

1 Higher Education Coordinating Board

2

3 Adopted Permanent Rules Relating to Youth Works (Postservice  
4 Benefit) Program

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6 Rules as Adopted

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HIGHER EDUCATION COORDINATING BOARD

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YOUTH WORKS POSTSERVICE BENEFIT PROGRAM

9 4815.0100 SCOPE.

10 Parts 4815.0100 to 4815.0160 govern postservice benefits  
11 for persons who have successfully completed a youth works  
12 program as described in Minnesota Statutes, section 121.707.

13 4815.0110 DEFINITIONS.

14 Subpart 1. Scope. For the purposes of this chapter, the  
15 terms defined in this part have the meanings given them.

16 Subp. 2. Apprenticeship site. "Apprenticeship site" means  
17 a site approved by the youth apprenticeship program under  
18 Minnesota Statutes, chapter 126B, or a registered apprenticeship  
19 program approved by the Minnesota Department of Labor and  
20 Industry.

21 Subp. 3. Benefit recipient. "Benefit recipient" means a  
22 person who has successfully completed a youth works program as  
23 described in Minnesota Statutes, section 121.707.

24 Subp. 4. Commissioner. "Commissioner" means the  
25 commissioner of education.

26 Subp. 5. Educational loans. "Educational loans" means:

27 A. Perkins Loans/National Direct Student Loans  
28 (NDSLs);

29 B. Stafford Loans/Guaranteed Student Loans (GSLs);

30 C. Supplemental Loans for Students (SLSs)/Auxiliary  
31 Loans to Assist Students (ALASs);

32 D. Student Educational Loan Fund (SELF); and

33 E. loan consolidation programs that only consolidate  
34 loan payments for loans specified in this subpart.

35 Subp. 6. Eligible institution. "Eligible institution"

1 means a federally accredited postsecondary institution or an  
2 eligible Minnesota postsecondary institution as specified in  
3 part 4830.0300, subpart 1.

4 Subp. 7. Executive director. "Executive director" means  
5 the executive director of the Minnesota Higher Education  
6 Coordinating Board.

7 Subp. 8. Postservice benefit. "Postservice benefit" means  
8 the award amount as specified in Minnesota Statutes, section  
9 121.707, subdivision 3, paragraph (a), earned by the benefit  
10 recipient for service completed under the youth works program.

11 4815.0120 REQUEST AND DISBURSEMENT OF FUNDS FOR GRANTS.

12 Subpart 1. Recipient request. A benefit recipient  
13 requesting educational grants for earned postservice benefits  
14 must provide an eligible institution with a copy of the  
15 postservice benefit certificate received from the commissioner  
16 to verify grant eligibility under this program.

17 Subp. 2. Institutional request. After verifying a  
18 student's eligibility for a postservice benefit, the eligible  
19 institution must submit a written request to the executive  
20 director for payment of grant money for the recipient. A  
21 separate request must be submitted for each academic term in  
22 which the student is enrolled. A copy of the student's  
23 postservice benefit certificate from the commissioner must  
24 accompany the institution's initial request for payment.

25 Subp. 3. Deadline. The request for grant money for a  
26 student must be received by the executive director no later than  
27 the last day of classes for the academic year for which grant  
28 money is requested.

29 Subp. 4. Disbursement of funds. An institution must not  
30 disburse grant money for a student unless the student is  
31 enrolled in or has completed the academic term for which payment  
32 is intended.

33 Subp. 5. Refunds. If a recipient fails to enroll or  
34 reduces enrollment, the institution must refund the unused  
35 portion of the award to the executive director. Refunded money

1 is available for awards to other eligible recipients.

2 4815.0130 PAYMENTS TO INSTITUTIONS.

3 Subpart 1. Time of payment for grant benefits. The  
4 executive director shall send grant money for an eligible  
5 student to the institution within 30 days of receipt of a  
6 completed request for payment, but not before July 1 of the  
7 academic year for which payment is intended.

8 Subp. 2. Withholding payment. The executive director  
9 shall withhold payment for a student until the institution's  
10 request for payment is complete and the student's eligibility is  
11 verified.

12 4815.0140 REPAYMENT ON EDUCATIONAL LOANS.

13 Subpart 1. Request for loan repayment. A benefit  
14 recipient requesting payment on an educational loan for earned  
15 postservice benefits must submit to the executive director a  
16 request for educational loan repayment and a copy of the  
17 postservice benefit certificate received from the commissioner.  
18 The request must include the name of the institution attended  
19 during which the educational loan was received, the type of  
20 educational loan, the amount of the educational loan, the dates  
21 of the academic period covered by the loan, the address and  
22 telephone number of the holder of the note for the loan, the  
23 mailing address and telephone number of the loan servicer, and  
24 other documentation necessary for the executive director to make  
25 payment in a timely manner.

26 Subp. 2. Deadline. The request for educational loan  
27 repayment must be made within seven years of the recipient's  
28 completion of service under the youth works program.

29 Subp. 3. Payment on loans. Payment must be made by the  
30 executive director to the recipient's designated educational  
31 loan creditor within 30 days of the completed request for  
32 payment. A request is considered complete when all information  
33 in subpart 1 has been received by the executive director.

34 Subp. 4. Withholding payment. The executive director  
35 shall withhold payment on a recipient's educational loan until

1 the recipient's eligibility is verified and the loan repayment  
2 request is complete. A request is considered complete when all  
3 information in subpart 1 has been received by the executive  
4 director.

5 4815.0150 PAYMENT OF APPRENTICESHIP COSTS.

6 Subpart 1. Request for payment. A benefit recipient  
7 requesting payment of eligible apprenticeship costs for earned  
8 postservice benefits must submit to the executive director a  
9 request for payment of apprenticeship expenses form provided by  
10 the executive director and a copy of the postservice benefits  
11 certificate received from the commissioner. Reimbursable  
12 apprenticeship expenses of the recipient may include, but are  
13 not limited to, union dues and cost of tools and equipment  
14 needed for the apprenticeship and transportation costs to the  
15 apprenticeship site.

16 Subp. 2. Request for payment of apprenticeship expenses  
17 form. The request for the payment of apprenticeship expenses  
18 form must include information including the name, address, and  
19 telephone number of the apprenticeship, and an itemized list of  
20 the apprenticeship expenses expected to be incurred during the  
21 apprenticeship period. These expenses must be listed according  
22 to each year of the apprenticeship program. The form must be  
23 signed by the employer.

24 Subp. 3. Deadline. The request for the payment of  
25 apprenticeship expenses form must be submitted to the executive  
26 director within seven years of the recipient's completion of  
27 service under the youth works program.

28 Subp. 4. Payment of apprenticeship expenses. If the  
29 request for payment of apprenticeship expenses form shows that  
30 there are immediate expenses, funds will be paid to the  
31 recipient within 30 days of the completed request for payment.  
32 A request shall not be considered complete until the employer  
33 verifies that the recipient in the apprenticeship has purchased  
34 and still retains tools and equipment purchased for the  
35 apprenticeship and provides written documentation of the

1 apprenticeship expenses. If the recipient has incurred no  
2 apprenticeship costs at the time payment is requested by the  
3 recipient, the executive director shall send payment to the  
4 business where the apprenticeship is located for disbursement to  
5 the recipient.

6 Subp. 5. Withholding payment. The executive director  
7 shall withhold apprenticeship payments until recipient  
8 eligibility is verified and all information specified in  
9 subparts 2 and 4 is received by the executive director.

10 4815.0160 AMOUNT OF BENEFIT.

11 The total amount of a recipient's benefit shall depend on  
12 the length of service as specified in Minnesota Statutes,  
13 section 121.707, subdivision 3, paragraph (a).