

Jobs and Education for Texans (JET) Grant Program

Scholarship Grants Reimbursement Procedures and Reporting Instructions

Dec. 16, 2009



Scholarship Grant Reimbursement Procedures

The Comptroller will pay JET Scholarship funds to public junior colleges or public technical institutes on a reimbursement basis only for expenditures in Comptroller-approved training programs. Disbursement of funds will be withheld until the Comptroller's office is in receipt of any and all reports required as requested by the Comptroller.

Authorized expenditures include:

- Student tuition in the approved program;
- Student required fees (mandatory fees charged as a condition of enrollment for all students);
- Student lab fees ; and
- Student exam or certification fees.

Grantee shall not be reimbursed for miscellaneous application, travel, or other incidental expenses under the terms of the JET Grant Agreement. Funds can only be used for qualifying individual scholarships that comply with the JET Grant Agreement and the JET Program. Grantee shall not purchase any equipment, property or computer hardware or software with these funds.

Student Eligibility

Scholarships may only be awarded to students seeking professional registration, certification or licensure in high-demand occupations, where a certificate or an associate degree is a basic prerequisite for such registration, certification or licensure. Students who are awarded Career and Technical Scholarship Fund scholarships must be:

- permanent legal residents of the United States;
- able to demonstrate financial need; and
- enrolled in a Comptroller-approved training program leading to high-demand occupation.

Student Release

Do not send the student release to the Comptroller's Office. Each student receiving JET scholarship funds must have a signed release on file with the office at the public community college or technical institute that is responsible for administering the JET scholarship program. These records should be secured in according to your institution's policies for securing confidential information.

JET Grant Contact Information

Comptroller of Public Accounts

JET Grant Program

111 E. 17th St., Room #510

Austin, Tx 78711

Phone: (512) 936-2064

Fax : (512) 475-0081

Email: JETinvoices@cpa.state.tx.us

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Eligible Training Programs

The following seven academic programs are the approved training programs for high-demand degree areas for the JET Program and Every Chance Funds.

- Computer & Information Sciences & Support Services (CIP 11)
- Construction Trades (CIP 46)
- Engineering Technologies/Technicians (CIP 15)
- Health Professions & Related Clinical Sciences (CIP 51)
- Mechanical & Repair Technologies/Technicians (CIP 47)
- Precision Production (CIP 48)

Excluded Degree Programs

The following degree programs are excluded from the approved training programs.

- Computer & Information Sciences & Support Services (CIP 11)
 - Data Entry/Microcomputer Applications, General
- Engineering Technologies/Technician (CIP 15)
 - Quality Control Technology/Technician.
- Mechanical & Repair Technologies/Technicians (CIP 47)
 - Electrical/Electronics Equipment Installation and Repair, General.
 - Communications Systems Installation and Repair Technology.
 - Motorcycle Maintenance and Repair Technology/Technician.
 - Watch Making and Jewelry Making
- Precision Production (CIP 48)
 - Cabinetmaking and Millwork/Millwright
- Health Professions & Related Clinical Sciences (CIP 51)
 - Athletic Training/Trainer
 - Clinical/Medical Social Work
 - Communication Disorders, General
 - Community Health Services/Liaison/Counseling
 - Dentistry (DDS, DMD)
 - Medicine (MD)
 - Nursing Administration (MSN, MS, PhD)
 - Pharmacy (PharmD [USA] PharmD, BS/BPharm)
 - Pre-Dentistry Studies
 - Pre-Medicine/Pre-Medical Studies
 - Pre-Nursing Studies
 - Pre-Pharmacy Studies
 - Pre-Veterinary Studies
 - Substance Abuse/Addiction Counseling
 - Therapeutic Recreation/Recreational Therapy
 - Veterinary Medicine (DVM)

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Invoice for Payment

To receive payment, a public junior college or public technical institute must submit an invoice and supporting student information (see Required Reporting) to the Comptroller. The invoice must identify by degree type the number of scholarships awarded and the amount due as of the “adds and drop” effective date. To expedite the processing of your invoice, please include the following information with your invoice:

- Institution name, address, phone number, fax number, and email address;
- Institution Federal Tax ID;
- JET Grant ID;
- Name and contact information for person preparing the invoice;
- Invoice number and date;
- Associate degree program scholarship charges;
- Certificate degree program scholarship charges; and
- Total amount of scholarship charges.

Required Reporting

As part of the invoice requesting payment, the applicant must submit an Excel spreadsheet containing detailed information on students receiving scholarships under the program. This information must support the summary information presented in the invoice. **If an invoice indicates charges for 10 students, then you must report the required information and billing detail for those 10 students.**

Reporting requirements are subject to change. Please review the sample *Invoice and Reporting Spreadsheet* for the format and sequence of the required information that must be reported. The information required includes:

- Grant Number;
- Institution Information;
- Student Social Security Number and School Identification Number;
- Method Used to Determine Student Eligibility;
- Program CIP No. and Name;
- Expenditure Amounts by Category (Tuition, Required Fees, Lab Fees, Exam Fees);
- Award CIP No. , Name and Award Date (if any).

File Encryption

The Excel spreadsheet containing the required detail must be encrypted. File passwords must be at least eight (8) characters in length and contain characters from three (3) of the following four (4) categories:

- 1) Uppercase characters (A through Z)
- 2) Lowercase characters (a through z)
- 3) Base 10 digits (0 through 9)
- 4) Non-alphanumeric characters (e.g., !, \$, #, %, @)

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Instructions for Emailing your Invoice and Required Data for Payment

Attach your invoice and the encrypted Excel file required reporting data to an email message and send it to the following email address: JETinvoices@cpa.state.tx.us.

Be sure to identify the name of the college in the subject and include "JET Scholarship Invoice and Required Data" in the subject of the message.

After your email has been sent, please call the Comptroller's Office at (512) 936-2064 and provide the password over the phone. Do not include the password in any written communication.

Comptroller Review and Payment Processing

The Comptroller's office will reconcile the invoice with the spreadsheet containing the required student information. If the Invoice and required student data match, then the amounts invoiced by degree program will be compared against the amount allocated to the institution by the agreement. Payments will be made by State Warrant and mailed to the institution's mailing address within approximately 20 days of receipt of an accurate invoice and required data.

Scholarship Termination

If the public junior college or public technical institute attended by the scholarship recipient determines that the recipient is not complying with the JET Program scholarship conditions or any subsequent agreements entered into with the recipient, then the recipient's scholarship shall terminate. The public junior college or public technical institute must either refund the amount of the scholarship received, prorated according to the fraction of the semester or academic year not completed, to the Comptroller or ensure that the amount is made available to another eligible student who is selected to receive a JET scholarship.