Idaho Launch Implementation Framework for Adults
Approved June 11 2025

Eligible Institutions (72-1204 1.f.)

1. A training provider as recognized by the council under the Workforce Innovation and Opportunity Act or the Workforce Development Training Fund.
2. 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://lmi.idaho.gov/data-tools/occupations-in-demand/

Eligible Coursework (72-1204 1.d.)

Courses or training necessary for the completion of a participant's declared in-demand career.

- Adult learners are limited to non-credit offerings available through Idaho LAUNCH along with basic technical certificates (i.e. 9-month certificates) through the technical colleges.
- Exceptions will be made for Second Chance Pell Recipients at approved institutions and correctional facilities.
    - Second Chance Pell Recipients should be within two years of release.

Eligible Adult Learner (72-1204 1.c.)

An Idaho resident who is pursuing education or training for an in-demand career.

Grant (72-1204 1.e and 1.h.)

In no case shall the council reimburse more than eighty percent (80%) of a program's published total tuition and fees for eligible coursework, or more than three-thousand five hundred dollars ($3,500), whichever is less. Grant funds may not be refunded to a participant.

In-Demand Careers (72-1204 1.j)

In-demand careers, as determined by the Council, means careers that have a positive economic output for the state of Idaho and increase economic mobility for the people of Idaho. Factors including but not limited to the number of job openings, the rate of job growth, and the length of the training program shall be incorporated to create a matrix of careers and training programs that align to in-demand careers. Careers that require a postbaccalaureate degree for entry into the profession shall not be included in the matrix or as an in-demand career.

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 eligible adults, the Policy Committee may further prioritize available funds by industry based on economic and workforce data within the following categories:

a. Healthcare
b. Transportation
c. Construction/Utilities
d. Technology
e. Education
f. Goods Producing
    i. Natural resources
    ii. Mining
    iii. Manufacturing
    iv. Agriculture

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
- Incarceration
    - Documentation that the individual is incarcerated with the anticipated release date

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:

Move Out of State:

- Participants shall be required to pay back the Idaho LAUNCH grant funds if they move

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.

Death:
If a participant in the Idaho LAUNCH program passes away while enrolled in their approved education or training, any funds expended on their behalf will be considered closed and forgiven. No recovery will be pursued from the institution or the participant's estate.

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.

- 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.