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## WORKFORCE DEVELOPMENT COUNCIL

514 W. Jefferson Street, Suite 131, Boise, Idaho 83720

Date: January 1, 2024  
To: Joint Finance and Appropriations Committee  
Keith Bybee, Legislative Services Office  
From: Wendi Secrist  
Subject: Idaho LAUNCH Report

In accordance with Idaho Code, Title 72, Chapter 12, the information provided below, and attached, constitutes the first Idaho LAUNCH report. Specifically, statute requires the following:

- (5) By January 1 each year, the council shall report sufficient data to the legislature regarding:
  - (a) The number and demographics of eligible students applying for grants;
  - (b) The number and type of eligible institutions approved by the council;
  - (c) The list of in-demand careers prioritized by the council;
  - (d) The number of grants awarded and demographics of participants; and
  - (e) Data to demonstrate the effectiveness of the program, including but not limited to program completion rates, satisfactory academic progress, job placement rates, and retention rates of participants in Idaho upon program completion.

The Council is able to provide items (a), (b) and (c) at this time. Item (d) will be included in the 2025 report, or be available upon request in early Fall 2024, once participants have accepted their awards and started their postsecondary training. Data requested in item (e) will be fully reported for the first time in the 2026 report as described in the table below:

Data Element	Source	Explanation
Program Completion Rates	LAUNCH Training Providers and Council Grant Management Platform -	LAUNCH eligible training programs are grouped by time to completion – less than six months, six months to eighteen months, two years, and four (or more <sup>1</sup> ) years. Data for programs that are less than six months will be included in the 2026 report as the cohort will not be completing until February 2025.
Satisfactory Academic Progress	LAUNCH Training Providers	LAUNCH Training Providers will be required to report on Satisfactory Academic Progress each time they invoice the Council along with confirming that the participant continues to be enrolled in an eligible program. Semester based programs will be invoicing the Council in January 2025 for the second time so this data will not be fully available until the 2026 report.

Job Placement	Idaho Department of Labor	Wage matching against the IDOL’s records will be done once a participant completes their program. It has been the standard practice of the Council to time the wage match to one year following completion of the program to provide time for the participant to find a job, and for the employer to report wages for the individual. Employers have 90 days to report new hires, thus the wage data lags by up to six months. Self-employed individuals will not be found by this methodology. The Council would need statutory authority to work with the Idaho Tax Commission to identify participants who become self-employed following their training. Data for programs that are less than six months in length will first be available in early 2026.
Retention Rate in Idaho	Idaho Department of Labor	See Job Placement above. IDOL is able to match participants against surrounding states’ systems on an annual basis which will help identify individuals who may have moved out of state, rather than being self- or un-employed.
Other Factors	Council	The Council is developing an exit survey for participants to help fill in the gaps for self-employment and other variables.

<sup>1</sup> A few apprenticeship programs are five to six years in length – Idaho LAUNCH will only support tuition and fees for a maximum of three years, but completion cannot be reported until the participant finishes.

The attachments to this memorandum include:

- Attachment A – the number and demographics of eligible students applying for grants. The slides provide a snapshot of applicants as of late December 2023. The number individuals that have started and the number that have submitted is reported by gender. All submitted applicants are then reported as a percentage of the number of high school seniors by region of the state and type of high school. Race and ethnicity are reported for the submitted applicants, followed by an analysis of the top 12 program groupings the applicants have indicated they plan to enroll in.
- Attachment B – the number and type of eligible institutions approved by the Council. Analysis of the type of providers includes:
  - Sixteen public, sixty-one private. (Note – the public providers include the 8 Idaho institutions, 7 of their Workforce Training Centers and Treasure Valley Community College)
  - Sixty-four workforce training, five 2-year institutions, three 2- and 4-year institutions, five 4-year institutions.
- Attachment C – the list of in-demand careers. The Council prioritized occupations that have 50 or more job openings annually in Idaho. Not all of the occupations require training – the list provided is for occupations that do; however, training is not available for all occupations through the providers in Idaho.
- Attachment D – the Idaho LAUNCH Implementation Framework. This document outlines all of the policies, aligned to statute, adopted by the Council for the implementation of the program.

Statute directed the Council to provide initial awards by December 31. These awards are contingent upon the applicant meeting all requirements of the program including graduating from high school, completing a career pathway plan, starting their program by Fall semester following graduation, and being an Idaho resident. Awards will not be finalized until late-June when graduation data is available. As the Council does not have data yet on how many applicants will accept contingent awards, complete the remaining requirements, and start a program, a conservative number of contingent awards were made to 6,677 individuals. Award decisions were prioritized by in-demand careers with applicants choosing programs aligned to highest number of openings. As additional contingent awards are made, the prioritization against the in-demand careers will continue meaning that students who have not applied yet, still have an opportunity to receive a grant based on the program they are pursuing.

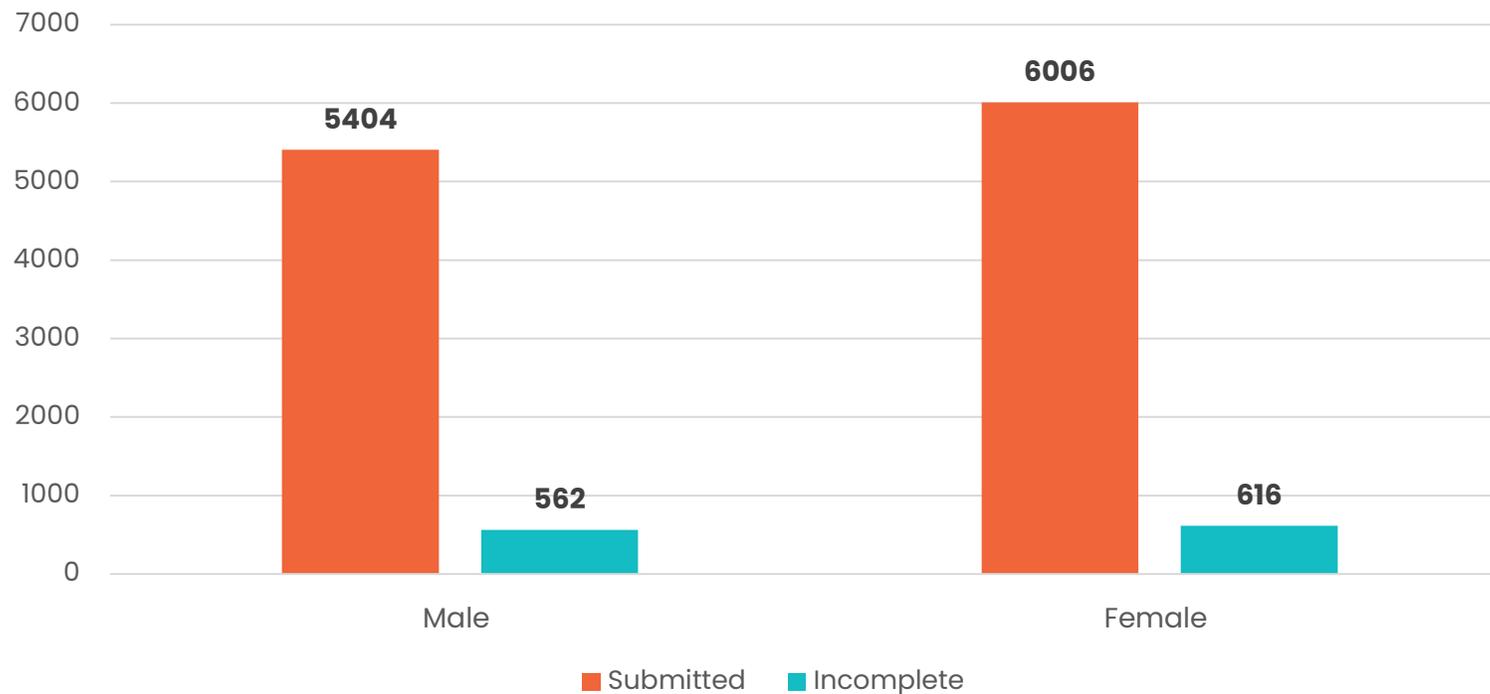
# Idaho Launch Analysis



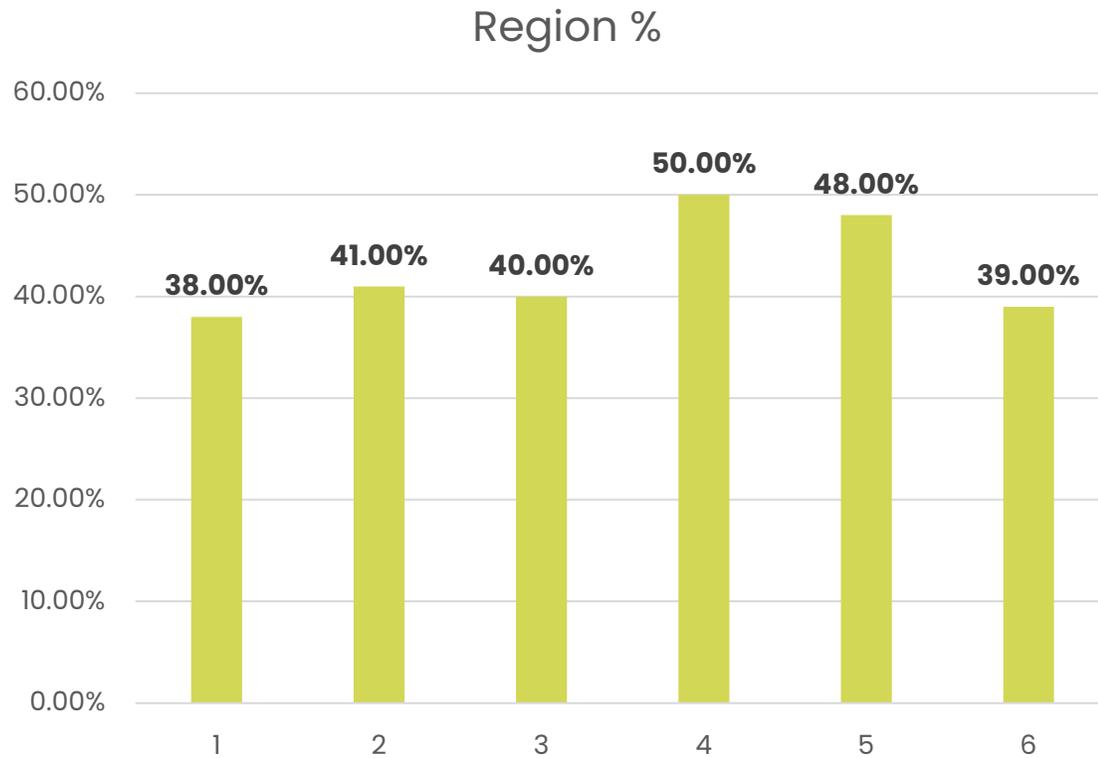
# Launch Analysis: Total Applications

Total Applications as of Dec 28: **12,588**

Total Applications: Submitted/Incomplete by Gender



# Launch Analysis: Applications by Region



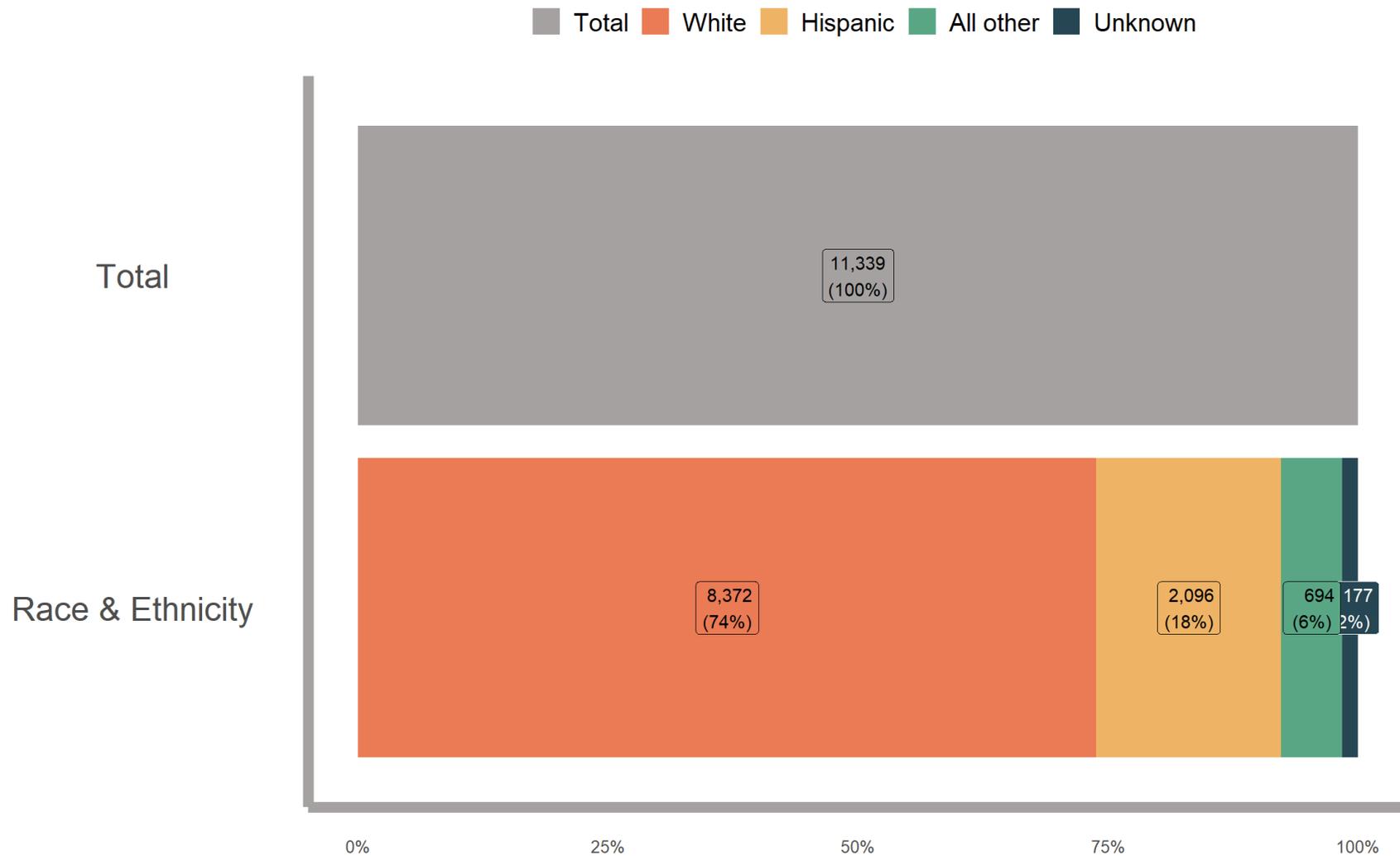
Region	# Seniors	# Submitted	Percent
Region 1	2974	1129	38%
Region 2	1090	447	41%
Region 3	12455	4949	40%
Region 4	2983	1490	50%
Region 5	2061	997	48%
Region 6	4612	1813	39%

# Launch Analysis: High School

H.S Type	# Submitted	# Incomplete
Alternative	424	37
Charter	382	55
GED	16	8
Homeschool	61	3
Online	285	24
Private	151	36
Public	10026	988

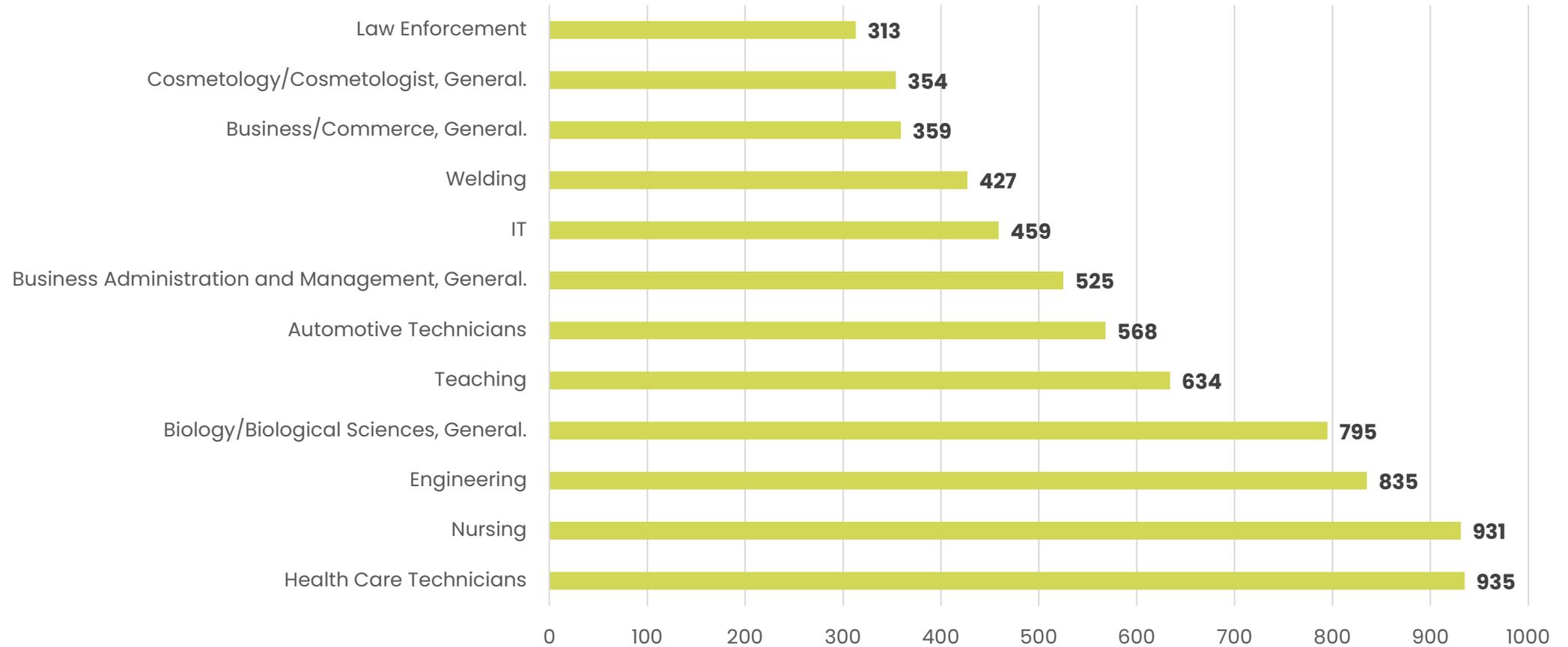
\*Certain groups masked due to small size of the dataset.

# Launch Analysis: Demographics



# Launch Analysis: Top 12 Programs

Top 12 Programs



\*Programs are grouped by similar category. For example, "Nursing" includes programs from CNA to RN.

## Idaho LAUNCH Providers (as of 12/20/23)

<https://lmi.idaho.gov/data-tools/occupations-in-demand/> (choose the Idaho LAUNCH Programs tab)

Accelerated Training Institute	Nathan Layne Institute of Cosmetology
American Institute of Clinical Massage	New Horizons Boise formerly LeapFox Learning
Assist to Succeed	North Idaho College
Aveda Institute Boise	North Idaho College - Workforce Training
Aveda Institute Twin Falls	North Idaho Dental Personnel
Boise State University	Northwest Lineman College
Boise State University - Workforce Training	Northwest Nazarene University
Brigham Young University Idaho	Oliver Finley Academy of Cosmetology
Build the Best Institute	Paul Mitchell the School - Boise
Charter Career Academy	Paul Mitchell the School - Coeur d'Alene
CODEWORKS LLC	Paul Mitchell the School - Nampa
Coding Clarified	Paul Mitchell the School - Rexburg
College of Eastern Idaho	Paul Mitchell the School - Twin Falls
College of Eastern Idaho - Workforce Training	Plumbers & Pipefitters SW Idaho JATC
College of Idaho	Prime Line Academy
College of Massage Therapy	Pro-Weld Welding School
College of Southern Idaho	Rexburg Academy of Dental Assisting
College of Southern Idaho - Workforce Training	Rexburg College of Massage Therapy
College of Western Idaho	S&P CDL Training LLC
College of Western Idaho - Workforce Training	Sage Truck Driving School Blackfoot
Commercial Driver School Lewiston	Sage Truck Driving School Caldwell
Commercial Driver School Twin Falls	Sage Truck Driving School Coeur d'Alene
Cosmetology School of Arts & Sciences	Sage Truck Driving School Idaho Falls
Eagle Gate College	Sandpoint Academy of Massage
Eastern Idaho Electrical JATC	SE Idaho Plumbers & Pipefitters JATC
Evans Hairstyling College	South East Idaho Dental Assisting
ExecuTrain of Idaho	Southwest Central Idaho Sheet Metal JATC
Headmasters School of Hair Design - Coeur d'Alene	SW Idaho Electrical Training Center
Headmasters School of Hair Design - Lewiston	Swift Driving Academy
Idaho CDL Training	The Salon Professional Academy
Idaho CPR Plus	Top Gun Trucking Academy
Idaho Medical Academy	Treasure Valley Community College Caldwell
Idaho Rural Water Association	Twin Rivers Therapeutic Massage Academy
Idaho State University	University of Idaho
Idaho State University - Workforce Training	Vogue Beauty School
Independent Electrical Contractors of Idaho (IEC Idaho)	Western Governors University
Lewis-Clark State College	
Lewis-Clark State College - Workforce Training	
McCall College	
Medical Career Academy	

\*List will be updated as new providers are added

## Idaho LAUNCH In-Demand Careers

Approved on September 13, 2023

Source – Idaho Department of Labor Long Term Occupational and Industry Projections, filtered for Standard Occupational Classifications (SOC's) with 50 or more annual openings that require training. A downloadable list (not filtered for training) can be found at <https://lmi.idaho.gov/data-tools/occupations-in-demand/> (select the Idaho LAUNCH Occupations).

SOC	SOC TITLE	ANNUAL OPENINGS
43-9061	Office Clerks, General	2,685
43-4051	Customer Service Representatives	2,573
47-2031	Carpenters	2,564
31-1120	Home Health and Personal Care Aides	2,466
53-3032	Heavy and Tractor-Trailer Truck Drivers	1,710
11-1021	General and Operations Managers	1,472
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,390
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,348
51-2090	Miscellaneous Assemblers and Fabricators	1,330
47-2111	Electricians	1,284
43-4171	Receptionists and Information Clerks	1,227
37-3011	Landscaping and Groundskeeping Workers	1,209
29-1141	Registered Nurses	1,118
35-2014	Cooks, Restaurant	1,089
31-1131	Nursing Assistants	1,067
11-9013	Farmers, Ranchers, and Other Agricultural Managers	1,008
25-3097	Teachers and Instructors, All Other, Except Substitute Teachers	995
43-1011	First-Line Supervisors of Office and Administrative Support Workers	987
53-3033	Light Truck or Delivery Services Drivers	881
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	880
25-9045	Teaching Assistants, Except Postsecondary	870
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	855
41-1011	First-Line Supervisors of Retail Sales Workers	820
49-9071	Maintenance and Repair Workers, General	763
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	746
25-2021	Elementary School Teachers, Except Special Education	687
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	673
47-2073	Operating Engineers and Other Construction Equipment Operators	625
51-4121	Welders, Cutters, Solderers, and Brazers	598
51-1011	First-Line Supervisors of Production and Operating Workers	586
53-3053	Shuttle Drivers and Chauffeurs	586
51-3092	Food Batchmakers	547
47-2152	Plumbers, Pipefitters, and Steamfitters	513
31-9092	Medical Assistants	493

<b>SOC</b>	<b>SOC TITLE</b>	<b>ANNUAL OPENINGS</b>
49-3023	Automotive Service Technicians and Mechanics	473
13-2011	Accountants and Auditors	469
39-9031	Fitness Trainers and Aerobics Instructors	462
33-9032	Security Guards	434
53-7051	Industrial Truck and Tractor Operators	429
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	423
39-9011	Childcare Workers	388
15-1256	Software Developers and Software Quality Assurance Analysts and Testers	386
39-5012	Hairdressers, Hairstylists, and Cosmetologists	377
31-9091	Dental Assistants	374
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	363
13-1111	Management Analysts	341
43-3071	Tellers	337
21-1093	Social and Human Service Assistants	334
11-9021	Construction Managers	330
17-2072	Electronics Engineers, Except Computer	330
27-2022	Coaches and Scouts	313
13-1198	Project Management Specialists and Business Operations Specialists, All Other	312
15-1232	Computer User Support Specialists	310
39-2021	Nonfarm Animal Caretakers	299
11-1011	Chief Executives	288
51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	278
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	277
11-9141	Property, Real Estate, and Community Association Managers	269
11-3031	Financial Managers	264
51-9141	Semiconductor Processors	257
29-2061	Licensed Practical and Licensed Vocational Nurses	256
41-3021	Insurance Sales Agents	250
51-7011	Cabinetmakers and Bench Carpenters	240
11-9198	Personal Service Managers; Entertainment & Recreation Managers, Except Gambling; and Managers, All Other	237
13-1051	Cost Estimators	235
49-9041	Industrial Machinery Mechanics	230
17-2051	Civil Engineers	229
43-6011	Executive Secretaries and Executive Administrative Assistants	229
51-7041	Sawing Machine Setters, Operators, and Tenders, Wood	228
51-7042	Woodworking Machine Setters, Operators, and Tenders, Except Sawing	223
13-1161	Market Research Analysts and Marketing Specialists	222
11-3121	Human Resources Managers	221
11-9111	Medical and Health Services Managers	220
19-4071	Forest and Conservation Technicians	219
13-1071	Human Resources Specialists	216

<b>SOC</b>	<b>SOC TITLE</b>	<b>ANNUAL OPENINGS</b>
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	216
25-2022	Middle School Teachers, Except Special and Career/Technical Education	214
43-3011	Bill and Account Collectors	214
39-9032	Recreation Workers	207
11-2022	Sales Managers	202
29-1292	Dental Hygienists	194
13-2072	Loan Officers	192
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	190
17-3023	Electrical and Electronics Engineering Technicians	188
29-2052	Pharmacy Technicians	183
21-1015	Rehabilitation Counselors	179
11-9051	Food Service Managers	176
33-3051	Police and Sheriff's Patrol Officers	175
51-4041	Machinists	169
27-1024	Graphic Designers	160
29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	160
21-1012	Educational, Guidance, School, and Vocational Counselors	156
45-2091	Agricultural Equipment Operators	153
43-5061	Production, Planning, and Expediting Clerks	152
23-2011	Paralegals and Legal Assistants	148
11-9041	Architectural and Engineering Managers	147
47-4041	Hazardous Materials Removal Workers	147
11-3021	Computer and Information Systems Managers	146
15-1211	Computer Systems Analysts	145
39-1098	First-Line Supervisors of Personal Service & Entertainment and Recreation Workers, Exc Gambling Services	145
39-1098	First-Line Supervisors of Personal Service & Entertainment and Recreation Workers, Exc Gambling Services	145
13-1151	Training and Development Specialists	144
41-1012	First-Line Supervisors of Non-Retail Sales Workers	144
51-3011	Bakers	143
33-3012	Correctional Officers and Jailers	142
17-2112	Industrial Engineers	140
23-1011	Lawyers	139
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	135
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	135
53-1047	First-Line Supervisors of Transportation & Material Moving Workers, Exc Aircraft Cargo Handling Supervisor	134
41-9022	Real Estate Sales Agents	133
51-8031	Water and Wastewater Treatment Plant and System Operators	133
43-6013	Medical Secretaries	132
45-4022	Logging Equipment Operators	132
37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	131
21-1021	Child, Family, and School Social Workers	130

<b>SOC</b>	<b>SOC TITLE</b>	<b>ANNUAL OPENINGS</b>
47-2121	Glaziers	129
25-2011	Preschool Teachers, Except Special Education	128
11-2021	Marketing Managers	125
15-1244	Network and Computer Systems Administrators	124
17-3011	Architectural and Civil Drafters	124
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	123
41-3031	Securities, Commodities, and Financial Services Sales Agents	122
47-2021	Brickmasons and Blockmasons	119
29-1123	Physical Therapists	117
13-1041	Compliance Officers	116
11-9032	Education Administrators, Elementary and Secondary School	112
13-1020	Buyers and Purchasing Agents	111
27-4021	Photographers	105
25-3021	Self-Enrichment Education Teachers	104
43-4151	Order Clerks	104
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers	103
53-3052	Bus Drivers, Transit and Intercity	103
33-2011	Firefighters	102
49-3041	Farm Equipment Mechanics and Service Technicians	102
37-3012	Pesticide Handlers, Sprayers, and Applicators, Vegetation	100
43-3051	Payroll and Timekeeping Clerks	100
47-2221	Structural Iron and Steel Workers	100
13-2098	Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists, All Other	99
17-2071	Electrical Engineers	99
47-4051	Highway Maintenance Workers	99
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	99
13-1031	Claims Adjusters, Examiners, and Investigators	98
17-2141	Mechanical Engineers	98
43-4131	Loan Interviewers and Clerks	97
51-9124	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	96
11-3010	Administrative Services and Facilities Managers	94
31-9097	Phlebotomists	94
21-1023	Mental Health and Substance Abuse Social Workers	92
27-1026	Merchandise Displayers and Window Trimmers	90
31-9096	Veterinary Assistants and Laboratory Animal Caretakers	89
43-5032	Dispatchers, Except Police, Fire, and Ambulance	89
29-2055	Surgical Technologists	88
11-9151	Social and Community Service Managers	86
13-1081	Logisticians	86
49-3011	Aircraft Mechanics and Service Technicians	86
25-9031	Instructional Coordinators	85
47-2071	Paving, Surfacing, and Tamping Equipment Operators	85
41-3011	Advertising Sales Agents	83

<b>SOC</b>	<b>SOC TITLE</b>	<b>ANNUAL OPENINGS</b>
11-3051	Industrial Production Managers	82
29-1051	Pharmacists	82
31-9094	Medical Transcriptionists	82
43-6012	Legal Secretaries	82
43-4071	File Clerks	80
19-4010	Agricultural and Food Science Technicians	79
21-1013	Marriage and Family Therapists	79
29-2040	Emergency Medical Technicians and Paramedics	79
49-3021	Automotive Body and Related Repairers	79
29-2034	Radiologic Technologists	78
49-9051	Electrical Power-Line Installers and Repairers	78
49-9052	Telecommunications Line Installers and Repairers	78
19-4021	Biological Technicians	76
27-3031	Public Relations Specialists	76
49-2011	Computer, Automated Teller, and Office Machine Repairers	76
15-1299	Computer Occupations, All Other	75
35-1011	Chefs and Head Cooks	75
49-9099	Installation, Maintenance, and Repair Workers, All Other	74
25-1194	Vocational Education Teachers, Postsecondary	73
15-1257	Web Developers and Digital Interface Designers	71
25-2052	Special Education Teachers, Kindergarten and Elementary School	71
47-2211	Sheet Metal Workers	70
29-1071	Physician Assistants	69
31-2021	Physical Therapist Assistants	69
51-9011	Chemical Equipment Operators and Tenders	69
11-9033	Education Administrators, Postsecondary	66
51-9161	Computer Numerically Controlled Tool Operators	66
29-1122	Occupational Therapists	65
29-1171	Nurse Practitioners	64
13-2082	Tax Preparers	63
19-4031	Chemical Technicians	63
31-9099	Healthcare Support Workers, All Other	63
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	63
51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders	63
29-1215	Family Medicine Physicians	62
29-2056	Veterinary Technologists and Technicians	62
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics	62
21-1022	Healthcare Social Workers	61
25-4031	Library Technicians	61
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	61
51-9081	Dental Laboratory Technicians	61
19-4099	Life, Physical, and Social Science Technicians, All Other	60
29-1151	Nurse Anesthetists	60
19-4051	Nuclear Technicians	59

<b>SOC</b>	<b>SOC TITLE</b>	<b>ANNUAL OPENINGS</b>
29-1127	Speech-Language Pathologists	59
31-9011	Massage Therapists	59
43-9041	Insurance Claims and Policy Processing Clerks	59
49-9043	Maintenance Workers, Machinery	59
29-2081	Opticians, Dispensing	57
11-3071	Transportation, Storage, and Distribution Managers	56
25-4022	Librarians and Media Collections Specialists	56
29-1228	Physicians, All Other; and Ophthalmologists, Except Pediatric	56
13-1121	Meeting, Convention, and Event Planners	55
17-2081	Environmental Engineers	55
17-2061	Computer Hardware Engineers	54
23-2093	Title Examiners, Abstractors, and Searchers	54
27-3043	Writers and Authors	54
51-2041	Structural Metal Fabricators and Fitters	54
19-4042	Environmental Science and Protection Technicians, Including Health	53
25-9044	Teaching Assistants, Postsecondary	53
27-4011	Audio and Video Equipment Technicians	53
29-1126	Respiratory Therapists	53
15-1251	Computer Programmers	52
33-9098	School Bus Monitors and Protective Service Workers, All Other	52
43-9021	Data Entry Keyers	51
49-9044	Millwrights	51
27-3041	Editors	50
39-5092	Manicurists and Pedicurists	50

## Idaho Launch Implementation Framework

### Eligible Institutions (72-1204 1.e.)

1. A training provider as recognized by the council under the Workforce Innovation and Opportunity Act or the Workforce Development Training Fund.
2. A board of trustees of a community college was established pursuant to the provision of Chapter 21, Title 33, Idaho Code.

*Institutions/providers and programs can be found at <https://mi.idaho.gov/data-tools/occupations-in-demand/>*

### Eligible Students:

Accredited High School or its Equivalent in Idaho as Determined by the Board (72-1204 1.f.ii.)

*State Board Minutes Approved on October 18, 2023*

Home schooled students must provide a transcript of subjects taught and grades received signed by the parent or guardian of the student; or a student who has obtained a general equivalency diploma by not later than the age of 21.

### Career Pathway Plan Minimum Requirements (72-1204 1.f.iv.)

To receive Idaho LAUNCH funding students will be required to complete three (3) activities in Next Steps Idaho:

- (1) Plan Smart Assessment including the Reflection
- (2) Interest Profiler Assessment including the Reflection
- (3) Work Values Assessment

-Or-

Submit for approval to Idaho Workforce Development Council the district / school Senior Project that aligns to Career Exploration. Senior Project is an expected graduation requirement; thus, with a Career Exploration component for Senior Project this would meet the Idaho LAUNCH requirement.

-Or-

Submit the district / school's Career Exploration Plan. Once students graduate there will be a crosswalk completion between applications for Idaho LAUNCH and high school graduation or equivalent as defined by the Idaho Office of State Board of Education. The district / school will be responsible for completing the crosswalk from the Idaho LAUNCH applications that the Idaho Workforce Development Council provides.

### Grant (72-1204 1.d and 1.g.)

In no case shall the council reimburse more than eighty percent (80%) of a program's total tuition and fees, or more than eight-thousand dollars (\$8,000), whichever is less. Grant funds may not be refunded to a student.

The Council establishes the maximum grant amount to be \$8,000 per eligible student (cannot exceed \$8,000).

### **In-Demand Career List (72-1204 1.i)**

In-demand careers, as determined by the Council, have a minimum of 50 annual openings statewide.

*A list of in-demand careers can be found here <https://lmi.idaho.gov/data-tools/occupations-in-demand/>*

*Note – the in-demand careers, that require training/education, are aligned to programs using the NCES CIP SOC Crosswalk.*

### **Prioritization of Grant Awards (72.1205 2.c.i)**

Grant awards shall be prioritized first based on the pursuit of in-demand careers. If additional funds remain, prioritization shall then be based on financial need.

For the Class of 2024, prioritization shall be done based on pursuit of in-demand careers. The following process shall be used, in order, until the funding cap is reached:

1. Applicants pursuing programs at community colleges that are not aligned to in-demand careers will be excluded.

### **Extension/Exceptions and Extenuating Circumstances (72.1205 3)**

Acceptable Extensions/Extenuating Circumstances & Required Documentation:

- Religious Service
  - Call letter or similar from verified religious organization
- Military Service
  - Orders/enlistment papers
- Structured Volunteer Service with Peace Corps or AmeriCorps
  - Copy of contract
- Health or Medical Issues
  - Letter from medical provider (sufficient to meet FMLA requirements) stating that they can't receive reasonable accommodations from the training provider
- Program Not Available Fall Semester Following Graduation
  - A letter from the approved training provider with the date they will be admitted to the program

Process:

To request an extension / extenuating circumstance the participant will be required to submit documentation at one of two intervals:

- Upon initial application to receive Idaho LAUNCH grant, knowing that one of the exceptions/extension circumstances will need to be applied the year following high school graduation.
- After entering an education / training program and a break (greater than 6 months) is needed.

Extension / Extenuating Circumstance Guidance for Review:

- Extension will be approved for the length of the first commitment of service/medical provider note (sufficient to meet FMLA requirements) as provided in the documentation.
- Must show proof of completion at end to be included in the next available application cycle.
- Cannot initially defer for more than 2 years from high school graduation.

### **Early Reversion/Recapture of Grant Funds (72-1205 6)**

A participant may have their grant funds reverted, or be required to pay back their grant in the following circumstances:

#### **Unsatisfactory Academic Progress:**

- Unsatisfactory Academic Progress means that a student does not meet the definition of the institution or training provider's satisfactory progress. Part-time students who meet all other criteria for satisfactory academic progress shall be exempt from this section.
- If an institution or training provider reports unsatisfactory academic progress, the participant shall pay back the LAUNCH grant funds used for the time period with unsatisfactory progress. These funds must be paid back within six (6) months of notification from the Council and additional funds will not be disbursed until they are paid back.

#### **Expulsion:**

- Expulsion is defined by each individual institution and / or industry standard.
- Participants shall be required to pay back the LAUNCH grant funds used for the time period in which the expulsion occurred. These funds must be paid back within six (6) months of notification from the Council and additional funds will not be disbursed until they are paid back.
  1. If the participant is going through an appeals process with the education / training provider, any additional action by LAUNCH will be on hold until the final determination is made.

#### **Voluntary Drop/No-Show:**

- Participants who exit their program prior to completion shall be required to pay back the LAUNCH grant funds used for the time period in which the drop/no-show occurred. These funds must be paid back within six (6) months of notification from the Council and additional funds will not be disbursed until they are paid back.

#### **Job Out:**

- Participants who drop their current education / training program due to transitioning to gainful employment in an Idaho LAUNCH in-demand career related to their training program or approved by the WDC Policy Committee, will not be required to pay back funds. However, the participant will be required to provide documentation in the form of two (2) months of pay stubs. The participant forfeits the remainder of their Idaho LAUNCH funds.

#### **Transfer to an ineligible program after successful completion of a course or semester:**

- Ineligible program means a program that does not meet the eligibility criteria for Idaho LAUNCH. This could include transfers to out-of-state providers.
- Participants will have up to six months to re-enroll in an eligible program; if participant doesn't re-enroll in an eligible program they forfeit the remainder of their LAUNCH funds.

## Appeals

If a participant does not agree with a decision made on their Extension request or is asked to repay funds under the Voluntary Drop Out/No-Show policy, they can appeal by submitting a detailed explanation to [idaholaunch@wdc.idaho.gov](mailto:idaholaunch@wdc.idaho.gov).

- The appeal must be received by the Idaho Workforce Development Council within 45 days of the date of letter sent by the WDC explaining the denial or request for repayment.
- An appeal on an Extension request must include updated documentation meeting the requirements for extensions.
- An appeal on repayment for Voluntary Drop/No-Show must include evidence of gainful employment in an Idaho LAUNCH in-demand career related to their training program or approved by the WDC Policy Committee, including two (2) months of pay stubs.

## Process

- Staff reviews initial appeal to ensure it aligns with the requirements to the allowable extensions.
- Staff will research the issue and determine if the requirements for extension are met.
- Decision made is final.