

NOTICE OF AVAILABILITY OF FUNDS

by the California Department of Industrial Relations

Division of Apprenticeship Standards

Apprenticeship Innovation Funding (AIF)

Budget Year 2022-2023

Guidance on Submissions for Reimbursement



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This publication is issued by the Division of Apprenticeship Standards as part of the Apprenticeship Innovation Fund, which in Budget Year 2022-2023 has \$55M in funding available to reimburse for the cost of supporting and training apprentices associated with the Interagency Advisory Committee on Apprenticeship in 2022.

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Background

The Apprenticeship Innovation Funding (AIF) is a new funding source in the state of California as of July 1, 2022 for new and innovative apprenticeship programs, defined as apprenticeships associated with the Interagency Advisory Committee on Apprenticeship (IACA). This funding is administered by the Division of Apprenticeship Standards (DAS) within the California Department of Industrial Relations (DIR) and the initial allocations aim to be spent over Fiscal Years 2022-23 to 2024-25. The funding for this was allocated by the California Legislature and signed into law by Governor Gavin Newsom through [AB-179 Budget Act of 2022](#) and further articulated in [SB-191 Employment](#). The intent of the funding is to support both new and existing IACA Apprenticeship programs to grow and scale to meet the needs of more employers and create more earn and learn pathways for job seekers.

Overview

The AIF aims to support industry-led, sector and/or regionally-based, multiple employer IACA apprenticeship programs. The State has allocated \$55 million in FY 2022-2023 to support ongoing costs of these programs and classroom training.

- **Apprenticeship Innovation Funding – Support (AIF-S)**
 - The AIF-S covers the cost of running an apprenticeship program, aggregating employer demand, and recruiting, supporting and placing apprentices.
- **Apprenticeship Innovation Funding – Training (AIF-T)**
 - The AIF-T covers the cost of training IACA apprentices and allows for new training programs to develop in a more agile manner.

Eligible entities can submit to one category, or the other category, or to both categories. Most common will be that an apprenticeship program might have a lead program sponsor, for example a Union, that would submit to the AIF-S and then the partnering Local Education Agency (LEA) for that same program would submit to the AIF-T and both would receive reimbursement funding to cover the different activities of support and training respectively. However, in the context that the LEA is also the lead program sponsor for an apprenticeship program, it is possible that the LEA could apply for both AIF-S and also AIF-T.

1. AIF – Support

1.1. Overview

The AIF-Support funding is intended to support the costs of running an apprenticeship program. While this funding may not fully cover all costs of running an apprenticeship program, the aim is to significantly offset the ongoing costs of program sponsors. This formula funding is based on the number of apprentices registered with the DAS California Apprenticeship System (CAS). The recipient of the funding will be the program sponsor as registered in CAS.

1.2. Amount

\$3500 per active apprentice per year, prorated to the month, along with **\$1000** per apprentice completion bonus.

1.3. Eligible Recipients

Eligible recipients of the funding are registered program sponsors of IACA associated apprenticeship programs that are registered with DAS CAS. IACA is defined in [Labor Code Section 3071.5](#) and includes all apprenticeship programs in industries outside of the building and firefighting trades.

The program sponsor could be:

- Apprenticeship Intermediaries
- Labor Management Partnerships Organizations, Unions
- Public Educational Institution: Community College, K12, Adult Education, County Office of Education, California State Universities, Universities of California, Regional Occupational Program
- Workforce Development Board
- Non-Profit
- Private for-profit
- Public Sector Entities
- Industry Associations

1.4. Eligibility Requirements

1.4.1. Eligible Apprentices

Eligible apprentices to be included in the calculation of AIF-S funding must meet all of the following requirements:

- An eligible apprentice is an active apprentice registered with DAS and placed in an active apprenticeship placement with an employer.
- An apprentice is registered by submission of the DAS-1 via CAS web registration when they are placed with an employer.
- Active apprenticeship placement in this context means that an apprentice is registered in CAS with an employer and a wage. If an apprentice is registered with “Firm agree to train” in CAS, then they are not an eligible apprentice for AIF-S funding purposes.
- An apprentice that was active at some point January 1, 2022 – December 31, 2022.

1.4.2. Proration

Prorated to the month means that a program sponsor would only collect the full \$3500 if an apprentice was active for the full 12 months of the year. If an apprentice is only active for X months, then the formula would be $=\$3500 \times (X/12)$. To offer a few examples:

- If an apprentice started Feb 1, $\$3500 \times (11/12) = \3203
- If an apprentice started on July 1, $\$3500 \times (6/12) = \1750
- If an apprentice started on Sept 15, $\$3500 \times (4/12) = \1166

1.4.3. Apprentice Completion Bonus

For every eligible apprentice that completes and graduates at some point between January 1, 2022 – December 31, 2022 from an eligible apprenticeship program a program sponsor will receive an additional \$1000 bonus for graduating that apprentice.

1.4.4. Funding Determination

In determining the \$3500/active apprentice, DAS took into consideration available funds annually, considered operating costs of apprenticeship programs, and providing funding to all eligible programs. In FY 2022-2023, DAS is aiming to provide \$3500/active apprentice and while it aspires to offer that amount in years moving forward, this is subject to shifts in budget and also increased demands upon this funding, therefore it cannot guarantee this exact level of funding or these funds ongoing. However, The California legislature and Governor Newsom have outlined funding AIF for the coming 3 fiscal years and DAS has 2 years from receiving the funds to disperse them to recipients. Therefore the aim is that AIF is funded at least through 2026. Let's demonstrate how impactful this funding can be to creating earn and learn pathways into family sustaining careers.

If there are more submissions for reimbursement that meet eligibility requirements than available funds, DAS will follow the guidelines below in determining the amount per active apprentice:

- Provide support funds to as many eligible programs as possible, therefore DAS will collect:
 - The number of approved IACA programs, which are those not within the jurisdiction of the California Apprenticeship Council (CAC)
 - The number of apprentices registered in those programs.
 - The number of submissions for reimbursement to AIF-S and AIF-T
- If there are more eligible submissions than available funding, DAS will lower the amount per apprentice but still provide that lowered formula amount to all eligible programs.

DAS is confident that there is sufficient funding to cover all eligible apprentices for the first 2 years of AIF, but is mandated by law to reassess the amount per apprentice based on eligible submissions for reimbursement and available funding.

1.4.5. Quality Jobs Framework

The AIF-S aims to support pathways into quality jobs and will prioritize funding to programs that demonstrate a commitment to high road principles as described in subdivision (s) of Section 14005 of the Unemployment Insurance Code. Therefore programs submitting for reimbursement must be registering apprenticeship pathways in which the starting apprentice compensation package meets the 2022 New Hire Standard [Employment Training Panel wage standard](#):

Wage – County

- \$19.61 - Alameda, Marin, San Mateo, Santa Clara, San Francisco
- \$19.42 - Contra Costa
- \$18.11 - Los Angeles
- \$17.81 – Orange
- \$17.89 - San Diego
- \$17.64 - All Other Counties

Health Benefits of up to \$2.50 may be used to meet all wage requirements. Health benefits should be calculated as a total value of only health benefits offered to apprentices in a year, and calculated as an hourly amount.

These wage levels are based on ETP New Hire Trainee Wages for 2022. Future years will be based on the same benchmark from [the ETP Wage levels](#)

A compensation package should be calculated as the hourly wage plus the value of the annual health benefit package divided by the 2080 hours that represent a full year of full-time employment. Health benefits packages can include healthcare, dental and vision benefits. Programs can include up to \$2.50/hour worth of health benefits towards the value of the compensation package for an apprentice in order to meet this wage threshold. This compensation package should be calculated and reported at the apprentice level and should correspond with the actual full compensation package being offered to the apprentice.

1.5. Process to Submit for Reimbursement

DAS will open the AIF submissions process for reimbursement in the first quarter of the calendar year; January through March. The primary determinant of funding is the number of apprentices registered with DAS CAS over the previous calendar year, and all of the other above eligibility factors/criteria will also be considered. This funding will be available to new and existing programs, and therefore programs can plan to submit for reimbursement annually for as long as this funding source exists.

The submission process is intended to be supported and collaborative, since this is formula funding and NOT a competitive grant application or procurement process, it is DAS's intent for all eligible programs to receive this funding. The submission process will have open communication and as much DAS support as possible. Both work with your DAS consultant and send funding specific questions to AIF@dir.ca.gov.

1.5.1. 2022-2023 Submission Timeline

The timelines for submissions in FY 2022-2023 is:

- March 16, 2023 – Submissions for Reimbursement Open
- May 11, 2023 at 12pm PST – Deadline for Submissions
- May – June – Review and Processing of Submissions
- July – September – Estimated Payment Window

1.5.2. Submission Process and Requirements

The process to submit for reimbursement is primarily determined by the apprentices that are registered with CAS. With the introduction of this funding source, DAS added a few fields to the web registration process that the program will be required to enter into CAS. Therefore programs are strongly encourage to start this submission process as soon as possible and well before the deadline, as data entry into CAS is required, and a report will then be generated, all which take some time.

In order to receive funding, submittal of the following materials is required via email to AIF@dir.ca.gov by the deadline and no exceptions or extensions will be granted. The calculation and allocations of the funding will be made immediately following the deadline, therefore to secure the funding submit all materials by the stated deadline.

Step 1: AIF-CAS Report

The most important first component of the submission is to get the AIF Report from CAS. Plan for time to iterate on this report, since there are a few additional data points that are required beyond what is already entered from when apprentices were initially registered in the program.

- Follow the [AIF-CAS User Guide](#) to review all existing registered apprentices and enter the additional data, which includes:
 - Training Firm – This is the employer that an apprentice is placed with.
 - Apprentice Wage
 - Current health benefit package valued at an hourly rate
 - Number of On-the-Job Training (OJT) hours completed in 2022 – this is the number of hours the apprentice worked
 - Number of training hours, also known as Related and Supplemental Instruction (RSI) hours completed in 2022
 - The Local Education Agency (LEA) that is delivering or overseeing those training hours
- Once all data has been updated, generate the AIF-CAS Report to determine the amount of funding the Program is eligible for. Follow this User Guide to access and generate the AIF-CAS Report.
- If apprentices are not appearing in the AIF-CAS report, first check that they pass eligibility as defined in Section 2.3.2. Then double check that all their data has been entered correctly. Then regenerate the AIF-CAS report.
- Note that the DAS CAS databases and report system update once per day, therefore if entering new data, the program may need to wait up to 24 hours before those updates will appear on the program's AIF-CAS report.
- If still having problems, contact your DAS contact person and AIF@dir.ca.gov

Step 2: Fiscal Entity Designation

Only one entity associated with the program can submit for AIF-Support reimbursement, and that fiscal entity needs to be clearly defined and agreed upon by the entire committee, if there is one. Designate the fiscal entity that will be receiving the funding on the cover sheet.

Committee

If the program has a Joint Apprenticeship Training Committee (JATC) or Unilateral Apprenticeship Training Committee (UATC), then the program must provide a letter from the JATC/UATC that is signed by all members designating the fiscal entity to receive AIF funding. The letter must include the program name as registered with DAS and the DAS File Number for the program along with printed names, organizations and signature for all committee members. Note that DAS will be validating this with letter with the committee that the program designated when registering the program. If there are updates to the designated committee, please contact your DAS Consultant or contact person. DAS may be required to request and review further documentation regarding the designated fiscal entity's relationship with the program and/or the committee.

Single Employer

If the program is a single employer program, then the employer may submit directly for AIF-Support reimbursement. No letter is required, but the fiscal entity must still be designated on the AIF-S Cover Sheet. DAS may be required to request and review further documentation regarding the designated fiscal entity's relationship with the program and/or the employer.

Step 3: Fiscal Reporting

The funding mechanism is a reimbursement model, therefore programs must demonstrate operating costs for running the program in 2022 that meet or exceed the amount of funding that is being requested. To demonstrate those costs, provide

- [AIF-Support Expense Narrative](#) on use of funds
- [AIF-Support Expense Report](#)
 - The expense report should categorize expenses in the previous calendar year that demonstrates the primary expense categories that encompass the eligible activities funded through AIF
 - Program sponsors are required to keep records and receipts demonstrating use of funds for a period of 3 years, and if flagged with an audit will be required to share them with DAS.
- **Eligible activities** include:
 - Recruiting, matching, and placing individuals into apprenticeships
 - Employer outreach including marketing strategies, materials and support
 - Employer onboarding and mentor training
 - Employer incentives
 - Project management and stakeholder management
 - Troubleshooting and adjudicating stakeholders in a joint apprenticeship committee, a unilateral management apprenticeship committee, or a unilateral labor apprenticeship committee
 - Support services for an apprentice, such as interview coaching, conflict resolution, and life crisis management
 - Retention initiatives to reduce the turnover rate of apprentices.
 - Tracking and reporting the apprentices, including software
 - Equipment and software for apprentices

- Employer risk management (i.e. liability, insurance, etc.)
- Data collection for market research
- Strategic planning for growth & sustainability including identification of target occupations and populations for program development and scalability
- Creating and registration of non-traditional RAPs
- Funding cannot be used for:
 - Apprentice wages
 - All food and beverage costs
 - Lobbying costs

Step 4: Assembling all the pieces:

- AIF-Support Cover Sheet
- AIF-CAS Report – See Step 1 for details.
- Letter from Committee (if applicable) – See Step 2 for details.
- Fiscal Reporting – See Step 3 for details
 - AIF-Support Expense Report
 - AIF-Support Expense Narrative
- Standard Form [204](#) – Payee Data Record - This form must be completed and is required to receive payment.
- Standard Form [205](#) - Payee Data Record Supplement – Optional, include the STD 205 form to provide a remittance address, if different than the mailing address on STD 204 to receive the payment.

Step 5: Submit all above materials by email

- Assemble all of the pieces above and send an email to AIF@dir.ca.gov with the subject line “AIF-S – [Program Name] – [Lead Applicant Name]”
- All emails must be received by May 11, 2023, 12:00pm PT

2. AIF – Training

2.1. Overview

The AIF-T funds are intended to provide a more flexible and accessible source of funding for the training of apprentices associated with IACA programs. Every apprenticeship program registered with DAS is required to work with a Local Education Agency (LEA), and it is the LEA that will be recipient of the AIF-T funding. These funds will function alongside existing Related and Supplemental Instruction (RSI) funding as administered by the CA Community College Chancellor’s Office (CCCCO) and are benchmarked to the RSI hourly rate set each year in the budget cycle. AIF-T is specifically for training IACA apprentices, while RSI funding is more utilized for training CAC apprentices.

2.2. Amount

AIF-T aims to be equivalent to the RSI hourly rate set each year in the budget process. The reimbursement rate for training reimbursed under AIF-T is proposed to be equivalent to the reimbursement rate established under Section 8152 and 79149.3 of the Education Code for RSI Funding. For FY 2022-2023, the RSI and the AIF-T rate is **\$8.82 per training hour per apprentice**.

2.2.1. Funding Determination

If there are more submissions for reimbursement than available funds, DAS will follow the guidelines below in determining the amount per training hour:

- Provide training funds to as many eligible programs as possible, therefore DAS will collect:
 - The number of approved IACA programs, which are those not within the jurisdiction of the California Apprenticeship Council (CAC)
 - The number of apprentices and reported training hours registered in those programs.
 - The number of submissions for reimbursement to AIF-S and AIF-T

If there are more eligible submissions than available funding, DAS will lower the amount per training hour per apprentice but still provide that lowered formula amount to all eligible programs.

DAS reserves the right to reassess the amount per apprentice based on eligible applicant to the fund and available funding. There is no cap on the amount of AIF-T that a program can receive, however the LEA must attest to the hours reported, and if there are more requests for the funding than available funds, the amount will be adjusted as outlined in this section.

2.3. Eligible Recipients

The LEA that is associated with the training of the apprentices for a program will be the eligible recipients of the AIF-T funds. In the context of all AIF funding, an LEA is inclusive of all public educational institutions, including:

- K-12 School
- County Office of Education
- Regional Occupational Program
- Community College
- California State University (CSU)
- University of California (UC)
- Adult Education

Private educational institutions are not eligible to be direct recipients of the funding, however they are welcome to form a partnership with one of the entities above, in which the LEA receives funding directly and oversees the quality of the education and validates that it is meeting the needs of the apprenticeship program. In this arrangement, the LEA is still the fiscal entity receiving the funding but can create a Memorandum Of Understanding (MOU) to pass the funding onto that private training partner to cover the cost of training. However, the LEA is still

responsible for quality oversight, reporting and fiscal management. The overhead of administering the AIF-T funds shall not exceed 20%.

A single apprenticeship program may be working with multiple education agencies to train the apprenticeship across the state. In this case each LEA that is training apprentices should submit for the AIF-T reimbursement to cover the costs of training those apprentices.

2.3.1. Training Funding Methods

An LEA and apprenticeship program can pay for the training of apprentices through only **one** of the following methods:

- Apprenticeship Innovation Funding Training (AIF-T)
- Full Time Equivalent Student (FTES) Apportionment as administered by the CA Community College Chancellor's Office (CCCCO)
- Related and Supplemental Instruction Funding (RSI) as administered by the CCCCCO

If apprentice training costs are already being reimbursed pursuant to Section 8152, 79149.1, or 79149.3 of the Education Code, then those training costs shall be ineligible for reimbursement under AIF-T. Programs can NOT collect funding for the training of a single apprentice from more than one of the above sources of funding. In the submission process, LEAs will need to attest that they are not collecting funding for the training of an apprentices from more than one of the 3 sources to cover training costs; AIF-T, FTES or RSI. DAS and CCCCCO are working closely together and sharing data as authorized by law specifically around apprenticeship training. Violation of the AIF-T eligibility rules, including purposefully misstating information to obtain funding or collecting reimbursement for training from more than one allowable source, may result in the cancellation of an apprenticeship program, ineligibility for future funding, and may also subject the LEA or associated apprenticeship program to other consequences, pursuant to Sections 3073.1, 3084.5, and 3110 of the Labor Code.

California State University and University of California

UCs and CSUs are ineligible for RSI or FTES funding provided under Sections 8152, 79149.1, and 79149.3 of the Education Code, as such funding is made available only to K-12 schools and community colleges. AIF-T funding for UC and CSU is subject to a slightly different process for reimbursement. If the LEA is a CSU or UC and is charging tuition, they are required to reduce the tuition charged by an amount equal to at least 80% of the amount of AIF-T received. The expectation is that the overhead of administering the AIF-T will not exceed 20%. Therefore, the tuition amount, regardless of which party is covering the cost; an employer, an intermediary, the apprentice or any other party; that tuition amount is required to be reduced by an amount equal to at least 80% of the AIF-T funding received.

2.3.2. Quality Jobs Framework

The AIF aims to support pathways into quality jobs and will prioritize funding to programs that demonstrate a commitment to high road principles as described in subdivision (s) of Section 14005 of the Unemployment Insurance Code. Therefore programs submitting for reimbursement must be registering apprenticeship pathways in which the starting apprentice compensation package meets the 2022 New Hire Standard [ETP wage standard](#):

Wage – County

- \$19.61 - Alameda, Marin, San Mateo, Santa Clara, San Francisco
- \$19.42 - Contra Costa
- \$18.11 - Los Angeles
- \$17.81 – Orange
- \$17.89 - San Diego
- \$17.64 - All Other Counties

Health Benefits of up to \$2.50 may be used to meet all wage requirements. Health benefits should be calculated as a total value of only health benefits offered to apprentices in a year, and calculated as an hourly amount.

These wage levels are based on ETP New Hire Trainee Wages for 2022. Future years will be based on the same benchmark from [the ETP Wage levels](#)

A compensation package should be calculated as the hourly wage plus the value of the annual health benefit package divided by the 2080 hours that represent a full year of full-time employment. Health benefits packages can include healthcare, dental and vision benefits. Programs can include up to \$2.50/hour worth of health benefits towards the value of the compensation package for an apprentice in order to meet this wage threshold. This compensation package should be calculated and reported at the apprentice level and should correspond with the actual full compensation package being offered to the apprentice.

2.3.3. Eligible Apprentices

Eligible apprentices to be included in the calculation of AIF-T funding must meet all of the following requirements:

- An eligible apprentice is an active apprentice registered with DAS and placed in an active apprenticeship placement with an employer.
- An apprentice is registered by submission of the DAS-1 via CAS web registration when they are placed with an employer.
- Active apprenticeship placement in this context means that an apprentice is registered in CAS with an employer and a wage. If an apprentice is registered with “Firm agree to train” in CAS, then they are not an eligible apprentice for AIF-T funding purposes.
- An apprentice that was active at some point January 1, 2022 – December 31, 2022.

2.3.4. Eligible Training

AIF-T eligible training is any related instruction included within the approved program standards of an IACA associated DAS registered apprenticeship program.

Reimbursements may be made under this section for training provided to registered apprentices only if:

- The training is provided by an approved program that is associated with IACA as defined in Labor Code Section 3071.5.

- The program is providing the training pursuant to a contract with a public educational institution
- The apprentices being trained are in apprenticeships that meet the quality jobs framework as defined in Section 2.3.2 and are eligible apprentices as defined in section 2.3.3
- A submission or reimbursement is submitted to DAS.

Training hour is defined as hours actively in training as determined by the LEA. This includes time in the classroom, either in person or virtual and does not include homework time. As with RSI, each hour of teaching time may include up to 10 minutes of passing time and breaks. The training must either be delivered by an LEA or associated with an LEA as outlined in section 2.3 above.

In the college context, the AIF-T can be utilized to cover the cost of for credit, non-credit or not-for-credit courses, as long as the course is part of the DAS registered apprenticeship program. However, we do hope in those contexts that all apprenticeship programs are working towards for-credit education, not only because that will be a more stable source of ongoing funding, but also because for-credit courses offer the most value to apprentices as they move forward in their workforce and educational pathway.

2.4. Process to Submit for Reimbursement

DAS will open the AIF submission for reimbursement process once a year and starting in the first quarter of the calendar year (January through March). The primary determinant of funding will be the number of training hours of apprentices registered with DAS CAS over the previous calendar year, and all other of the eligibility outlined in this document will also be considered. Submissions will be gathered, reviewed and validated in May and June. DAS aims to issue payments between July to September.

The submission process is intended to be supported and collaborative, since this is formula funding and NOT a competitive grant application or procurement process, it is DAS's intent for all eligible programs to receive this funding. The submission process will have open communication and as much DAS support as possible. Both work with your DAS consultant and send funding specific questions to AIF@dir.ca.gov.

2.4.1. 2022-2023 Submission Timeline

The timelines for submissions in FY 2022-2023 is:

- March 16, 2023 – Submissions for Reimbursement Open
- May 11, 2023 at 12pm PST – Deadline for Submissions
- May – June – Review and Processing of Submissions
- July – September – Estimated Payment Window

2.4.2. Submission Process and Requirements

The process to submit for reimbursement is primarily determined by the apprentices that are registered with CAS. With the introduction of this funding source, DAS added a few fields to the web registration process that the program will be required to enter into CAS. Therefore programs are strongly encourage to start this submission process as soon as possible and well before the deadline, as data entry into CAS is required, and a report will then be generated, all which take some time.

In order to receive funding, submittal of the following materials is required via email to AIF@dir.ca.gov by the deadline and no exceptions or extensions will be granted. The calculation and allocations of the funding will be made immediately following the deadline, therefore to secure the funding submit all materials by the stated deadline.

Step 1: AIF-CAS Report

The most important first component of the submission is to get the AIF Report from CAS. Plan for time to iterate on this report, since there are a few additional data points that are required beyond what is already entered from when the program initially registered the apprentices in the program. If the LEA is not the program sponsor, they will need to work with the program sponsor to get this report, with the LEA listed as a recipient of the funding.

- Follow the [AIF-CAS User Guide](#) to review all existing registered apprentices and enter the additional data, which includes:
 - Training Firm – This is the employer that an apprentice is placed with.
 - Apprentice Wage
 - Current health benefit package valued at an hourly rate
 - Number of On-the-Job Training (OJT) hours completed in 2022 – this is the number of hours the apprentice worked
 - Number of training hours, also known as Related and Supplemental Instruction (RSI) hours completed in 2022
 - The Local Education Agency (LEA) that is delivering or overseeing those training hours
- Once all data has been updated, generate the AIF-CAS Report to determine the amount of funding the LEA is eligible for. Follow the AIF-CAS User Guide to access and generate the AIF-CAS Report.
- If apprentices are not appearing in the AIF-CAS report, first check that they pass eligibility as defined in Section 2.3.2. Then double check that all their data has been entered correctly. Then regenerate the AIF-CAS report.
- Note that the DAS CAS databases and report system update once per day, therefore if entering new data, the program may need to wait 24hrs before those updates will appear on the program's AIF-CAS report.
- If still having problems, contact your DAS contact person and AIF@dir.ca.gov

If an LEA is working with more than one Apprenticeship Program, they should obtain the AIF-CAS Report from each program for which they want to submit for reimbursement and include all of AIF-CAS reports in the submission package.

Step 2: Fiscal Reporting

The funding mechanism is a reimbursement model, therefore LEAs must demonstrate operating costs for training apprentices in 2022 that meet or exceed the amount of funding that is being requested. To demonstrate those costs, provide

- [AIF-Training Expense Narrative](#) report on use of funds
- [AIF-Training Expense Report](#)
 - The expense report should categorize expenses in 2022 that demonstrate the primary expense categories that encompass the eligible activities funded through AIF-T
 - Program sponsors are required to keep records and receipts demonstrating use of funds for a period of 3 years, and if flagged with an audit will be required to share them with DAS.
 - **Eligible activities** include:
 - Instructional Costs, including:
 - Developing curriculum
 - Instructor salaries
 - Train-the-trainer costs or activities
 - Classroom education or online training for apprentices
 - Books and training materials
 - Initial proficiency testing
 - Equipment specifically for classroom training
 - License exam costs
 - Competency identification, development and validation
 - Educational administration costs, including:
 - Integration and alignment with proximate work-based learning & CTE ecosystem
 - Mapping competencies to education pathways and credentials
 - Administration of transitioning courses to for-credit college courses
 - Administration of courses and apprentices enrolling in classes
 - Reporting apprentice training hours (RSI hours) to DAS
 - Funding cannot be used for:
 - Apprentice wages
 - All food and beverage costs
 - Lobbying costs

*Note that the educational administration costs for AIF-T shall not exceed 20%

If an LEA is working in partnership with another training partner, the LEA is responsible for obtaining this financial reporting to demonstrate use of funds.

Step 3: Assembling all the pieces:

- AIF-Training Cover Sheet
- AIF-CAS Report – See Step 1 for details.
 - Note that if an LEA is submitting for reimbursement of training apprentices for more than one program, then all AIF-CAS reports should be included in one submission package. In this case there would be multiple AIF-CAS reports, but only 1 of all the other elements requested as required. All programs should be summarized in the Cover Sheet.
- Fiscal Reporting – See Step 2 for details
 - AIF-Training Expense Report
 - AIF-Training Expense Narrative
- Standard Form [204](#) – Payee Data Record - This form must be completed and is required to receive payment.
- Standard Form [205](#) - Payee Data Record Supplement – Optional, include the STD 205 form to provide a remittance address, if different than the mailing address on STD 204 to receive the payment.

Step 4: Submit all above materials by email

- Assemble all of the pieces above and send an email to AIF@dir.ca.gov with the subject line “AIF-T – [Program Name] – [Lead Applicant Name]”
- All emails must be received by May 11, 2023, 12:00pm PT

3. Glossary of Apprenticeship Terms

CAS – The **California Apprenticeship System** (CAS) is the primary database used by the Division of Apprenticeship Standards (DAS) to house information regarding approved programs and their registered apprentices, pre-apprentices, trainees and journeypersons, program Standards, associated Local Education Agencies, program evaluations, and much more.

CAC - The **California Apprenticeship Council** (CAC) issues rules and regulations which establish standards for equal opportunity access, minimum wages, maximum hours, and working conditions for apprenticeship, preapprenticeship and on-the-job training programs in the building and construction trades and for firefighter occupations.

DAS – The Department of Industrial Relations' [Division of Apprenticeship Standards](#) consults with employers to develop a skilled workforce, by establishing innovative apprenticeship programs that offer training, to create viable career pathways for Californians.

ETP – [The Employment Training Panel](#) is a workforce development entity within California government that provides financial assistance to California businesses to support customized worker training that attract and retain businesses which contribute to a healthy California economy.

IACA - The **Interagency Advisory Committee on Apprenticeship** (IACA) provides advice and guidance to the Division of Apprenticeship Standards on apprenticeship, preapprenticeship and on-the-job training programs outside the building and construction trades and firefighters.

LEA - Relative to apprenticeship, a **Local Education Agency** (LEA) is the entity who delivers and/or oversees (approves) the related and supplemental instruction (RSI, also known as curriculum) delivered during an apprenticeship program (as listed in the approved standards). As defined by Labor Code §3074, LEAs are "state and local boards responsible for vocational education". While any entity may deliver apprenticeship curriculum, only CA Community College, University or State College, Approved CA Dept. of Ed. (K-12, County Office of Education, Adult Education) may approve apprenticeship curriculum. In the context of AIF, LEA is inclusive of all public educational institutions as listed above.

Program Sponsor - A Program Sponsor is the entity responsible for the creation, operation, maintenance and sustainability of an apprenticeship, pre-apprenticeship or on-the-job training (OJT) program. Program Sponsors may be comprised of a single employer, group of employers, union organizations, education entities or partnerships between these entities and may be referred to as "Sponsor" or "Committee".

Registered Apprenticeship - Registered Apprenticeship is any apprenticeship program engaging in training under, and in accordance with, apprenticeship standards that have been approved by the Division of Apprenticeship Standards (DAS).