

# START TODAY REGISTERED APPRENTICESHIP FINANCIAL SERVICES

## PURPOSE

The purpose of the Start Today program is to provide funding, support, guidance, and advice to business partners seeking to expand, create, or revise Registered Apprenticeship programs in accordance with State and Federal policies and statutes. Likewise, the program endeavors to guide and support individuals seeking apprenticeships with various resources available. Any funding awarded is intended to increase apprenticeship enrollment. The purpose of this policy is to guide financial services to support this vision and the development of new Registered Apprenticeship Programs (RAP), the expansion of existing RAP, mentorship, training, and related services for apprentices. This policy outlines Department of Labor and Regulation's (DLR) financial services available through the Start Today SD Apprenticeship Program.

This guidance includes ***Apprenticeship Grant Policy Supplements*** for applicable apprenticeship grants allowing financial services. Each service is outlined below, however, as each apprenticeship grant is unique, please refer to the appropriate [Apprenticeship Grant Supplement](#) for specifics regarding the type of services supported through that specific grant.

Except for Program Expansion Incentives, (see [Program Development and Expansion Incentives](#)), RAP financial service requests start with the Registered Apprenticeship Financial Services Application [Form 53](#). Once applications are received, the Start Today Team will review applications within 15 business days. Applicants may be contacted and asked to provide additional documentation or information.

It is encouraged for apprenticeship funding to be supplemented and braided with financial resources from other workforce programs, such as WIOA Title I, as appropriate. Receiving WIOA Title I services will not disqualify an individual from receiving registered apprenticeship grant-funded services below. Participation in a registered apprenticeship does not constitute entitlement to any financial service through RAP grants. Funding is based on availability of RAP funds. To be eligible for services below, the Registered Apprentice must be registered in Registered Apprenticeship Partners Information Management Data System (RAPIDS) and DLR within six (6) months of seeking funding. Businesses and Apprentices must reside in South Dakota to be eligible for funding.

## WAGE REIMBURSEMENT FOR ON-THE-JOB LEARNING (OJL)

OJL is a primary component of every Registered Apprenticeship Program. It represents the apprentice's paid and supervised training taking place on-the-job.

### ***Employer Reimbursement for Apprentice Wages***

The typical reimbursement is up to 50% of the apprentice's wage rate for a maximum of three months (480 hours) from enrollment with DLR or \$6,500, whichever comes first. Training hours, wage rates, and maximum reimbursement amounts will be identified in each OJL Agreement.

### ***Payment methods and documentation:***

Step 1: Complete Financial Services Application [Form 53](#)

Step 2: Complete Registered Apprenticeship Program On-the-Job Learning Agreement [Form 51](#)

Step 3: Submit apprentice's detailed paystubs after three months (not to exceed 480 hours) for payment

### ***Employer Reimbursement for Journey-level Mentor Wages***

To offset any decrease in productivity, sponsors can receive a one-time reimbursement per journey-level mentor for the mentor's wages while training a new apprentice. This is typically provided as a flat rate of \$5,000 per journey-level mentor and received after the initial training period three months (not to exceed 480 hours) for payment.

### ***Payment methods and documentation:***

Step 1: Complete Financial Services Application [Form 53](#)

Step 2: Proof of journey-level mentor employment – i.e. letter of employment, job verification letter, proof of employment letter, or paystub

Step 3: Submit apprentice's detailed paystubs after six months (not to exceed 480 hours) for payment

## **RELATED INSTRUCTION (RI)**

RI is a primary component of every RAP. It represents the theory, often called classroom instruction although RI does not need to take place in a classroom, an apprentice receives through their RAP. RI that is provided by a training provider, separate from the OJL provider, is eligible for reimbursement.

### ***Payment methods and documentation:***

Step 1: Complete Financial Services Application [Form 53](#)

Step 2: Submit Itemized receipt for Related Instruction costs to [starttoday@state.sd.us](mailto:starttoday@state.sd.us)

Step 3: Submit a copy of the Registered Apprenticeship Program Appendix A to [starttoday@state.sd.us](mailto:starttoday@state.sd.us)

Step 4: Payment is made to:

1. The Related Instruction Provider
  - Registered Apprenticeship Provider Packet [Form 55](#)
2. The Employer or Sponsor
  - Registered Apprenticeship Provider Packet [Form 55](#)
3. The apprentice as a reimbursement
  - Participant Payment Consent [Form 71](#)

## **JOURNEY-LEVEL MENTOR INCENTIVES**

Journey-level mentor incentives are one-time financial payments to employees who are fully trained in the registered apprenticeship occupation and are providing ongoing support and guidance to the apprentice.

Journey-level mentor incentives are available to mentors who are:

- Employees providing direct training or mentorship as established in the RAP program standards.
- Consistently training an apprentice.

### ***Payment methods and documentation:***

Step 1: Complete Financial Services Application [Form 53](#)

Step 2: Complete Mentor Training, [Lessons for Mentors](#)

Step 3: Complete Mentor Payment Request [Form 58](#) for initial incentive payment

Step 4: Once pay stubs and ETA-671 or Davis Bacon Certification is received indicating two quarters of RAPIDS registration for apprentice and verification of current employment for both apprentice and mentor (i.e. paystubs, Davis Bacon, letter on company letterhead etc.) final incentive payment will be issued.

## **APPRENTICE SUPPORT SERVICES**

Supportive Services offer financial supports to individuals participating in education and training activities provided through the grant when such services are necessary to enable individuals to participate in education and training activities under the grant. To receive support services, the registered apprentice must:

1. Be already receiving a grant-funded service either through Apprenticeship grants or WIOA-funded program,
2. Identify their need for the service with their Apprenticeship Coordinator,
3. Provide documentation identifying the support service is on behalf of the apprentice, if applicable, *and*
4. Provide an itemized receipt.

Support service activities may include, but are not limited to transportation assistance, childcare assistance, and assistance with purchasing tools, uniforms, textbooks, and other program specific supplies.

Enrollment in other workforce programs is encouraged to increase resources and opportunities for success. For those registered apprentices who are also enrolled in WIOA Title I, supportive services will be financed with registered apprenticeship grant resources. If apprenticeship grant resources for support services have been exhausted (e.g., grant spending cap has been met), then WIOA Title I funding may be utilized consistent with policy and guidance for that program. See Support Services [Policy 5.34](#) for allowable supports, examples of supportive services, and payment procedures for WIOA Title I Supportive Services.

### ***Documentation for Supportive Services***

When approving Support Service payments, the Apprenticeship Coordinator considers and documents the following:

- How does this help the participant complete their RAP successfully?
- How was the obligation amount determined?
- How long will Registered Apprenticeship Support Services assist the apprentice with this expense?
- How will the apprentice cover this cost after temporary funding?

All payments require adequate supporting documentation to justify the payment. Required documentation will be identified or requested by the Start Today Team.

### ***Payment methods and documentation:***

1. **To the provider/ vendor** – In partnership with Start Today team, provider completes Support Service Authorization for Purchase [Form 24](#) provider section and returns an invoice for the service. An invoice with the apprentices' name is required.
2. **To the sponsor/employer** - If the sponsor or employer is paying for the supportive service up front, the sponsor/employer will submit an invoice/receipt for the apprentice.
3. **Reimbursement to the apprentice** – Apprentice must show documentation payment was made with the apprentice's name on the receipt and the name of the provider.

## **APPRENTICE INCENTIVE**

Apprentice incentives are a financial payment intended to help alleviate financial burdens an apprentice may face with a goal to increase retention in the apprenticeship program.

Apprentice incentives are separate from supportive services. Apprentice incentives are available to first-time apprentices whose program sponsor or OJL provider completes a Financial Services Application [Form 53](#), have registered in RAPIDS within the last 6 months, and have registered with DLR.

If the apprentice exits the program prior to an eligible funding time period identified in the Apprenticeship Grant Supplement, the mentor is not eligible for the remaining incentive.

### ***Payment methods and documentation:***

- **Payment to the Apprentice** – The Financial Services Application [Form 53](#) must include documentation verifying registered apprenticeship status: pay stub and ETA671 Program Registration and Apprenticeship Agreement Form or Davis Bacon Certification document. See [grant supplement](#) for payment distribution details.

## PROGRAM DEVELOPMENT AND EXPANSION INCENTIVES

Incentives may be available for current and prospective Registered Apprenticeship program sponsors to support the expansion of Registered Apprenticeship programs within the State of South Dakota.

DLR provides incentives that support new Registered Apprenticeship program development, the expansion of existing Registered Apprenticeship programs by adding new occupations. With limited resources, DLR reserves the right to prioritize funding for industries and occupations that are in high demand with a long-term employment outlook or that are otherwise targeted by the apprenticeship grant.

Program Development and Expansion Incentive Funding is provided through the Program and Expansion Application [Form 54](#). Current and potential sponsors are encouraged to apply, but funding is not entitled or guaranteed and must be reviewed for consideration. Each application will be scored using a scoring rubric (see attachment E). The following scores will determine funding approval or next steps for the applicant.

- 15-25 points – Acceptance
- 10-15 points– Request applicant to provide clarifying information
- 5-10 points – Applicant may apply again with suggestions for their narrative
- 0-5 points- Application is declined- Apprenticeship is not appropriate at this time

DLR will follow the State of South Dakota procurement process for the award of funding.

## FUNDING CAPS

A business may receive no more than \$75,000 annually, during a program year July 1-June 30. The funding cap includes financial services that support the sponsors /business including: OJL reimbursements for both apprentice and journey-level mentor, related instruction, and program development & expansion incentives.

## OVERPAYMENT

A registered apprentice, business, or sponsor may be liable to reimburse DLR the amount paid, if the apprentice did not complete the services intended for the payment. An overpayment may include non-tangible items such as a refund, rebate, tuition assistance, etc. and the purchase of tangible goods such as tools, equipment, clothing, bus pass or tokens, etc. DLR will not accept the tangible good as reimbursement.

### *Reasons for Overpayment*

Unless a justification is provided, an overpayment can be sought in the following situations such as:

- Failing Grades
- Dropped out of training/expulsion from training
- False representation of grades, progress reports, or information regarding training or services received
- Failing to communication with Employment Specialist
- Any type of fraud

If fraud is determined as the reason for overpayment, the offending party will NOT be eligible for financial services through apprenticeship grants, WIOA Title I, or TAA programs.

For more information regarding Overpayment, please reference the Overpayment of Training and Support Services [Policy 5.95](#).

## GRIEVANCES

To share concerns regarding the decision of a Start Today staff member, which is not discriminatory in nature, an individual will contact the Apprenticeship Program Manager via [email](#) within 15 days of the decision. The manager will then provide a solution or explanation within 15 calendar days. If the individual wants to rebuke the decision or finds it difficult to discuss the problem with the manager, they may proceed directly to the Director of Workforce Development, as discussed in the next paragraph.

To rebuke the manager's decision, written justification and any supporting documentation should be provided to the Director of Workforce Development within 15 days from the Apprenticeship Program Manager's response. If a written appeal is not received by the Director of Workforce Development within 15 calendar days of the manager's decision, the manager's decision is final. Mail to:

Director of Workforce Development  
Department of Labor and Regulation  
123 W. Missouri Ave., Pierre, SD 57501

The Director of Workforce Development will make a final determination in writing within 15 days of receipt of the letter. If additional time is required for the manager or Director of Workforce Development to provide a meaningful response, the individual will be notified of the anticipated response date.

## ATTACHMENTS

[Attachment A – Apprenticeship Grant Policy Supplement – ASE Grant \(CLOSED\)](#)

[Attachment B – Apprenticeship Grant Policy Supplement – SAE Grant \(CLOSED\)](#)

[Attachment C – Apprenticeship Grant Policy Supplement – ABA Grant](#)

[Attachment D- Apprenticeship Grant Policy Supplement - Start Today](#)

[Attachment E- Program Development and Expansion Scoring Rubric](#)

20 CFR 29.29  
FOA 22-06  
TEGL 15-19  
TEGL 17-18

## ATTACHMENT A

# APPRENTICESHIP GRANT POLICY SUPPLEMENT

*Grant: ASE (Apprenticeship State Expansion) CLOSED*

### Basic Grant Information

Funding Vehicle: TEGL 17-18

[https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2019/TEGL\\_17-18.pdf](https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2019/TEGL_17-18.pdf)

Funding Amount: \$1,236,294.21

Period of Performance: 7/01/2019 – 6/30/2023 (now CLOSED)

### Performance Expectations:

314 individuals enrolled in a Registered Apprenticeship program

### Reimbursement For On-The-Job Learning (OJL)

Maximum of \$1,000 per registered apprentice

Sponsors or businesses of approved U.S. DOL Registered Apprenticeship programs may be eligible to receive funding through the ASE grant to support on-the-job learning of new apprentices. The funding is available from January 1, 2021, through June 30, 2023, unless the funds are depleted sooner.

A sponsor or employer may receive a \$1,000 investment for each new apprentice who has been in their program for at least 90 days (prior to June 30, 2023). To be eligible, the new apprentice must be registered in RAPIDS and DLR within the first 90 days of beginning their Registered Apprenticeship.

Please visit [starttoday.sd.com](http://starttoday.sd.com) for detailed instructions.

### Program Expansion Incentives

*2019 (Awarded)*

Maximum of \$20,000 to be awarded for the development of a new or expanded Registered Apprenticeship Programs in high industries. Awarded through [competitive application process](#).

*2022 (Awarded)*

Maximum of \$10,000 to be awarded for the development of a new or expanded Registered Apprenticeship Programs in high industries. Awarded through [competitive application process](#).

*Pathway Partnership (Awarded):*

Maximum of \$50,000 awarded through competitive application process for the development of new [High School Registered Apprenticeship Programs](#).

## ATTACHMENT B

# APPRENTICESHIP GRANT POLICY SUPPLEMENT

*Grant: SAE (State Apprenticeship Expansion) CLOSED*

### Basic Grant Information

Funding Vehicle: TEGL 15-19

[https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2020/TEGL\\_15-19.pdf](https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2020/TEGL_15-19.pdf)

Funding Amount: \$450,000.00

Period of Performance: 7/01/2020 – 6/30/2023 (now CLOSED)

### Performance Expectations:

3 individuals enrolled in a Registered Apprenticeship program

1 new Registered Apprenticeship program created

1 newly Registered Apprenticeship program in a new industry

### Sponsor Incentives (Awarded):

Maximum of \$45,000 to be awarded for the development of a new or expanded Registered Apprenticeship Programs in high demand STEM occupations. Funds were awarded to build STEM healthcare pathways in partnership with Governor's Emergency Education Release (GEER) funds in 2021 to an industry organization in partnership with a technical college.

## APPRENTICESHIP GRANT POLICY SUPPLEMENT

*Grant: ABA (Apprenticeship Building America)*

### Basic Grant Information

Funding Vehicle: FOA ETA 22-06

[https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA\\_FOA-ETA-22-06.pdf](https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06.pdf)

Funding Amount: \$3,124,059.00

Period of Performance: 7/01/2022 – 6/30/2026

### Performance Expectations:

170 individuals enrolled in a Registered Apprenticeship program (grant participant)

9 new Registered Apprenticeship programs created

5 Registered Apprenticeship programs expanded

### Reimbursement For On-The-Job Learning (OJL) & Related Instruction (RI):

Maximum of \$5,000 per registered apprentice (grant participant) for both OJL and RI. Businesses and/or Apprentices may receive support for both, up to \$5,000 per apprentice.

### Supportive Services:

Supportive Service cap of \$1,000 per registered apprentice (grant participant) for the life of the grant period of performance. Supportive Services will be evaluated based on individual need.

### Apprentice Incentive

Cap of \$1,000 per registered apprentice (grant participant) for the life of the grant period of performance.

- The initial \$500 payment is available to first-time apprentices who have registered in Registered Apprenticeship Partners Information Management Data System (RAPIDS) within the last 6 months and have registered with DLR. This initial payment will be made after registration with DLR and confirmation of RAPIDS registration.
- The final payment of \$500 is available once the apprentice has been verified registered in RAPIDS for 3 months and verification of current employment through paystubs and the Davis Bacon certification.

### Program Expansion Incentive:

Maximum of \$10,000 per awarded sponsor through a competitive application process for the development of a new or expanded Registered Apprenticeship Programs

### Pathway Partnership:

Maximum of \$35,500 awarded through competitive application process for the development of new High School Registered Apprenticeship Programs. [Four recipients](#) were selected in 2022.

### Industry Focus:

- |                                            |                                             |
|--------------------------------------------|---------------------------------------------|
| • Computer Technology (15-0000)            | • Office Administration (43-0000)           |
| • Community & Social Service (21-0000)     | • Agriculture (45-0000)                     |
| • Education (25-0000)                      | • Construction (47-0000)                    |
| • Healthcare Practitioners (29-0000)       | • Installation/Maintenance/Repair (49-0000) |
| • Healthcare Supports/Assistants (31-0000) | • Production (51-0000)                      |
| • Food Preparation and Service (35-0000)   | • Transportation (53-0000)                  |
| • Sales (41-0000)                          |                                             |

Contact the Start Today Apprenticeship Team at [StartToday@state.sd.us](mailto:StartToday@state.sd.us) for additional information.



## ATTACHMENT D

# APPRENTICESHIP GRANT POLICY SUPPLEMENT

## *Start Today Apprenticeship Grant Funding*

### **Basic Grant Information**

Funding Vehicle: Start Today Funding

Funding Amount: \$7,800,000.000

Period of Performance: 4/2023 – 6/30/2026

### **Performance Expectations:**

Increase to 2,550 active apprentices

### **Employer Reimbursement for Journey-level Mentor Wages**

Businesses may receive support up to \$5,000 per mentor journey-level mentor

### **Journey-level Mentor Incentive**

Cap of \$1000 per mentor for the life of the grant period of performance.

- The initial \$500 payment is available for mentors of first-time apprentices who have been registered in Registered Apprenticeship Partners Information Management Data System (RAPIDS) the last 90 days and have registered with DLR. This initial payment will be after completion of mentor training.
- The final payment of \$500 is available once the apprentice matched to that mentor has been reported for two quarters of RAPIDS registration and verification is received.

### **Employer Reimbursement for On-The-Job Learning (OJL):**

Maximum of \$6,500 per registered apprentice (grant participant)

### **Reimbursement For Related Instruction (RI)**

Maximum of \$6,500 per registered apprentice annually (grant participant)

### **Sponsor Incentives**

Development of New Programs: Maximum of \$15,000 per awarded sponsor

Expansion of Existing Program: Maximum of \$10,000 per awarded sponsor

### **Intermediary Sponsors**

Funding awarded through a request for proposal to Intermediary Sponsors for the development and ongoing support of Registered Apprenticeship programs and identified business partners.

Contact the Start Today Apprenticeship Team at [StartToday@state.sd.us](mailto:StartToday@state.sd.us) for additional information.

## PROGRAM DEVELOPMENT AND EXPANSION SCORING RUBRIC

	5 points	3 points	1points	0 Points
Business	Business identified three <b>or more</b> benefits to a registered apprenticeship program <b>and</b> identified the apprentice's occupation title.	Business identified <b>two</b> benefits to a registered apprenticeship program <b>and</b> identified the apprentice's occupation title.	Business identified <b>one</b> benefit to a registered apprenticeship program <b>and</b> identified the apprentice's occupation title.	Business articulated <b>one</b> of their needs for a registered apprenticeship program.
Vision/ Needs	Business explains how their apprenticeship program vision aligns/will align with at least <b>five</b> components of Registered Apprenticeships.	Business explains how their apprenticeship program vision aligns/will align with <b>at least three to four</b> components of Registered Apprenticeships.	Business explains how their apprenticeship program vision aligns/will align with at least <b>one to two</b> examples of components of Registered Apprenticeships.	Business does not explain how their apprenticeship program vision aligns/will align with components of Registered Apprenticeships.
Community Impact	Narrative includes <b>one</b> or more of the under-represented populations for their field <b>and</b> includes individuals that have barriers to finding work.	Narrative includes <b>one</b> of the underrepresented populations for their field.	Narrative includes individuals that have barriers to finding work.	Narratives does not include any mention of underrepresented populations or individuals that have barriers to finding work.
Partnerships	Business lists <b>two or more</b> partners or potential partners in their area for recruiting/training apprentices, including the DLR Job Services office. Business has expressed a commitment to working with Start Today.	Business lists <b>one</b> partner or identified <b>one</b> potential partner in their area for recruiting/training apprentices, in addition to working with DLR Job Services office.	Business lists <b>one</b> partner or identified <b>one</b> potential partner in their area for recruiting/training apprentices, <b>OR</b> is working with DLR Job Services office.	Business did not list partners or potential partners in their area for recruiting/training apprentices and is not working with DLR Job Services office.
Sustainability	Business <b>developed a plan</b> including organization, recruiting, and training strategies. Business <b>identified key players</b> , including on the job training mentors and theoretical instruction plans. Business <b>attested financial support</b> of apprentice wages is sustainable after state funds are exhausted.	Business <b>identified key players</b> , including on the job training mentors and theoretical instruction plans. Business <b>attested financial support</b> of apprentice wages is sustainable after state funds are exhausted.	Business <b>attested financial support</b> of apprentice wages is sustainable after state funds are exhausted.	Business did not include any of the criteria supporting plans, key players, or financial solvency.

Total for Business: \_\_\_\_\_ out of 25