

GAP ASSISTANCE PROGRAM FREQUENTLY ASKED QUESTIONS/COMMENTS

GENERAL QUESTIONS

Gap guideline changes

- Expense tab in tracking spreadsheet should agree with accounting records.
- Drug testing should be part of training costs, not administrative costs if it is a requirement of the program. If it's a requirement of the college for acceptance to the gap program, then it would be an administrative expense.

GAP ASSISTANCE TRACKING SPREADSHEET

TRACKING TAB

General

The Status of Approved Participants, Completed Program/Training Date, and Did Not Complete Date fields (columns M-S) should show the status of the student as of the last day of the quarter being reported.

Dates must be in mm/dd/yyyy format as formulas used to prepare the annual report rely on comparing dates when doing counts of students or sums of eligible costs.

Columns AZ through BG, highlighted in red, are used only when there is a date in column Q, Completed Program/Training Date. These are very important columns to complete as they show the benefits and outcomes of the Gap program and are included in the report submitted to the Legislature.

If a date is included in column AZ - New Employment, then either a Yes or No must be entered in column BA - If New Employment, was employment within their in-demand occupational area?

DACA students are not eligible for the Gap Tuition Assistance program. Neb. Rev. Stat. § 4-108 et al. states that "no state agency or political subdivision ... shall provide public benefits to a person not lawfully present in the United States." Neb. Rev. Stat. § 4-109 defines public benefit to include grants. Per the U.S Citizenship and Immigration Services website, deferred action does not provide lawful status.

Status of Approved Participants

Since the spreadsheet should be reporting the status of the student as of the end of the quarter, if the student has been approved and the Enrolled in Program Date is after the end of the quarter, this person must have a date prior to the end of the quarter entered in the Waiting to Participate Date field. Otherwise, this student will not be counted for the quarter and this could make a big impact if it is the 4th quarter which is used to prepare the report. Example: Fourth quarter report (June 30, 2018) shows an Enrolled in Program Date for a student of July 7, 2018. Because this student's date is after June 30, 2018, he will not be included in the June 30, 2018, report. However, if the student would have a June 28, 2018, date entered in the Waiting to Participate Date, the June 30, 2018, report would include this student under the Waiting to Participate category.

Eligible Costs

If the student has a date entered in the Enrolled in Program Date column, then costs must be recorded in this section but can be estimated initially. As these costs are also included in the report, it is important that the costs of enrolled students are reported in the same quarter as the Enrolled in Program date. Adjustments can be made in later quarters if necessary.

EXPENSES TAB

In the past, there has been some attempt to reconcile the Eligible Costs on the Tracking tab to the amount reported in the Expenses tab. While this may be possible, there could be timing differences when costs are actually paid from the Gap funds and when Eligible Costs are recorded on the Tracking tab.

Because of this, please meet with your accounting people and amend the Expenses tab from the beginning (July 2016). Hopefully this is not very difficult since the amounts should come directly from the general ledger used to track Gap expenditures. This purpose of this change is to report the amount actually paid from Gap funds and supported in the accounting records.

ELIGIBLE PROGRAM OF STUDY LIST

There's been many additions to our list of eligible programs and only a few deletions. Please take a look at your programs and if you feel there are any that should no longer be included, please email the deletions so they can be removed from the list.

CREDIT PROGRAMS

With the passage of LB 180, eligible credit programs can be funded under the Gap program. This has created discussion on how to apply the hours and 15 week requirements shown below.

Eligible credit hour program defined

The program provides less than 600 clock hours, 16 semester or trimester hours, or 24 quarter hours of undergraduate instruction offered during a term of fewer than 15 weeks of instruction and is not eligible for a Pell grant.

These requirements are established for the program and not how the student may take the program, such as part-time over a one year time period. Your college currently establishes hour and week requirements for credit programs that are used when determining Pell grant eligibility. This same process would be followed to determine the hour and week requirements for credit Gap programs but applying the eligible credit hour program restrictions above. If you have questions, you may want to discuss with your financial aid office.

CREDIT COURSE ELIGIBILITY WHEN PART OF PELL- ELIGIBLE PROGRAM

Certain Pell-eligible programs have required introductory credit-bearing courses that, when taken on their own, could be considered Gap Assistance programs. An Associate Degree Nursing program with CNA and Med Aide classes embedded into the program would be Pell-eligible. However, the same CNA and Med Aide courses could be combined into a stand-alone credit Gap program, provided the program meets the eligibility requirements found in the guidelines for a credit Gap program of study (page 2).

By creating Gap-eligible credit programs by breaking out certain courses from Pell-eligible programs, a student could complete a Gap program and then decide to pursue a degree pathway and be eligible for Pell grants, with the Gap program coursework counting toward their degree pathway.

As with any new program, it must be submitted for approval using the new spreadsheet form found on the website. Although credit Gap programs could meet the definition of an aligned training program, these credit programs could also lead to an associate's degree, a diploma, or a certificate. Currently, non-credit CDL programs with an aligned training program are included on the Gap programs list. If a similar credit CDL program is submitted, it would be expected to include an aligned training program, which is not required to be from the same college. Please include under the Aligned Training Program heading if there is a pathway for the credit Gap program.

When creating any Gap program, keep in mind Gap funding pays for programs, not individual courses. While some Gap programs may consist of only one class such as Med Aide, once students complete the Med Aide program, they would not be eligible for further Gap funding as only one program per student is allowed.