

METP Quick Guide for Training, TRE and WRE

The following guide is to assist staff in processing METP Training Requests, Transportation Related Expenses (TRE), Work Related Expenses (WRE), Toolbox training entries, and training notification to FSD. The guide will assist you on where to find required forms, policies, and steps to aid staff with processing METP training requests and TRE/WRE payments.

METP funded training is only approved for 1 semester, or the next break in training curriculum, per training request. Participant's training request maximum: \$10,000 per calendar year per individual.

METP Training Forms

All METP funded training requests must be submitted on Training Request form DWD-PO-604. Other METP training forms include: Request for Training Letter DWD-PO-606; Training Facility Instructions for Completing Training Request form DWD-PO-607; and Weekly Claim for Transportation-Related Expenses (TRE) - DWD-PO-605. METP training forms are located at:

<https://jobs.mo.gov/dwdprograms#METP>.

Checklist for METP Training

- Job Center staff needs to ensure all sections of Training Request form is complete before submitting to Central office. This includes trainee's signature; supporting documentation from training facility (participants class schedule; school holiday and vacation schedule; breakdown of tuition & fees, books/supplies, etc); and, Job Center staff entries and signature (all sections down to "CO use only").
- Ensure school receives a copy of the following forms: **Training Facility Instructions for Completing Training Request**, form DWD-PO-607; and, **METP Request for Training Letter**, form DWD-PO-606, with the training request. It provides guidance and instructions about METP funded training, required forms, and how to contact the Job Center staff for assistance. The letter also references staff actions necessary to complete training request once it is approved: https://jobs.mo.gov/sites/jobs/files/metp_req_for_training_facility_rev01-2016_dwd-po-606.pdf
- In Toolbox complete employment plan, appropriateness tab, and TB Service notes per instructions from METP Supportive Services policy, Employment Plan Policy, and Statewide Service note Policy: [METP Supportive Service and Education/Training Policy/Issuance](#); [Statewide Individual Employment Plan](#); [Statewide Service Note Policy/Issuance](#).
- Submit training forms to: DWD-CO.METP@ded.mo.gov. If mailed to DWD Central office, submit request to :

Division of Workforce Development
Attention Donna Vandegriffe, Workforce Service
421 E Dunklin
Jefferson City, MO 65101

Steps After Receiving Approved Training Request

Once Central Office approves METP training request, Central office will return a copy of approved training request to the local Job Center to finish the training request process:

- **Job Center Staff:** provide Region's fiscal staff with information of approved training cost & training WRE (**develop local policy for this part**)
- **Job Center Staff:** notify training facility of approval. Provide facility with a copy of the approved training request, DWD-PO-604, including page 3 **Trainee Termination Report**; and, where to submit billing (<https://jobs.mo.gov/dwdprograms#METP>).
- **Job Center Staff or Training Facility:** Submit training facility invoice/ billing to:
 - Division of Workforce Development
 - Attention Donna Vandegriffe, Workforce Service
 - 421 E Dunklin
 - Jefferson City, MO 65101
- **Job Center Staff:** Advise participant of TRE supportive services for days attending TRE eligible training. Provide participant with copies of the Weekly Claim for TRE form (DWD-PO-605). They are not required to report to the Job Center weekly for a new form. Job Center staff completes bottom section to indicate to training facility where to return form. https://jobs.mo.gov/sites/jobs/files/metp_weekly_claim_for_tre_rev01-2016_dwd-po-605.pdf .

This form is how participants request Transportation Related Expenses (TRE) reimbursement for attending school/training. Reimbursement is .37¢/mile and calculated, in **whole miles only**, from home → training facility→ to home (**round-trip**). There must be a minimum of 10 miles for each TRE entry into toolbox.
- **Job Center Staff:** Review METP Supportive Services policy, Toolbox Desk Aid and METP Toolbox Desk Aid for detailed guidelines.
- **METP Participant:** responsible to provide training facility with the Weekly Claim form for TRE reimbursement (DWD-PO-605) and ensure form is returned to local Job Center.
- **METP Participant:** responsible to request Transportation Related Expenses.
- **METP Participant:** responsible to notify Job Center staff of training termination or inability to continue training.
- **Training Facility:** submit approved training cost invoices to local job Center or DWD Central office listed above.
- **Training Facility:** Notify Job Center staff or DWD Central Office if participant's training is terminated by submitting **Trainee Termination Report** (page 3 of DWD-PO-604).

Toolbox Data Entry (Training, TRE, and Toolbox Service Notes)

➤ **Job Center Staff: *NEW* Employment Plan Service “METP Funded Training” category**

All participants enrolled in training, paid with METP funds, will have the following service added to their employment plan. Open TB Employment Plan Service Objective, select METP Services. Select **METP Funded Training** as the service and save. Service is to remain open until training is complete or if training is terminated.

➤ **Job Center Staff: *NEW* TB Service Note – “METP Training” category**

METP approved training, paid with METP funds must be listed in Toolbox Service Notes. It must include training facility and amount of obligated funds.

All METP funded training information is to be documented under service note category “**METP Training**”. In subject enter “**METP Training**”.

Service note is to follow the Statewide Service Note Policy and must include (at minimum):

- Information on participants interview, evaluation and/or assessment to determine need for school/training;
- Degree, certificate or credential that will be obtained from training;
- LMI data pertaining to participant’s goals and in-demand occupation.
- Name of approved school/training facility; training beginning and ending dates (for period of obligated funds); full-time/part-time.
- Amount of approved and obligated funds: for tuition, fees, books, supplies or other cost;
- TRE calculation from home to school to home. TRE Mileage is calculated for round trip and in whole numbers.

If the METP participant is a mandatory ABAWD complete FS-5 and submit to FSD to report training. Include training facility and class schedule if available.

For voluntary METP participants – You do not need to submit FS-5 to report training.

➤ **Job Center Staff: *Reminder*** Enter METP TRE payment for Transportation Related Expense - in TB service notes. All service notes for METP TRE payments are to be documented under service note category “**Supportive Services**”. In subject enter “**METP TRE**”. There must be a minimum of 10 miles for each TRE entry into toolbox.

Document reason/justification for allowable expense (example: TRE approved for allowable education component: participant attending nursing school at University of MO 04/02/16-06/30/16; TRE approved travel from home to part-time employment; TRE approved for participation in Job Center employment and training activity – assessments, workshop, staff assisted services, etc.):

➤ **Job Center Staff:** Provide the participant with a METP TRE verification log (<https://jobs.mo.gov/dwdprograms#METP>). It’s used as a tool to assist the participant track days they engaged in TRE related activities.

Participant’s log can be verified against: TRE eligible activities in Toolbox; verified against Weekly TRE Claim forms received from training facility; or verified from paystubs or list of worked days provided from employer.

- **Job Center Staff:** Enter TRE service on Employment Plan to process TRE payment, as directed in METP Toolbox Desk Aid. Review METP Supportive Services Policy for authorized TRE criteria.
- **METP Participant:** for TRE reimbursement- it is the participant's responsibility to bring in proof of days they worked for TRE request: copy of their work schedule for the days they worked (not anticipated days); their paystub if it shows the days worked; or signed document from employer with a list of days worked.

Toolbox Data Entry (Work Related Expenses - WRE)

- **Job Center Staff: *NEW* TB Service Note – METP WRE category**

METP approved Work Related Expense must be entered in Toolbox notes under METP WRE. This includes obligations for school-related WRE or work-related WRE.

All METP WRE payments and obligations are to be documented under service note category “METP WRE”. In subject enter “METP WRE Payment”.

- Document description and the reason for the allowable expense;
- Show it was required in order to complete the necessary functions to perform a job, education or training component;
- Include Vender information – including if vender information is marked “other” because the region has to reimburse participant; and,
- WRE obligated amount.

Enter WRE service on Employment Plan, as directed in METP Toolbox Desk Aid, to process WRE payment. Review METP Supportive Services Policy for criteria.