GAP TUITION ASSISTANCE PROGRAM

Fiscal Year

2020

Community Colleges & Workforce Preparation

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Iowa Department of Education

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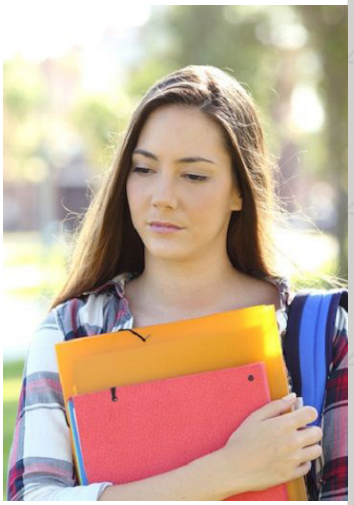
About the Report

The Department of Education's Division of Community Colleges and Workforce Preparation has prepared this report per the requirements in Iowa Code section 260I for the statewide Gap Tuition Program. This report was coordinated by the Department with the assistance of Iowa's 15 community colleges.

Acknowledgments

The staff and administration of the Division of Community Colleges and Workforce Preparation wish to acknowledge and thank the 15 community college presidents and their staff for their timely submission of data for this report. The figures noted in this report were obtained from each of Iowa's 15 community colleges.



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Introduction

The Gap Tuition Program was established to provide funding to community colleges for need-based tuition assistance to applicants for the completion of continuing education certificate training programs for in-demand occupations.

One component of eligibility for Gap tuition assistance is based on financial need. Criteria to be assessed in determining financial need shall include, but is not limited to, the applicant's:

- family income for the 12 months prior to the date of application;
- family size and
- county of residence.

An applicant must also have a demonstrated capacity to achieve the following outcomes in order to be eligible for Gap tuition assistance:

- complete an eligible certificate program.
- enter a postsecondary certificate, diploma, or degree program for credit.
- gain full-time employment.
- maintain full-time employment over time.

Only an applicant eligible to work in the United States shall be approved for tuition assistance under this program. A person will not be approved for tuition assistance under this program for more than one eligible certificate program. Individuals earning incomes at or below 250 percent of the federal poverty level, as defined by the most recently revised poverty income guidelines published by the United States Department of Health and Human Services, shall be eligible to receive assistance under this program. (Note: Poverty level benchmark increased from 200 percent to 250 percent in fiscal year 2014 [FY14]). Applicants for the program can be found eligible for partial or total tuition assistance.

Eligible Costs

Costs eligible for coverage under the Gap Tuition Program shall include, but are not limited to:

- tuition;
- direct training costs;
- required books and equipment;
- fees including, but not limited to, industry testing services and background check testing services and
- program support services.

Staffing and support costs are capped at 20 percent of allocated funds for Iowa's two smallest community colleges, 10 percent for the two largest community colleges and 15 percent for the remaining community colleges in Iowa.

Eligible Programs

Assistance can be provided to persons in eligible programs that meet the following criteria:

1. The program is not offered for credit, but is aligned with a certificate, diploma or degree for credit, and does any of the following:
   - Offers a state, national, or locally recognized certificate.
   - Offers preparation for a professional examination or licensure.
   - Provides endorsement for an existing credential or license.
   - Represents recognized skill standards defined by an industrial sector.
   - Offers a similar credential or training.

2. The program offers training or a credential in an in-demand occupation. In-demand occupation includes the following industries:
   - Information technology
   - Healthcare
   - Advanced manufacturing
   - Transportation and logistics

3. The program may offer training in any other industry designated as in-demand by a regional advisory board.

A complete list of approved programs can be found on the Iowa Department of Education website.

Process

An applicant for tuition assistance under the Gap Tuition Program is required to complete an initial assessment, administered by the community college receiving the application, to determine the applicant's readiness to complete an eligible certificate program. As part of this process, all applicants are required to complete a National Career Readiness Certificate (NCRC). An applicant is then required to meet with a member of the college staff to discuss the related industry, any applicable occupational research and any applicable training related to the eligible certificate program. The discussion includes an evaluation of the applicant's capabilities, needs, family situation, work history, educational background, attitude and motivation, employment skills, vocational potential and employment barriers. The discussion also includes potential start dates, support needs and other requirements for an eligible certificate program.

A participant in an eligible certificate program who receives Gap tuition assistance will be required to do all of the following:

- maintain regular contact with staff members from the certificate program to document the applicant's progress in the program;
- sign a release form to provide relevant information to community college faculty or case managers;
- discuss with staff members from the certificate program any issues that may impact the ability to complete the certificate program, obtain employment, or maintain employment over time;
- meet with staff members from the certificate program to develop a job search plan;
- attend all required courses regularly.

Reallocation of Funds

Please note that in April of the FY 20 reporting year, the decision was made to reallocate a portion of funds from colleges with a surplus to those who indicated the need for additional funding. This reallocation was approved by the Iowa Association of Community College Presidents. Ultimately, North Iowa Area Community College, Iowa Valley Community College District, Iowa Western Community College, Southwestern Iowa Community College and Southeastern Iowa Community College sent back a total of $149,000, which was redistributed to Hawkeye Community College, Kirkwood Community College and Des Moines Area Community College ($32,000, $37,000, and $80,000, respectively). Accrued program interest of $5,939 was also distributed to those who had received the redistribution of funds this year. See Table 4 for additional detail.

Analysis

In FY 2020, the community colleges received a state appropriation of $2,000,000 to implement the Gap Tuition Program. Colleges continued to make significant progress in the implementation of their Gap tuition assistance funds.

In addition to the annual appropriation there was $238,243 of funding carried forward from FY19 into FY20, totaling $2,238,243. Of the total available funds, colleges spent $1,770,866 (79.1 percent) on tuition and books, equipment, fees and testing and program staff. Colleges will carry forward an estimated total of $467,376 into FY21. It should be noted that a portion of the funds carried forward may already be apportioned to active students who are currently participating in or waiting to participate in an approved training program (see Table 1 for additional detail).

Breaking down the expenditures from FY20, $1,439,820 was spent on tuition and required books for approved participants; $28,714 was spent on equipment and $90,554 was spent on fees, assessments and testing. In addition, $211,778 was spent on staff support and services. Table 4 contains expenditure details by college.

An internal and external audit was performed in November, 2017 with business offices of each community college to confirm all annual allocations, expenses and carry forwards. The business offices of each community college continued to verify the quarterly numbers for this reporting year.

There were 2,012 individuals who completed an application to be considered for tuition assistance under the Gap Tuition Program, up slightly from last year. Of these applicants, 898 were approved to participate in a program. At the time of reporting, 610 individuals had completed the training program in which they enrolled. The remaining individuals were either actively participating or waiting to participate in a Gap-approved program (see Tables 1 and 2 for details).

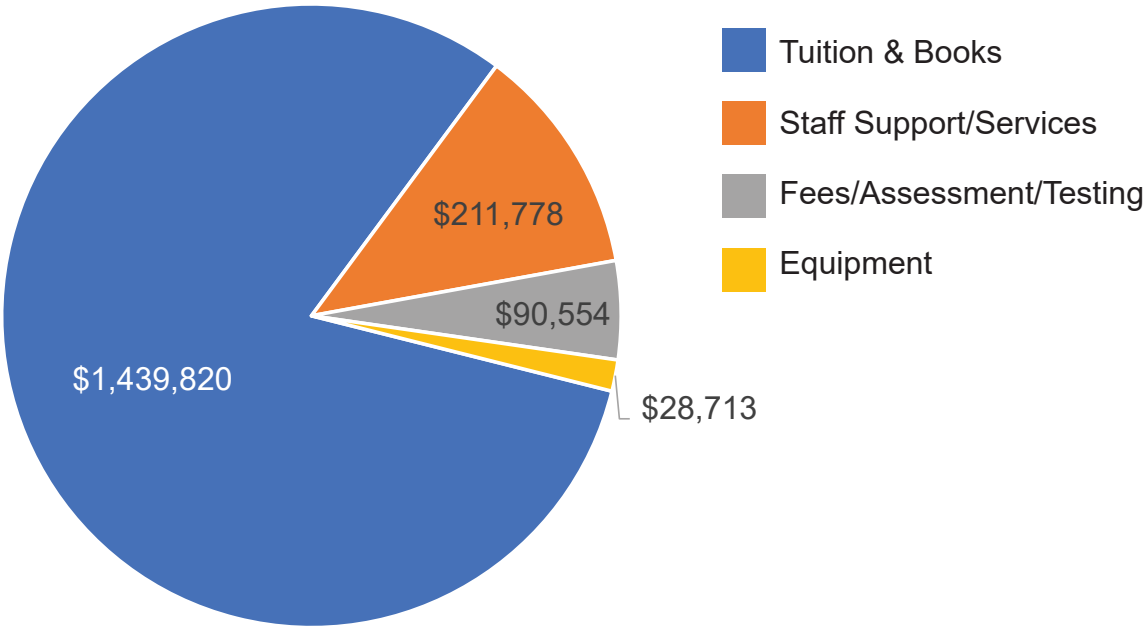
TABLE 1: GAP PROGRAM SUMMARY FOR ALL COMMUNITY COLLEGES, FY20

Fiscal Year Budget	
Carry Forward from Prior FY	$238,242
Current Year Allocation	$2,000,000
Total Available for this FY	$2,238,243

	Expenses per Quarter				YTD
Line Item	**Q1**	**Q2**	**Q3**	**Q4**	**Expenditures**
Direct Costs					
Tuition & Books	$451,530	$312,002	$504,933	$171,355	$1,439,820
Equipment	$9,682	$6,745	$4,950	$7,336	$28,713
Fees/Assessment/Testing	$21,074	$28,078	$29,563	$11,839	$90,554
Subtotal	$482,286	$346,825	$539,446	$190,531	$1,559,088
Other Costs					
Staff Support/Services	$41,074	$72,785	$49,293	$48,626	$211,778
Total	**$523,361**	**$419,610**	**$588,738**	**$239,157**	**$1,770,866**

Training Status	Q1	Q2	Q3	Q4	YTD Total
Number of Completed Applications	702	637	423	250	2,012
Number of Approved Participants	332	210	257	79	898
Status of Approved Participants					
Participants or Waiting to participate *	263	190	243	123	819
Number of Third-party Credentials Received	154	143	114	69	480

CHART 1: GAP EXPENDITURES SUMMARY FOR ALL COMMUNITY COLLEGES, FY20



* Not all individuals were approved for participation in the current fiscal year. Individuals who were accepted into or active in the Gap Tuition Assistance Program from the previous fiscal year may be carried forward into the current fiscal year totals.

TABLE 2: GAP TUITION ASSISTANCE PROGRAM SUMMARY BY COLLEGE, FY20

College	Fiscal Year Allocation	Available Funds	Total Reported Expenditures	Completed Applications	Approved Participants
Northeast Iowa	$98,673	$98,673	$98,673	147	56
North Iowa Area	$100,117	$117,546	$39,474	18	10
Iowa Lakes	$92,664	$92,664	$92,664	42	28
Northwest Iowa	$45,582	$50,395	$22,803	13	13
Iowa Central	$113,172	$117,072	$112,294	47	55
Iowa Valley	$88,812	$101,203	$51,258	49	31
Hawkeye	$134,868	$195,567	$167,843	154	98
Eastern Iowa	$170,827	$187,392	$158,993	224	65
Kirkwood	$312,711	$337,031	$223,142	104	102
Des Moines Area	$334,666	$334,666	$333,457	787	215
Western Iowa Tech	$110,934	$145,648	$115,092	55	42
Iowa Western	$120,420	$148,846	$110,226	69	60
Southwestern	$46,464	$54,727	$23,545	99	20
Indian Hills	$145,802	$147,957	$138,520	137	58
Southeastern	$84,287	$108,855	$82,882	67	45
TOTAL	**$2,000,000**	**$2,238,242**	**$1,770,866**	**2,012**	**898**

TABLE 3: GAP TUITION ASSISTANCE PROGRAM SUMMARY, FY13 - FY20

Fiscal Year	Fiscal Year Allocation	Available Funds	Total Expenditures	Completed Applications	Approved Participants
FY 2013	$2,000,000	$2,000,000	$979,197	--	898
FY 2014	$2,000,000	$3,020,803	$2,172,375	3,279	1,631
FY 2015	$2,000,000	$2,848,429	$2,424,061	3,272	1,348
FY 2016	$2,000,000	$2,424,368	$2,066,698	2,792	1,097
FY 2017	$2,000,000	$2,357,670	$1,924,285	2,331	965
FY 2018	$2,000,000	$2,219,973	$2,213,412	2,407	1,077
FY2019	$2,000,000	$2,239,792	$1,980,181	2,510	1,179
FY2020	$2,000,000	$2,467,376	$1,770,866	2,012	898

TABLE 4: REALLOCATION OF GAP FUNDS,

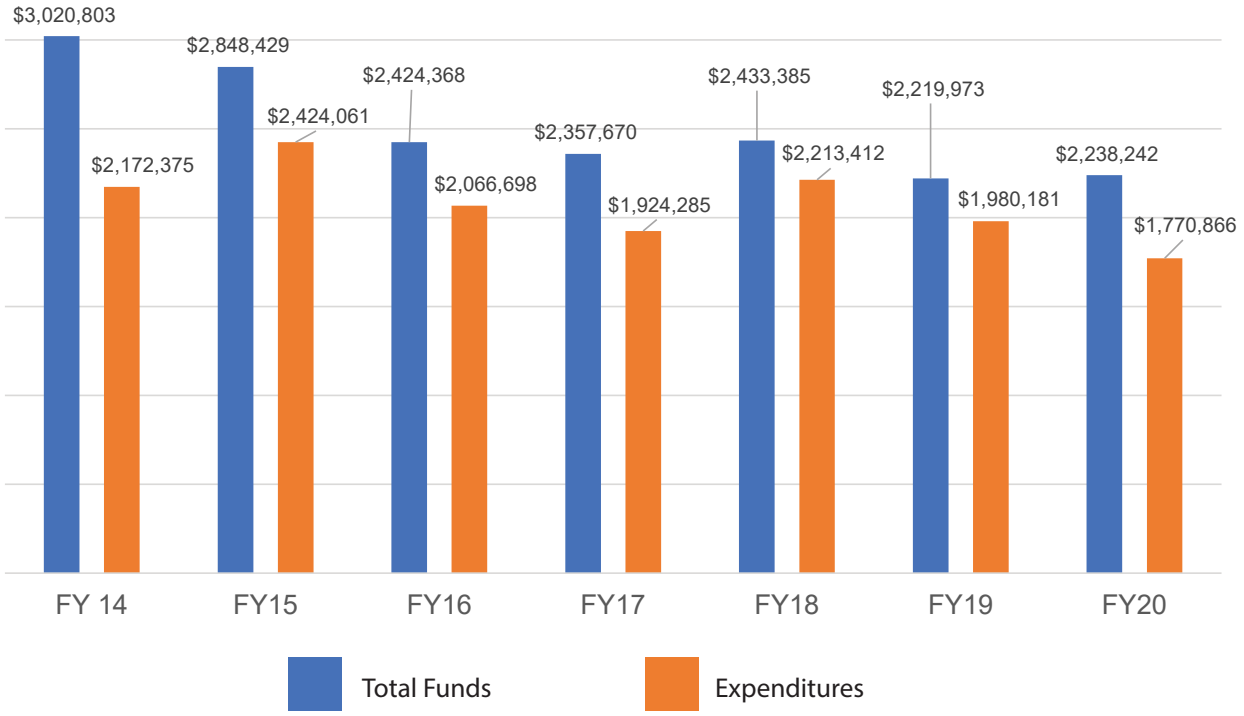
College	FY20 Allocation	FY20 Available Funds	Amount Returned & Accrued Interest	Amount Received	Revised Available Funds
North Iowa Area	$100,117	$117,546	$50,000	-	$67,546
Iowa Western	$120,420	$148,846	$25,000	-	$123,846
Iowa Valley	$88,812	$89,023	$30,000	-	$71,203
Hawkeye	$134,868	$195,567	-	$33,275*	$228,842
Kirkwood	$312,711	$337,031	-	$38,475*	$375,506
Des Moines Area	$334,667	$334,667	-	$83,189*	$417,856
Southwestern	$46,464	$82,015	$20,000	-	$52,015
Southeastern	$84,287	$108,855	$24,000	-	-
* Accrued Interest			$5,039		
Total	-	-	**$154,939**	**$154,939**	-

(* INCLUDES DISTRIBUTION AND INTEREST)

TABLE 5: GAP TUITION ASSISTANCE PROGRAM EXPENDITURES BY COLLEGE, FY20

College	Tuition & Books	Equipment	Fees, Assessment & Testing	Staff Support/ Services	Total Expenditures
Northeast Iowa	$98,373	-	$300	-	$98,673
North Iowa Area	$23,212	$1,423	$237	$14,602	$39,474
Iowa Lakes	$90,233	-	$1,260	$1,171	$92,644
Northwest Iowa	$10,898	$3,005	-	$8,899	$22,803
Iowa Central	$85,529	$74	$11,716	$16,976	$112,294
Iowa Valley	$27,177	$8,306	$2,302	$13,472	$51,258
Hawkeye	$137,819	$417	$7536	$22,071	$167,843
Eastern Iowa	$131,287	-	-	$27,707	$158,993
Kirkwood	$179,046	$2,811	$9,003	$32,283	$223,142
Des Moines Area	$320,526	$3,055	$9,876	-	$333,457
Western Iowa Tech	$98,415	$577	$3,757	$12,343	$115,092
Iowa Western	$82,158	$5,143	$4,862	$18,063	$110,226
Southwestern	$11,025	-	$1,432	$11,087	$23,545
Indian Hills	$78,519	$3,903	$38,272	$17,826	$138,520
Southeastern	$67,603	-	-	$15,278	$82,882
TOTAL	**$1,439,820**	**$28,714**	**$90,554**	**$211,778**	**$1,770,866**

CHART 2: TOTAL GAP TUITION ASSISTANCE PROGRAM FUNDS AND EXPENDITURES, FY14 - FY20



Approved Programs and Enrollment

There are currently 461 approved noncredit programs in which participants of the Gap Tuition Assistance Program may enroll. The programs with the highest enrollment include certified nursing assistant (CNA) with 309 participants and truck and bus driver/commercial vehicle operator and instructor with 301 participants; making up 53.3 percent of the total overall enrollment (Table 6).

TABLE 6: TOP GAP TUITION ASSISTANCE PROGRAM ENROLLMENT, FY20

CIP Code	CIP Title	Number Enrolled
49.0205	Truck and Bus Driver/Commercial Vehicle Operator and Instructor	301
51.3902 & 51.3999	Nursing Assistant/Aide and Patient Care Assistant/Aide	309
48.0508	Welding Technology/Welder	105
52.0407	Business/Office Automation/Technology/Data Entry	55
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	53
51.0899	Allied Health and Medical Assisting Services, Other	29
52.0401	Administrative Assistant and Secretarial Science, General	28
10.0303	Prepress/Desktop Publishing and Digital Imaging Design	22
51.1009	Phlebotomy Technician/Phlebotomist	21
46.9999	Construction Trades, Other	20
52.0201	Business Administration and Management, General	19
51.0712	Medical Reception/Receptionist	19
51.0999	Allied Health Diagnostic, Intervention, and Treatment Professions, Other	17
47.0103	Communications Systems Installation and Repair Technology	12
47.0303	Industrial Mechanics and Maintenance Technology	12
51.0805	Pharmacy Technician/Assistant	12
49.9999	Transportation and Materials Moving, Other	11
51.0808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant	11
11.0103	Information Technology	9
47.9999	Mechanic and Repair Technologies/Technicians, Other	8

Enrollment numbers can include duplicates depending upon program requirements for course work

CIP - Classification Instructional Program

Gap Program Completers

There were 469 Gap program completers reported in FY20. Table 7 shows the top Gap program completions. The commercial driver's license (CDL)/Transportation programs had the highest number of completers with 130, followed by the Certified nursing assistant (CNA) program with 106 completers and welding technology had the third highest number of completers with 42 participants. It is important to note, however, that each training program has individual requirements for completion which may cause completion to be pushed into subsequent years.

TABLE 7: TOP GAP PROGRAM COMPLETERS FY 20

CIP Code	CIP Title	Number of Completers
49.0205	Truck and Bus Driver/Commercial Vehicle Operator and Instructor	130
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide	106
48.0508	Welding Technology/Welder	42
19.0101	Family and Consumer Sciences/Human Sciences, General	25
51.0712	Medical Reception/Receptionist	18
52.0407	Business/Office Automation/Technology/Data Entry	15
46.9999	Construction Trades, Other	12
51.0805	Pharmacy Technician/Assistant	12
32.0101	Basic Skills and Developmental/Remedial Education, General	10
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	10
51.0714	Medical Insurance Specialist/Medical Biller	10
51.1009	Phlebotomy Technician/Phlebotomist	10
47.0606	Small Engine Mechanics and Repair Technology/Technician	10
52.0302	Accounting Technology/Technician and Bookkeeping	7
52.0201	Business Administration and Management, General	7
13.0101	Education, General	7
11.0103	Information Technology	7
51.0899	Allied Health and Medical Assisting Services, Other	5
51.2603	Medication Aide	5
52.0301	Accounting	3
51.0999	Allied Health Diagnostic, Intervention, and Treatment Professions, Other	3
48.0510	Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist	3
49.9999	Transportation and Materials Moving, Other	3
12.0500	Cooking and Related Culinary Arts, General	2
47.9999	Mechanic and Repair Technologies/Technicians, Other	2
10.0303	Prepress/Desktop Publishing and Digital Imaging Design	2
52.0401	Administrative Assistant and Secretarial Science, General	1
15.0701	Occupational Safety and Health Technology/Technician	1
51.1012	Sterile Processing Technology/Technician	1
Total		**469**

The Gap Tuition Assistance Program is used to help students afford training toward a high demand, noncredit program that will lead to a job that employers in a region need to fill. Additionally, many of Iowa's regional employers desire industry certifications to assess whether individuals possesses the skills and knowledge required for successful performance in particular job roles. Employers want to hire the best qualified individual who will make a positive contribution to their company. Gap-approved programs assist by providing specific certifications in various fields of expertise, which demonstrates that the candidates:

- have met standards that have been established and verified by a third-party organization, and
- are dedicated to maintaining quality and competency in their work on a regular basis.

Certification demonstrates to the employer and to the public that there is a commitment to the profession and fosters a collaborative environment between employer and employee.

Table 8 below shows the number of students who completed training and third-party credentials during a fiscal year but it is noteworthy to state that not all programs begin and end in the same year so some students will complete the year following enrollment while others will complete in the same fiscal year.

TABLE 8: GAP PROGRAM COMPLETION AND THIRD PARTY CREDENTIAL SUMMARY

Fiscal Year	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
FY 2013	411	76	84.4%	—
FY 2014	998	167	85.7%	500
FY 2015	715	183	82.7%	329
FY 2016	1,050	180	85.4%	658
FY 2017	694	185	79.9%	516
FY 2018	880	363	70.7%	613
FY 2019	943	236	74.9%	413
FY 2020	610	288	67.9%	415

Third party credentialing is endorsed by a third party or a state or federal regulatory agency leading to employment. (Examples include, but are not limited to: AWS, DOT, DIA, NIMS, and Microsoft). These are for initial certification only, not classes for recertification or re-licensure. Third party credentials would not include any locally awarded credential, as this is already being counted as a Gap completion of an approved Gap noncredit training program. Third party credentialing is for established industry standards. The NCRC credential should not be included in this count.

Program Outcomes

Community colleges are no longer required to collect basic employment statistics on program completers because data are now matched to the unemployment insurance (UI) wage record database following completion, and reported annually. This data, though for the previous year, are reliable and can be longitudinally analyzed for employment outcomes. Student records are matched to employer wage records and enrollment records for the year following completion (on a quarterly basis) to identify if they became newly employed, retained employment or continued their education in a credit-bearing program (Table 8).

Of the 1,061 participants who completed a Gap-approved program for the academic year 2017-2018 (AY18), 321 participants were employed in the same industry prior to and following their training but show an average increase in wages of 17.5 percent by the second quarter following completion of their program. Another 337 participants were employed in a different industry following their completion and had an average wage increase of 63.9 percent. Additionally, there were 180 participants who were previously unemployed, but following earned an average quarterly wage of $6,222.37 the second quarter following completion.

TABLE 9: GAP PARTICIPANT EMPLOYMENT STATUS SUMMARY BY COLLEGE, AY 2018 COHORT

College	Retained Employment	New Employment	Unemployed Following Training	Total All	New Employment Percentage	Overall Employment (less Continued Education)
Northeast	34	14	6	54	25.9%	100%
North Iowa Area	5	4	4	13	107.7%	100%
Iowa Lakes	18	2	5	25	56.0%	100%
Northwest	4	0	0	4	350.0%	100%
Iowa Central	11	6	7	24	58.3%	100%
Iowa Valley	51	8	6	65	21.5%	100%
Hawkeye	44	24	14	82	17.1%	100%
Eastern Iowa	33	13	18	64	21.9%	100%
Kirkwood	121	30	44	195	7.2%	77.4%
Des Moines Area	166	33	49	248	5.6%	80.6%
Western Iowa Tech	23	7	14	44	31.8%	86.4%
Iowa Western	37	10	19	66	21.2%	72.7%
Southwestern	20	3	2	25	56.0%	88.0%
Indian Hills	73	21	26	120	11.7%	74.2%
Southeastern	16	5	11	32	43.8%	84.4%
Total	**656**	**180**	**225**	**1,061**	**17.1%**	**85.4%**

** Employment based on program completers who responded to survey attempts. Actual employment rates may vary slightly. Employment and New Employment rate methodology changed this year due to new MIS reporting data inputs.*

$$\text{Overall Employment Rate} = \frac{\text{New Employment + Retained Employment}}{\text{Total Employment - Continued Education}}$$

$$\text{New Employment Rate} = \frac{\text{New Employment}}{\text{Total Employment + Unemployed}}$$

COMMUNITY COLLEGES & WORKFORCE PREPARATION

PROSPERITY THROUGH EDUCATION

The Division of Community Colleges and Workforce Preparation within the Iowa Department of Education administers a variety of diverse programs that enhance Iowa's educational system and help to prepare a skilled and knowledgeable workforce. Divided between two bureaus — the Bureau of Community Colleges and the Bureau of Career and Technical Education — the division is committed to providing and supporting opportunities for lifelong learning. In addition to working with Iowa's 15 public community colleges on state accreditation, program approval, equity review, and data reporting, guidance is also provided in the areas of career and technical education, workforce training and economic development, adult education and literacy, military education, the state mandated OWI education program, the GAP Tuition and PACE programs, Senior Year Plus, the National Crosswalk Service Center, and the Statewide Intermediary Network program.