	This program intends to remove barriers for individuals seeking short-term workforce training to enter or reenter the workforce. Students meeting all State and local enrollment eligibility requirements and policies and pursuing an NC Workforce Credential listed at https://nccareers.org/credentials/ are eligible.
4	Are CCR students working towards their HSE diploma eligible?	See Question 3 above. If a CCR student is co-enrolled in an eligible WCE Pathway, they would be eligible.
5	Is this based on need, and if so, is it based on the poverty guidelines, or is that a local decision?	As outlined in this memo, the scholarship awards are determined by each college based on student need, local industry needs, number of eligible students, and cost of course, up to a maximum award of \$750 per course. The scholarships help cover the cost of tuition, fees, books, supplies, credentialing tests, transportation, childcare, and other components of the total cost of attendance.
6	Are fully-online programs eligible?	Yes - there is no restriction on instructional modality.
7	Are waived students eligible for funding? What if the cost of the course is less than \$750?	Yes. Per this memo, costs other than tuition are included in the total cost of attendance for students, including books, supplies, credentialing tests, transportation, childcare, or any other component of the full cost of attendance. Therefore, Colleges are encouraged to consider these in their local determination of need.
8	What are the approved pathways?	As noted in this memo, eligible pathways are those leading to the NC Workforce Credential listed at https://nccareers.org/credentials/ .
9	Can we add local pathways?	No. As stated in this memo and as required by the legislation, the State Board of Community Colleges, in collaboration with the Department of Commerce, shall determine the eligible programs of study for the Program, according to the occupations that are in the highest demand in the State. These have been determined to be those identified as NC Workforce Credentials. The complete list, subject to change and additions is listed at https://nccareers.org/credentials/ .
10	If we award this upfront, what happens if the student drops? Are they responsible for returning the funds?	No. However, colleges are encouraged to adopt sound local fiscal policies balanced with removing critical <i>access</i> barriers. Note: Under no circumstance should a student registering prior to the first day of class and who is awarded financial aid under this program sufficient to cover their entire balance be required to pay and receive reimbursement for their registration costs. The intent of this program is to remove these types of <i>access</i> barriers. Additionally, any

		excess award shall not be withheld beyond the census date of the course and colleges are encouraged to release these funds as soon as possible.
11	Can students who are currently enrolled in a class now apply for the scholarship to use the funds to assist with the balance of their course fees or any other component of their total cost of attendance?	Yes. Any student enrolling or enrolled on or after July 1, 2021, is eligible.
12	Are we required to use the application provided, or can we adapt it to our local needs?	Colleges are encouraged to use the provided application and amend as needed locally.
13	If the class is canceled or the student does not come to class, should program staff notify financial aid?	Yes. This program intends to remove access barriers to high-quality short-term workforce training. Colleges are encouraged to adopt sound local fiscal policies balanced with removing access barriers. To achieve the objectives of the STWD Grant, the WCE program, financial aid, and business office staff must collaborate and establish all communication channels needed to successfully administer the program.
14	Can we apply scholarship funds directly to the cost of the class? (Sponsored/Third-Party Billing)	No. For reporting and accounting purposes, Colleges shall utilize the Financial Aid process in Colleague to administer this program. This is a mandatory requirement of these funds. Colleges will be monitored monthly to ensure the provided Financial Aid and Business Office processes are being followed to ensure accurate state reporting.

Business Office Related Questions:

#	Question	Answer
1	Do these students need to report SSN for 1098T reporting?	The instructions for Form 1098-T state that reporting is not required for anyone who is not seeking academic credit (CE students). However, the IRS is implying that Colleges do not have to report when net QTRE is zero. If a CE grant/scholarship exceeds QTRE, it is a potentially taxable gain and should be reported. As with prior 1098T communications, colleges must decide the level of risk of interest and penalties Colleges are willing to take. Otherwise, the safest option is to collect the SSN and report. Colleges should apply this decision consistently with decisions made for CE students in the past.
2	Will this process result in double-counting revenues and expenses? Will colleges need to make elimination entries during Financial Statements?	Correct. Similar to GoldenLEAF (when it was put on the 112), colleges should include the STWD Grant Program on the year-end list of needed elimination entries for financial statements.

3	For the STWD funds awarded, do we cut checks to institutional funds at the time of award? Do colleges cut one check to institutional and then at year-end cut it back to State?	Colleges should cut checks when awards have been transmitted and post to the student's account. Colleges are reminded that STWD funds are made available through allocation. Please do not write a check to return funds to the System Office.
4	With GoldenLEAF, we were provided with an object code; what object code do we need to use for the STWD Grant?	A state funds general ledger object code will not be assigned for STWD - the only code assigned is purpose code 554 with vocational code 80 for the state budget and expense. Note: Do not use a state fund code in the Financial Aid setup.
5	Can we move all funds at once into Institutional from State, or do we have to wait until they are awarded?	No. Colleges should only move funds once the awards have been transmitted and psot to the student's account. Funds should not be moved to create a positive fund balance in institutional funds, only to pay for a negative fund balance created by the transmission of awards.
6	Will colleges have to process the FATR with a Curriculum term to allocate to course fees appropriately?	This is correct. At the present time, the FA transmittal process cannot be award to CE terms due to overlapping term dates. A Business Office workflow document has been created to assist in this process.
7	How are payments applied to the class?	A Business Office workflow document has been created to assist in this process.

Financial Aid Related Questions:

#	Question	Answer
1	Is this process something colleges will be doing for all CE scholarships from now on? (Running through FA?)	No. Only four programs require this approach due to their complexities – STWD Grants, GEER Scholarships, GoldenLEAF, and the BCBS - Firefighter Scholarship program. However, nothing prevents a local college from using this approach for other scholarship programs.
2	Are we expected to go back and create all of the new award codes referenced in the scholarship guide and transmit ALL CE funds for 2021-22?	Only four programs require this approach due to their complexities – STWD Grants, GEER Scholarships, GoldenLEAF, and the BCBS - Firefighter Scholarship program. However, nothing prevents a local college from using this approach for other scholarship programs.
3	How do colleges "transmit" CE awards?	Colleges should follow the outlined processes as outlined in the Colleague Scholarship Guide (ServiceNow KB0011672).