

Ohio DEW LACES

Adult Workforce Diploma Program

Diploma Pathway User Guide

For Local Provider and OH DEW State Reviewer Staff

1. Introduction

This guide walks through the Diploma Pathway feature in LACES, built to support the Adult Workforce Diploma Program for Ohio Department of Education and Workforce (OH DEW). The Diploma Pathway lives at the provider (child agency) level and covers two connected workflows:

- The local provider workflow — creating a student, building a pathway plan, tracking activity completion, and submitting reimbursement claims.
- The state reviewer workflow — reviewing submitted claims, approving or denying payment, updating a student's Overall Status, and signing off once diploma requirements are met.

2. Local Provider Workflow

The steps below cover everything a provider needs to enroll a student in the Adult Workforce Diploma Program, build their Diploma Pathway plan, track their progress, and request reimbursement for completed activities.

2.1 Add a New Student

From the Student list within your provider (child) agency, select Add New Student.

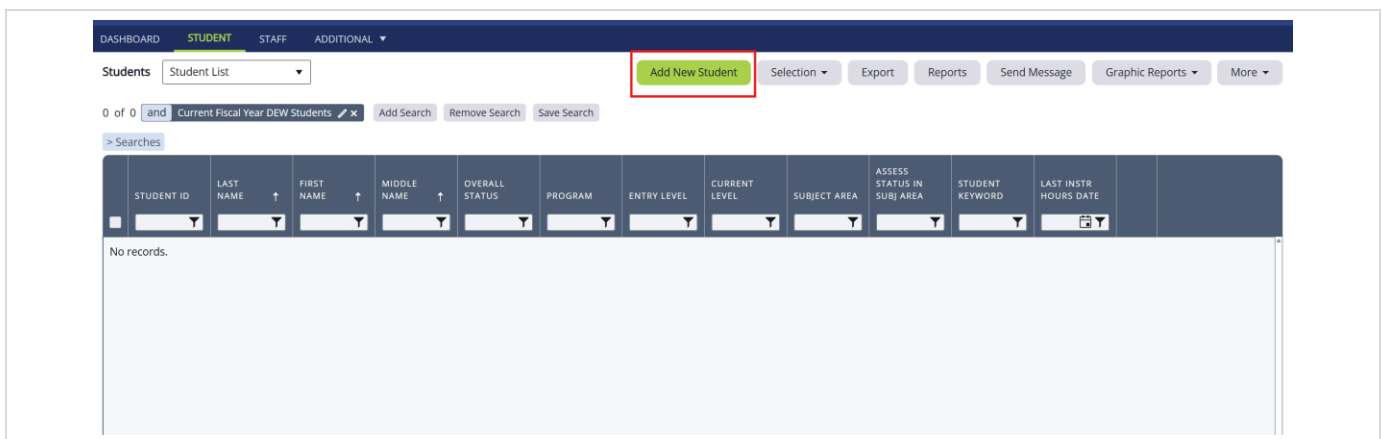


Figure 1 — Add New Student button

2.2 Complete Student Intake

Fill in the required intake fields (Intake Date, Last Name, First Name, Preferred Name, Address, Zip, City, County, State, Mobile Phone, and Email). Program will default to Adult Workforce Diploma Program — this is the only program option visible for DEW providers.

At the bottom of the intake page, use the dropdown next to Save and Go and confirm Diploma Pathway is selected — it is set as the default landing tab, so the new student record will open directly on their Diploma Pathway.

The screenshot shows the 'Student Intake' form with the following details:

- Intake Date***: 6/2/2026
- SSN**: (empty)
- Last Name***: Test
- Suffix**: (empty)
- First Name***: Jon
- Middle Name**: (empty)
- Preferred Name***: (empty)
- Birthdate***: 6/23/1986
- Age**: 40
- Official Letter of Withdrawal on File**: ☐
- Sex***: Male
- Student Unique ID**: (empty)
- Non-NRS Barriers**:
 - Public Assistance: ☐
 - Dislocated Worker: ☐
- Address 1***: 123 Main St.
- Address 2**: (empty)
- Zip Code***: (empty)
- City***: MM
- County**: No Value Entered
- State***: AR
- Which of the following do you have at home so we can contact you and/or connect you to services? (Check all that apply)**:
 - Computer with Camera: ☐
 - Computer without Camera: ☐

At the bottom right, the 'Diploma Pathway' dropdown menu is highlighted with a red box, and the 'Save and Go' button is visible.

Figure 2 — Diploma Pathway selected as the landing tab when saving intake

2.3 Set Up the Student's Pathway Plan

A brand-new student record opens on the Diploma Pathway tab with no plan yet configured. Select Set up plan to begin.

The screenshot shows the student record for 'Test, Jon' (OH LACES Training (DEW)). The 'Diploma Pathway' tab is selected. The student's details are as follows:

- Student ID**: 278571
- Intake Date**: 6/2/2026
- Overall Status**: —
- Exit Date**: —
- Program**: Adult Workforce Diploma Program
- Student Keyword**: —
- Current Level**: Level Not Defined
- Entry Level**: Level Not Defined
- Subject Area**: No Value Entered

Below the tabs, a message states: 'No diploma pathway plan set up for this student yet.' A red box highlights the 'Set up plan' button.

Figure 3 — Diploma Pathway tab before a plan has been created

In the Plan Setup window, choose the student's pathway option, enter a career goal, and select at least two workforce activities:

- Option 1 — Assessments + Workforce: one assessment path (End-of-Course exams, or ACT WorkKeys) plus two workforce requirements.
- Option 2 — Course Credits + Workforce: required course credits plus two workforce requirements.

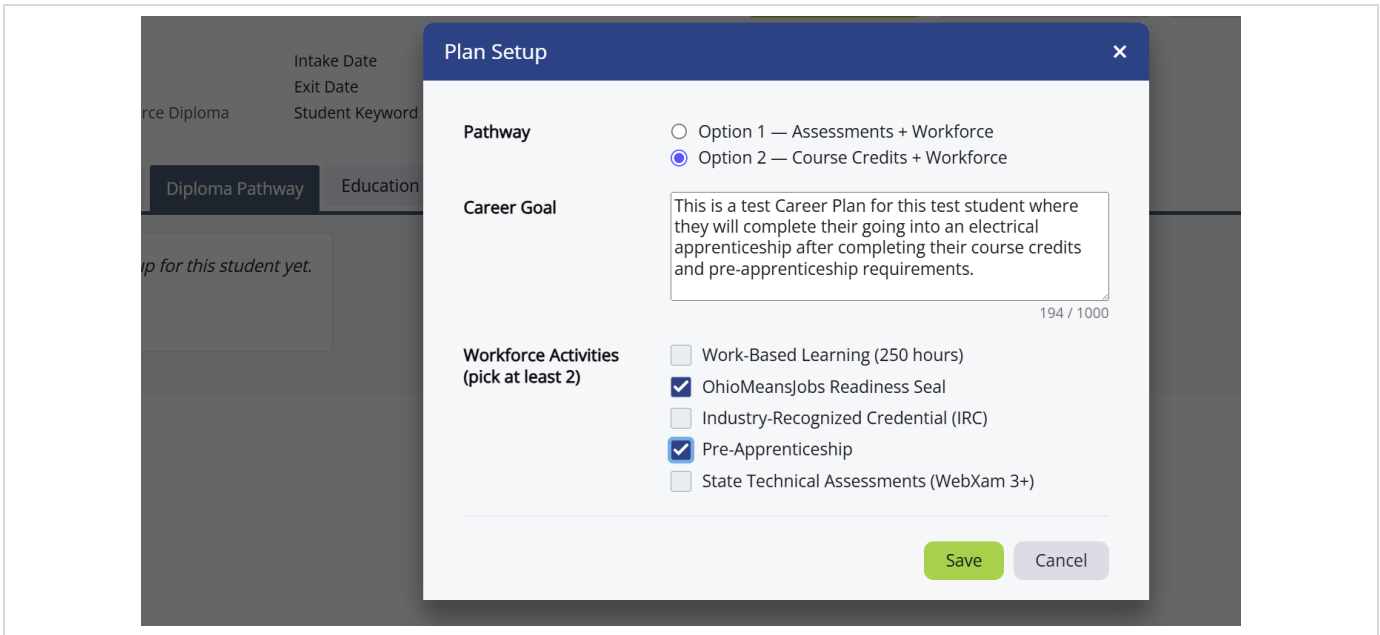


Figure 4 — Plan Setup window: pathway option, career goal, and workforce activity picks

Once saved, the Diploma Pathway workspace displays every available activity for the student's plan, grouped by category, with the maximum reimbursable amount shown next to each one, and a running Payment Summary and Agency Funding panel on the right.

The Diploma Pathway workspace is shown for a student named 'Test, Jon' at '5 Rivers Career Prep High School (DEW)'. The top navigation bar includes tabs for 'Student Data', 'Demographics', 'Diploma Pathway' (which is active), 'Education', 'History', and 'Timeline'. On the right, there are buttons for 'Add New Student', 'Delete Student Record', and 'Print'.

Below the navigation bar, the workspace is divided into three main sections:

- Plan Summary:** Displays 'Option 2: Course Credits + Workforce'. The 'Career goal' is the same text as in Figure 4. 'Workforce picks' are 'OhioMeansJobs Readiness Seal' and 'Pre-Apprenticeship'. There is an 'Edit plan' link.
- Course Credits:** A table with columns: ACTIVITY, COMPLETED, RATE, CLAIMED, STATUS, and a 'Track Completion' button.

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS	Track Completion
English Language Arts	0 of 4	\$400 / credit	—	-4 uncompleted	Track Completion
Mathematics	0 of 4	\$400 / credit	—	-4 uncompleted	Track Completion
Science	0 of 3	\$400 / credit	—	-3 uncompleted	Track Completion
Social Studies	0 of 3	\$400 / credit	—	-3 uncompleted	Track Completion
Financial Literacy	0 of 0.5	\$200 (½ credit)	—	-0.5 uncompleted	Track Completion
- Workforce Requirements:** A section titled 'Workforce bundle cap — normal' showing '\$0 of \$5,000 used - \$5,000 headroom'. Below it is a table with columns: ACTIVITY, COMPLETED, RATE, CLAIMED, STATUS, and a 'Select' button.

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS	Select
Work-Based Learning (250 hours)	No	\$500 flat	—		Select
OhioMeansJobs Readiness Seal	No	\$500 flat	—	-1 uncompleted	Track Completion

On the right side of the workspace is a 'Payment Summary' panel. It shows a total of \$0 for Course Credits, Assessments, Workforce Requirements, and Associated Services. It also shows 'Approved' as \$0, 'Pending' as \$0, and 'Denied' as \$0. Below this is an 'AGENCY FUNDING' section for the fiscal year 2025-2026, showing an allocated amount of \$35,000, with 'Spent' at \$0, 'Pending' at \$0, and 'Remaining' at \$35,000.

Figure 5 — Diploma Pathway workspace immediately after plan setup, showing Course Credits, Workforce Requirements, and the Payment Summary panel

2.4 Track Activity Completion

For each activity the student completes, select Track Completion next to that activity.

In the Track Completion window, enter the Date Earned and Credits (or mark the activity complete, depending on the activity type). Two checkboxes control how the activity is treated for payment:

- **Prior Activity** — tick if the activity was completed before the student enrolled. Prior/external activities are not eligible for payment requests.
- **Non-State Funded** — tick if this completion was paid for with non-state funds; it will be tracked but excluded from reimbursement.

Supporting documentation can be attached directly in this window using Add Document or Attach existing, and is required before a reimbursement request can be submitted.

Test, Jon
5 Rivers Career Prep High School (DEW)

Student ID: 278572, Intake Date: 6/3/2026, Current Level: Level Not Defined, Level Not Defined, Level Not Defined, No Value Entered

Overall Status: —, Exit Date: —, Entry Level: Level Not Defined, Subject Area: No Value Entered

Program: Adult Workforce Diploma Program

Student Data | Demographics | **Diploma Pathway** | Education | History | Timeline

Option 2: Course Credits + Workforce
Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship require
Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS	
English Language Arts	0 of 4	\$400 / credit	—	4 uncompleted	Track Completion
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted	Track Completion
Science	0 of 3	\$400 / credit	—	3 uncompleted	Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted	Track Completion

Track Completion

Activity: English Language Arts
Date Earned*: 6/30/2026
Credits*: 2.00
Max 4 remaining (Max 4, 0 earned)

Prior Activity: ☐ Tick if this activity was completed before enrollment. Prior activities are not eligible for payment requests.

Non-State Funded: ☐ Tick if this completion is NOT being claimed for payment.

Notes:

Documents:

Figure 6 — Track Completion window with Date Earned, Credits, Prior Activity / Non-State Funded flags, and Documents

As credits or hours are logged, the Completed column updates in real time — for example, an activity that requires 4 credits will show progress such as “2 of 4” until fully completed.

Test, Jon
5 Rivers Career Prep High School (DEW)

Student ID: 278572, Intake Date: 6/3/2026, Current Level: Level Not Defined, Level Not Defined, Level Not Defined, No Value Entered

Overall Status: —, Exit Date: —, Entry Level: Level Not Defined, Subject Area: No Value Entered

Program: Adult Workforce Diploma Program

Student Data | Demographics | **Diploma Pathway** | Education | History | Timeline

Option 2: Course Credits + Workforce
Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship require
Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS	
English Language Arts	2 of 4	\$400 / credit	—	2 uncompleted	Track Completion
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted	Track Completion
Science	0 of 3	\$400 / credit	—	3 uncompleted	Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted	Track Completion
Financial Literacy	0 of 0.5	\$200 (½ credit)	—	0.5 uncompleted	Track Completion

Figure 7 — Course Credits section showing partial completion progress (2 of 4 for English Language Arts)

2.5 Claim (Request Reimbursement for) a Completed Activity

Once an activity reaches full completion, its Track Completion button is replaced with a Claim link at the activity level, and an Unclaimed entry appears showing the amount earned and that no payment request has been filed yet.

The screenshot shows the 'Diploma Pathway' tab selected. Under 'Course Credits', the 'English Language Arts' activity is listed as '4 of 4' completed at a rate of '\$400 / credit'. A red box highlights the 'Claim' button. Below this, a detailed view shows the 'DATE EARNED' as '06/30/2026', 'CREDITS' as '4', and 'STATUS' as 'UNCLAIMED' with a note 'No PR filed yet'. A red box highlights the 'Claim' button in this detailed view.

Figure 8 — Fully completed activity (4 of 4) with the Claim button and an Unclaimed line item

Selecting Claim opens the File Payment Request window, which shows the claim amount and the fiscal year the claim will draw from.

The screenshot shows the 'File Payment Request' window. It displays a 'Claim amount' of '\$1,600' and a 'Draw from fiscal year' dropdown set to '2025-2026 (current)'. A message states: 'This claim will draw down the selected fiscal year's funding bucket.' At the bottom, there are 'File Claim' and 'Cancel' buttons.

Figure 9 — File Payment Request window showing claim amount and fiscal year before submission

Select File Claim to submit. The activity's status changes to Pending review, the claimed amount appears in the Payment Summary as Pending, and the agency's funding bucket reflects the committed (pending) amount.

The screenshot shows the 'Diploma Pathway' tab. The 'English Language Arts' activity now has a 'CLAIMED' amount of '\$1,600' and a 'STATUS' of 'Pending review'. A red box highlights these fields. A 'PENDING REVIEW - \$1,600' badge is also visible. On the right, the 'Payment Summary' shows 'Course Credits' as '\$1,600', 'Assessments' as '\$0', 'Workforce Requirements' as '\$500', and 'Associated Services' as '\$0', totaling '\$2,100'. The 'Pending' amount is highlighted with a red box. The 'AGENCY FUNDING' section shows 'Fiscal Year' as '2025-2026', 'Allocated' as '\$35,000', 'Spent' as '\$0', 'Pending' as '\$2,100', and 'Remaining' as '\$35,000'.

Figure 10 — Activity showing Pending review status immediately after a claim is filed

Providers can continue claiming other completed activities the same way. The example below shows one activity already in Pending review (OhioMeansJobs Readiness Seal) while the next eligible workforce activity is ready to be claimed.

Test, Jon
5 Rivers Career Prep High School (DEW)

Add New Student
Delete Student Record
Print

Student ID: 278572
Overall Status: —
Program: Adult Workforce Diploma Program

Intake Date: 6/3/2026
Exit Date: —
Student Keyword: —

Current Level: —
Entry Level: —
Subject Area: No Value Entered

Level Not Defined
Level Not Defined
No Value Entered

Student Data
Demographics
Diploma Pathway
Education
History
Timeline

Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship requirements.

Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS	
English Language Arts	4 of 4	\$400 / credit	—	—	Claim
Mathematics	0 of 4	\$400 / credit	—	- 4 uncompleted	Track Completion
Science	0 of 3	\$400 / credit	—	- 3 uncompleted	Track Completion
Social Studies	0 of 3	\$400 / credit	—	- 3 uncompleted	Track Completion
Financial Literacy	0 of 0.5	\$200 (½ credit)	—	- 0.5 uncompleted	Track Completion

Workforce Requirements

Workforce bundle cap — normal \$500 of \$5,000 used - \$4,500 headroom

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS	
Work-Based Learning (250 hours)	No	\$500 flat	—	—	Select
OhioMeansJobs Readiness Seal	Yes	\$500 flat	\$500	- Pending review	PENDING REVIEW - \$500
Industry-Recognized Credential (IRC)	No	up to \$5,000	—	—	Select
Pre-Apprenticeship	No	up to \$5,000	—	- 1 uncompleted	Track Completion

Payment Summary

Course Credits	\$0
Assessments	\$0
Workforce Requirements	\$500
Associated Services	\$0
Total	\$500
Approved	\$0
Pending	\$500
Denied	\$0

AGENCY FUNDING

Fiscal Year	2025–2026
Allocated	\$35,000
Spent	\$0
Pending	\$500
Remaining	\$35,000

Figure 11 — One workforce activity Pending review while another remains available to claim

2.6 Workforce Payment Structure Cap

Industry-Recognized Credential (IRC) and Pre-Apprenticeship activities follow the Workforce Payment Structure, which is capped at \$5,000 per student across all bundle activities, separate from course credits, assessments, and associated services. The Workforce Requirements panel shows a progress bar tracking how much of that \$5,000 cap has been used.

Test, Jon

5 Rivers Career Prep High School (DEW)

Add New Student

Delete Student Record

Student ID

278572

Intake Date

6/3/2026

Current Level

Level Not Defined

Overall Status

—

Exit Date

—

Entry Level

Level Not Defined

Program

Adult Workforce Diploma Program

Student Keyword

—

Subject Area

No Value Entered

Student Data

Demographics

Diploma Pathway

Education

History

Timeline

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
English Language Arts	4 of 4	\$400 / credit	\$1,600	Pending review PENDING REVIEW - \$1,600
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted Track Completion
Science	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Financial Literacy	0 of 0.5	\$200 (% credit)	—	0.5 uncompleted Track Completion

Workforce Requirements

Workforce bundle cap — exhausted

\$5,000 of \$5,000 used - \$0 headroom

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Work-Based Learning (250 hours)	No	\$500 flat	—	Select
OhioMeansJobs Readiness Seal	Yes	\$500 flat	\$500	Pending review PENDING REVIEW - \$500
Industry-Recognized Credential (IRC)	No	up to \$5,000	—	Select
Pre-Apprenticeship	Yes	up to \$5,000	\$4,500	Pending review PENDING REVIEW - \$4,500
State Technical Assessments (WebXam 3+)	No	\$500 flat	—	Select

Payment Summary

Course Credits	\$1,600
Assessments	\$0
Workforce Requirements	\$5,000
Associated Services	\$0
Total	\$6,600
Approved	\$0
Pending	\$6,600
Denied	\$0

AGENCY FUNDING

Fiscal Year	2025–2026
Allocated	\$35,000
Spent	\$0
Pending	\$6,600
Remaining	\$35,000

Figure 12 — Workforce bundle cap showing \$5,000 of \$5,000 used (\$0 headroom) once the cap is fully claimed

Note: Assessment activities (WorkKeys, End-of-Course exams, WebXam) are reimbursed separately and do not count toward the \$5,000 workforce bundle cap.

3. State (OH DEW SEA) Reviewer Workflow

State staff with approval rights review pending reimbursement requests submitted by providers, approve or deny them, and manage the student's Overall Status as they progress through the program.

3.1 Review and Approve Claims

Open a pending request to review the activity and the documentation the provider attached. Approving the request decrements the provider's funding bucket by the approved amount and moves the claim from Pending to Approved. Once decremented, funds are not returned to the bucket under any circumstance — including unenrollment, withdrawal, or termination.

Test, Jon

5 Rivers Career Prep High School (DEW)

Add New Student

Delete Student Record

Student ID

278572

Intake Date

6/3/2026

Current Level

Level Not Defined

Overall Status

—

Exit Date

—

Entry Level

Level Not Defined

Program

Adult Workforce Diploma Program

Student Keyword

—

Subject Area

No Value Entered

Student Data

Demographics

Diploma Pathway

Education

History

Timeline

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
English Language Arts	4 of 4	\$400 / credit	\$1,600	• Paid PAID - \$1,600
Mathematics	0 of 4	\$400 / credit	—	• 4 uncompleted Track Completion
Science	0 of 3	\$400 / credit	—	• 3 uncompleted Track Completion
Social Studies	0 of 3	\$400 / credit	—	• 3 uncompleted Track Completion
Financial Literacy	0 of 0.5	\$200 (/ credit)	—	• 0.5 uncompleted Track Completion

Workforce Requirements

Workforce bundle cap — exhausted

\$5,000 of \$5,000 used - \$0 headroom

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Work-Based Learning (250 hours)	No	\$500 flat	—	Select
OhioMeansJobs Readiness Seal	Yes	\$500 flat	\$500	• Paid PAID - \$500
Industry-Recognized Credential (IRC)	No	up to \$5,000	—	Select
Pre-Apprenticeship	Yes	up to \$5,000	\$4,500	• Paid PAID - \$4,500
State Technical Assessments (WebXam 3+)	No	\$500 flat	—	Select

Payment Summary

Course Credits	\$1,600
Assessments	\$0
Workforce Requirements	\$5,000
Associated Services	\$0
Total	\$6,600
Approved	\$6,600
Pending	\$0
Denied	\$0

AGENCY FUNDING

Fiscal Year	2025-2026
Allocated	\$35,000
Spent	\$6,600
Pending	\$0
Remaining	\$28,400

Figure 13 — Approved claims reflected in the Payment Summary, with the Agency Funding panel showing updated Spent and Remaining balances

3.2 Change a Student's Overall Status

Overall Status is updated manually by state or provider staff (except the initial Started default at intake) from the Student Data tab. The available values are:

Status	Meaning
Started	Default status assigned automatically at intake.
Hardship	Pauses the student's 3-year program clock.
Requirements Passed	Terminal success status; makes the student eligible for their diploma and starts the Follow-up services clock.
Unenrolled	Replaces the former “terminated” status. Resets the 3-year clock if the student returns to the program.

The screenshot shows the 'STUDENT' tab in a dashboard. Under 'Test 2, DEW'd 278623', the 'Overall Status' is 'Started' and the 'Intake Date' is '5/11/2026'. The 'Program' is 'Adult Workforce Diploma Program'. The 'Student Data' tab is active, and the 'Key Info' section is expanded. The 'Overall Status' dropdown menu is open, showing options: 'Started', 'Hardship', 'Requirements Passed', and 'Unenrolled'. The 'Requirements Passed' option is highlighted. To the right of the dropdown, there are checkboxes for various equipment: 'Computer without Camera', 'Webcam', 'Headset with Microphone', 'Mobile Phone', 'Home Phone', 'Internet Access' (checked), 'Printer', 'Scanner', and 'None of the above'.

Figure 14 — Overall Status dropdown on the Student Data tab

3.3 Sign Off on Requirements Passed

When a student's Overall Status is set to Requirements Passed, state staff return to the Diploma Pathway tab and complete the State Sign-off, confirming two items: Official Requirements Met and Diploma Issued. Both boxes must be checked and the sign-off saved.

The screenshot shows the 'STUDENT' tab for 'Test, Jon' at '5 Rivers Career Prep High School (DEW)'. The 'Diploma Pathway' tab is active. The 'State Sign-off' panel is highlighted with a red box. It shows 'Requirements Passed' on '06/30/2026'. Below this, there are two checked items: '✓ Official Requirements Met' and '✓ Diploma Issued'. Below the sign-off panel, there is a section for 'Option 2: Course Credits + Workforce' with a 'Career goal' and 'Workforce picks'.

Figure 15 — Completed State Sign-off panel showing Requirements Passed, Official Requirements Met, and Diploma Issued

3.4 Associated / Follow-up Services Unlock

Associated Services — Workforce Preparation Components and Follow-up Services (tracked at 6, 12, and 18 months) — only become available for tracking after the State Sign-off above has been completed and saved. Before sign-off, these rows are not open for entry.

Test, Jon

5 Rivers Career Prep High School (DEW)

Add New Stud

Student ID

278572

Intake Date

6/3/2026

Current Level

Level Not Defined

Overall Status

Requirements Passed

Exit Date

—

Entry Level

Level Not Defined

Program

Adult Workforce Diploma Program

Student Keyword

—

Subject Area

No Value Entered

Student Data

Demographics

Diploma Pathway

Education

History

Timeline

Science	0 of 3	\$400 / credit	—	3 uncompleted	Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted	Track Completion
Financial Literacy	0 of 0.5	\$200 (½ credit)	—	0.5 uncompleted	Track Completion

Workforce Requirements

Workforce bundle cap — exhausted

\$5,000 of \$5,000 used - \$0 headroom

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Work-Based Learning (250 hours)	No	\$500 flat	—	Select
▶ OhioMeansJobs Readiness Seal	Yes	\$500 flat	\$500	• Paid PAID - \$500
Industry-Recognized Credential (IRC)	No	up to \$5,000	—	Select
▶ Pre-Apprenticeship	Yes	up to \$5,000	\$4,500	• Paid PAID - \$4,500
State Technical Assessments (WebXam 3+)	No	\$500 flat	—	Select

Associated Services

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Workforce Preparation Components	No	\$500 flat	—	1 uncompleted Track Completion
Follow-up Services	No	\$500 flat	—	1 uncompleted Track Completion

Figure 16 — Associated Services section open for tracking after State Sign-off, shown alongside the exhausted workforce bundle cap

Note: The follow-up clock starts at the moment of State Sign-off, not when the status is first changed to Requirements Passed, since staff still need to confirm requirements before signing off.

4. Quick Reference

4.1 Activity Pricing

Category	Activity	Rate
Course Credits	English Language Arts	\$400 / credit, up to 4
Course Credits	Mathematics	\$400 / credit, up to 4
Course Credits	Science	\$400 / credit, up to 3
Course Credits	Social Studies	\$400 / credit, up to 3
Course Credits	Financial Literacy	\$200 for ½ credit
Assessments	ELA II Exam	\$500
Assessments	Algebra I Exam	\$500
Assessments	ACT WorkKeys	\$500 (when all three sections are passed)

Category	Activity	Rate
Workforce (bundle, up to \$5,000 cap)	State Technical Assessments / WebXam (3+)	\$500
Workforce (bundle, up to \$5,000 cap)	Work-Based Learning (250 hours)	\$500
Workforce (bundle, up to \$5,000 cap)	OhioMeansJobs Readiness Seal	\$500
Workforce (bundle, up to \$5,000 cap)	Industry-Recognized Credential (IRC)	Workforce Payment Structure, up to \$5,000
Workforce (bundle, up to \$5,000 cap)	Pre-Apprenticeship	Workforce Payment Structure, up to \$5,000
Associated Services	Workforce Preparation Components (end-of-program)	\$500
Associated Services	Follow-up Services (6 / 12 / 18 months)	\$500

4.2 Program Pathway Options

Option	Requirements
Option 1 — Assessments + Workforce	One assessment path (End-of-Course exams OR ACT WorkKeys, all three sections) plus two workforce requirements.
Option 2 — Course Credits + Workforce	Required course credits (only remaining credits count) plus two workforce requirements.

4.3 Payment & Funding Rules

- Reimbursement requests are submitted at the activity level — one request per activity, not one per student.
- Prior/external credits are not billable; no reimbursement request can be generated from them.
- Activities can be flagged as paid with non-state (outside) funds — tracked, but not reimbursed.
- The Industry-Recognized Credential (IRC) and Pre-Apprenticeship activities share a combined \$5,000-per-student cap; assessment activities are reimbursed separately and do not count toward it.
- If a request would exceed the provider's remaining fiscal-year allocation, payment is capped at the remaining balance and the excess is not paid.
- Once a request is Pending, its attached documentation cannot be removed. To correct an attachment on a pending request, withdraw the request, make the correction, and re-claim.
- Approved and denied determinations are written to the Audit Log, and approved/spent funds are never returned to the funding bucket, regardless of later unenrollment, withdrawal, or termination.
- Setting a student's Overall Status to Unenrolled prevents any new reimbursement requests for that student.