

**CHAPTER 4815**  
**HIGHER EDUCATION SERVICES OFFICE**  
**YOUTH WORKS; POSTSERVICE BENEFIT**

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**YOUTH WORKS POSTSERVICE BENEFIT PROGRAM**

**4815.0100 SCOPE.**

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

**Statutory Authority:** *MS s 136A.04*

**History:** *19 SR 1636*

**4815.0110 DEFINITIONS.**

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

Subp. 2. **Apprenticeship site.** “Apprenticeship site” means a site approved by the youth apprenticeship program under Minnesota Statutes, chapter 126B, or a registered apprenticeship program approved by the Minnesota Department of Labor and Industry.

Subp. 3. **Benefit recipient.** “Benefit recipient” means a person who has successfully completed a youth works program as described in Minnesota Statutes, section 121.707.

Subp. 4. **Commissioner.** “Commissioner” means the commissioner of children, families, and learning.

Subp. 5. **Educational loans.** “Educational loans” means:

- A. Perkins Loans/National Direct Student Loans (NDSLs);
- B. Stafford Loans/Guaranteed Student Loans (GSLs);
- C. Supplemental Loans for Students (SLSs)/Auxiliary Loans to Assist Students (ALASs);
- D. Student Educational Loan Fund (SELF); and
- E. loan consolidation programs that only consolidate loan payments for loans specified in this subpart.

Subp. 6. **Eligible institution.** “Eligible institution” means a federally accredited postsecondary institution or an eligible Minnesota postsecondary institution as specified in part 4830.0300, subpart 1.

Subp. 7. **Executive director.** “Executive director” means the executive director of the Minnesota Higher Education Services Office.

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

**Statutory Authority:** *MS s 136A.04*

**History:** *19 SR 1636; L 1995 c 212 art 3 s 59; L 1995 1Sp3 art 16 s 13*

**4815.0120 REQUEST AND DISBURSEMENT OF FUNDS FOR GRANTS.**

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

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

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

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

Subp. 5. **Refunds.** If a recipient fails to enroll or reduces enrollment, the institution must refund the unused portion of the award to the executive director. Refunded money is available for awards to other eligible recipients.

**Statutory Authority:** *MS s 136A.04*

**History:** *19 SR 1636*

**4815.0130 PAYMENTS TO INSTITUTIONS.**

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

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

**Statutory Authority:** *MS s 136A.04*

**History:** *19 SR 1636*

**4815.0140 REPAYMENT ON EDUCATIONAL LOANS.**

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

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

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

Subp. 4. **Withholding payment.** The executive director shall withhold payment on a recipient's educational loan until the recipient's eligibility is verified and the loan

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repayment request is complete. A request is considered complete when all information in subpart 1 has been received by the executive director.

**Statutory Authority:** *MS s 136A.04*

**History:** *19 SR 1636*

### 4815.0150 PAYMENT OF APPRENTICESHIP COSTS.

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

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

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

Subp. 4. **Payment of apprenticeship expenses.** If the request for payment of apprenticeship expenses form shows that there are immediate expenses, funds will be paid to the recipient within 30 days of the completed request for payment. A request shall not be considered complete until the employer verifies that the recipient in the apprenticeship has purchased and still retains tools and equipment purchased for the apprenticeship and provides written documentation of the apprenticeship expenses. If the recipient has incurred no apprenticeship costs at the time payment is requested by the recipient, the executive director shall send payment to the business where the apprenticeship is located for disbursement to the recipient.

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

**Statutory Authority:** *MS s 136A.04*

**History:** *19 SR 1636*

### 4815.0160 AMOUNT OF BENEFIT.

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

**Statutory Authority:** *MS s 136A.04*

**History:** *19 SR 1636*