Career Scholarship Accounts

Indiana Department of Education | Indiana Commission for Higher Education | Indiana Treasurer of State

Indiana's Career Scholarship Account (CSA)
Provider Frequently Asked Questions (FAQs)

Number	Question	Answer
1	**What is the Indiana Career Scholarship Account (CSA)?**	The Indiana CSA is an innovative, state-funded scholarship designed to help students pursue their interests through unique career preparation opportunities, while giving local employers a chance to connect with and mentor the next generation of talent.
2	**Who administers CSA?**	The CSA program is a cross-agency coordinated effort, administered by the Indiana Treasurer of State (TOS) in partnership with Indiana Department of Education (IDOE) and the Indiana Commission for Higher Education (CHE).
3	**What is a provider?**	A provider may be any organization that provides the required services (work-based learning, internships, etc.) outlined in the Provider Application Guide. However, we anticipate most providers will be: ● An employer, ● A trade association or employer organization, ● A labor union or organization, or ● intermediary. Providers may fulfill program requirements on their own, or via a partnership with one or more partner organizations (e.g., other business, school, or intermediary partners).
4	**What is an intermediary?**	Per Indiana law, "intermediary" means an organization that connects individuals with companies looking for new workers. Within the context of CSAs, this typically is an organization serving as a bridge between educational and workforce partners. Intermediaries may be providers for CSAs. Intermediaries' support may include but is not limited to facilitating internship opportunities for students, finding educational or work partners for interested providers, serving as the invoicing entity in a partnership, and facilitating program or parent registration. See IC 21-18-1-3.5.
5	**Who is an invoicing entity and what do they do?**	An invoicing entity refers to the provider within a program partnership that will seek direct reimbursement by billing parents for CSA-eligible

		expenses. This organization submits the program/provider application and is the party receiving reimbursements for CSA-eligible expenses from the State of Indiana. Note: multiple organizations within a partnership may act as invoicing entities. For more information see Invoice Process.
6	**What is a partner organization?**	A partner organization refers to any provider, intermediary, school, or postsecondary institution enabling the invoicing entity to successfully operate an approved CSA program.
7	**What is a sub-provider?**	A sub-provider refers to businesses and nonprofits offering work experiences to students in partnership with approved providers. These businesses may not act as the invoicing entity within the partnership but must be disclosed within the CSA program/provider application. The state will only reimburse the invoicing entity; sub-providers should bill provider partners for eligible incurred expenses. Provider partners will invoice parents for these expenses.
8	**What is ClassWallet?**	ClassWallet is the financial management tool used to pay providers for eligible CSA expenses. Providers must register their bank account information in ClassWallet to receive payment for CSA expenses. Parents use ClassWallet to submit invoices received from providers for eligible CSA expenses.
9	**What information is required for the application?**	Core information required for the application includes: ● The credential students will earn as part of the experience, ● The type of WBL experience to be included, ● A budget breakdown of how the CSA student will utilize the CSA funding across the eligible expense categories. See the Provider Application Guide for application details.
10	**I can't complete the application by April 5th. Can I still participate?**	Absolutely! Friday, April 5 is the priority date to ensure students see the new learning opportunities when registering. These providers will be uploaded to the student application for the spring launch. Providers submitting after that day will still be added. Providers should apply by Friday, September 6.
11	**How often do providers need to reapply or renew their status?**	Providers will need to reapply every three years. Providers only need to submit a new form sooner if they are launching or supporting new programs.

12	What does a CSA provider have to do?	Providers are responsible for offering work experiences for students that align with their career aspirations. Providers may also be responsible for administrative tasks such as submitting an application for program approval, purchasing materials for students, and issuing invoices for reimbursement of expenses (to parents or possibly sub-providers). To determine your responsibilities, consult the Provider Application Guide and speak with any provider and school partners.
13	I'm working with a partner who is submitting an application. Do I need to apply?	As your program partner is submitting an application, you would not need to submit as well. However, you should confirm with your program partner 1) that they included you and 2) that they have accurately reflected your invoicing preferences.
14	Can providers partner with other entities?	Absolutely. CSA program requirements include educational and work-based components and your organizations may not be able to offer all aspects of a program alone. In this case, you should find an educational partner or intermediary partner to help you launch the program. Please review the Provider Application Guide to understand what gaps your organization may need to fill.
15	Where can I find the provider or program application?	Click here to access the application. Any potential providers, intermediaries, or schools capable of organizing a potential program are encouraged to apply.
16	What makes a program eligible?	Programs must: • be employer-driven; • culminate in credentials of value; • include work-based learning; • support high school graduation requirements; and • be aligned to career and college.

17	What types of programs can become a CSA program?	The types of programs that can become a CSA program include:
		• 75+ hours of paid or unpaid internship with a training plan
		• Paid apprenticeship offering postsecondary credit and resulting in professional credential (also known as a Modern Youth Apprenticeship).
		    o See full definition in IC 20-51.4-2-9.5
		• Registered Apprenticeship Programs under the U.S. Department of Labor or a State Apprenticeship Agency
		    o See full definition in IC 20-43-8-0.3

18	What are the requirements for programs to be eligible under the CSA?	Eligible CSA programs should include the following:
		
		● <u>Transferable Skills and Market-driven Credentials of Value</u>
		The student should earn recognizable skills that can transfer across an entire industry or industries. Programs should not be so specific that a student is trained to work at only one company. Evidence of transferable skills may include, but is not limited to:
		   o Obtaining a credential of value; or
		   o Making substantial progress toward a credential of value.
		
		● <u>Career Experience</u>
		Students in the program must participate in a work-based learning (WBL) experience. For a program to be eligible for funding, it must include a WBL experience; however, all courses in the program are eligible for CSA expenditures, not just the WBL experience. The program does not need to require WBL each year of the program but must include at least one eligible WBL experience.
		
		● <u>Graduation Aligned</u>
		The program should enhance and not inhibit a student's path to graduation. Applicants must outline the graduation requirements that a student will fulfill by participating in the program.
		
		● <u>Career & College Connected</u>
		The program should effectively prepare a student for a seamless transition to their next step after high school. Applicants must explain how the experience will connect the student with job opportunities immediately upon graduation or how the experience connects with a pathway for continuing education that will prepare the student for employment.

19	Can students fulfill the work based learning component during the summer?	Yes
20	What are the guidelines for internships and apprenticeships	Each student taking part in a CSA program will have an eligible WBL experience. These experiences must meet at least the Department of Education's Level 2 definition.

	within the program?	75+ hours of paid or unpaid internship with a training plan - Paid apprenticeship offering postsecondary credit and resulting in professional credential (also known as a Modern Youth Apprenticeship). - See full definition in IC 20-51.4-2-9.5 - Registered Apprenticeship Programs under the U.S. Department of Labor or a State Apprenticeship Agency - See full definition in IC 20-43-8-0.3
21	How should programs prepare students for post-graduation opportunities?	The program should effectively prepare a student for a seamless transition to their next step after high school. Providers must explain how the experience will connect the student with job opportunities immediately upon graduation or how the experience connects with a pathway for continuing education that will prepare the student for future employment.
22	How will payments be reimbursed for eligible expenses?	The CSA program pays providers through the state approved online platform, ClassWallet. Providers must register their bank account information to receive payment for eligible CSA expenses. Providers provide parents/students with an invoice for eligible CSA expenses. Parents use ClassWallet to submit the invoice received from providers for eligible CSA expenses. The state reviews the submitted invoice for approval. Invoices will be paid to providers for eligible CSA expenses within 7-10 business days.
23	What expenses are eligible for reimbursement under the CSA?	Click here for a list of eligible expenses.
24	Should I provide students with materials and tools?	Yes. CSA funds should be used for materials and tools in conjunction with their work experience. On the application, please include this cost as part of "other" and describe the materials to be provided for the student. If your total cost of materials and tools is consistent at time of invoicing, these materials can be invoiced as a "bundled" cost for your program.
25	How long does it take to be reimbursed?	For providers and intermediaries, billing takes 7-10 business days after invoices are uploaded to ClassWallet. *Note: Providers receiving payment via intermediaries, please consult your intermediary partner on their reimbursement policies.

		For school districts, reimbursements can additionally be processed via the Comptroller/Auditor's office over a 45 day period.
26	**It is after October 1, why haven't I been paid?**	Payment is not automatic. For costs to be paid, invoices must be approved by parents. Likely one or more of the following steps has not been completed: ● Invoicing entity has not created a ClassWallet account. ● Invoicing entity has not submitted an invoice for parent approval. ● Parent has not approved the invoice.
27	**What information is required on an invoice to be approved for payment?**	An invoice must include the following components: ● CSA provider name, address, phone number ● CSA student(s) first and last name ● Date of service ● Invoice date ● Itemized list of CSA expenses with description ● Total amount due For a sample invoice contact CSA@tos.in.gov.
28	**How are funding discrepancies or disputes resolved?**	The Treasurer of State only reimburses provider expenses invoiced to and approved by parents. This means expenses must be: ● Incurred by a registered provider, ● Invoiced and uploaded to ClassWallet, ● Approved by parents, and ● Administratively confirmed as an eligible expense. If there is a disagreement between providers and parents preventing parent approval, parties are empowered to find a resolution and resubmit a revised invoice if needed.
29	**How are transportation costs reimbursed?**	CSA students may use up funds in two ways related to transportation. 1) Up to $1,000 for costs related to obtaining a driver's license. A driver's license must be a requirement of the apprenticeship/internship program AND the student must prove hardship. 2) Up to $625 for other eligible transportation expenses including rideshare, busing services, or public transportation IF the student's CSA provider matches the transportation expense AND the student must prove hardship.

30	**What are eligible transportation expenses?**	For details on eligible expenses, please consult our "CSA Spending Categories" guide.
31	**Can a provider reimburse the students or their parents for a ride share service?**	Ride share services such as uber can be reimbursed, but the ride must be ordered by the provider's business account. Parents and students cannot be reimbursed if they book directly. CSA funds may only reimburse an approved CSA provider, so the provider would need to incur the initial expense. This expense could then be included on the invoice to be reimbursed from the CSA student fund.
32	**What is the process for providers to address concerns or issues?**	For questions about creating programs or meeting educational requirements, contact the Indiana Department of Education at csa@doe.in.gov. For questions about reimbursements, contact the Treasurer of State's office at CSA@tos.in.gov. You can access ClassWallet specific FAQs, view on-demand videos and chat with a live support member here. For questions about provider approval and eligibility, contact the Commission for High Education at csa@che.in.gov.

For additional information, please email csa@doe.in.gov.

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