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HANDBOOK 28

CHAPTER 2

GRANTS AND REIMBURSEMENT TO FACILITATE ORIENTATION, LANGUAGE, AND FUNCTIONAL TRAINING FOR FAMILY MEMBERS

2A. Purpose

This chapter outlines conditions, criteria, and procedures for providing orientation, language, and functional training for family members who are eligible for such training after the Foreign Service (FS) member has been notified in writing of an overseas assignment or while abroad. Grants for dependent care for eligible family members while they are receiving training are covered in 2F3, Dependent Care Grants.

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2B. Scope

The policies and procedures set forth in this chapter are applicable to all U.S. citizen members of the AID Foreign Service.

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2C. Authorities

704(c) and 705(a) and (b), Foreign Service Act of 1980 (the Act); 3 FAM 824.6.

1. Section 704(c) of the Act provides that:

"(c) The Secretary may provide to family members of members of the Service or of employees of the Department or other agencies, in anticipation of their assignment abroad or while abroad--

"(1) appropriate orientation and language training; and

"(2) functional training for anticipated prospective employment under section 311."

2. Section 705 of the Act provides that:

"(a) To facilitate training provided to members of families of Government employees under this chapter, the Secretary may make grants (by advance payment or by reimbursement) to family members attending approved programs of study. No such grant may exceed the amount actually expended for necessary costs incurred in conjunction with such attendance.

"(b) If a member of the Service who is assigned abroad, or a member of his or her family, is unable to participate in language training furnished by the Government through the Institute or otherwise, the Secretary may compensate that individual for all or part of the costs of language training, related to the assignment abroad, which is undertaken at a public or private institution."

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2D. Definitions

1. "Dependent", under these regulations, means children under the age of fifteen or disabled dependents normally residing in the home of the member of the service.
2. "Family member" means a family member, as defined in 6 FAM 117(k), who is eighteen years of age or older, and who is expected to accompany the FS employee during the major portion of that employee's overseas assignment.
[6FAM117]
3. "Government-sponsored language training" means language training at FSI's Washington facilities or its overseas field schools or at a commercial language training facility that has a contract to provide language training for the Government.
4. "Public or private institution" means a public or private school, college, institute, or language training institution. Instruction by individuals not under the auspices of such institutions is excluded.

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2E. Administration of Grants and Reimbursements

Grants and reimbursements to family members receiving training in the U.S. shall be administered by the Chief of Training and Development Division (M/PM/TD), or designee, and for family members receiving training overseas, by the Executive Officer.

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2F. Types of Grants

1. Training Provided for Family Members

Grants may be made to family members under section 2C2 (a) to facilitate attendance in the following programs:

- a. Area study courses, full- or part-time;
- b. Programs of the Workshop for Foreign Service Families, and the Overseas Briefing Center;
- c. Regular, full-time, early morning, part-time, familiarization and short term (FAST), and specially arranged language training, including the area study portions of such courses; or
- d. Such other course offerings as the Chief, M/PM/TD or designee, or the Executive Officer at the overseas post, shall determine are appropriate for the orientation, language training, and functional training necessary for anticipated prospective employment under sections 311 and 704(c) of the Act.

2. Language Training Provided at Other Institutions

a. The specifications of language training under section 2C2(b) must include:

- (1) Training in a primary or primary alternate language of the post to which the Foreign Service employee is assigned;

(2) Training of at least ten but not more than thirty class hours per week, exclusive of language laboratory or other self-study hours.

b. A family member is eligible for language training overseas under section 2C2(b) only if the member of service is being assigned from one overseas post to another (with a different primary or primary alternate language) without opportunity for training in Washington. The Application for Dependent Care/Training Grant (form AID 460-4/83) will be submitted to the new post. The new post will approve language training subject to the availability of funds as the receiving post must assume the costs of the language training and any related dependent care costs.

c. A family member who is not living in the Washington, D.C., area or is unable to attend a Government-sponsored language program because of family duties and responsibilities, illness, disability, employment, or a program of formal study is eligible for programs authorized under section 2C2(b) when the Chief, Overseas Division (M/PM/OS), or designee, approves the onward assignment.

After the Application for Dependent Care/Training Grant (form AID 460-16, 4-83) is signed by the Chief, M/PM/OS, or designee, copies of the signed form are sent to notify the FS employee, as notification of M/PM/OS's of approval of the application and to M/PM/TD for approval of the grant.

d. The following limitations are placed on eligibility for grants or other compensation under this section:

(1) Refusal by a family member for reasons of personal convenience to attend Government sponsored training does not constitute inability of the family member to attend. The Government is not required to schedule classes at FSI or elsewhere solely for the personal convenience of the family member so long as language training can be provided in a timely manner before the family member must leave for the overseas assignment.

(2) If appropriate Government-sponsored language training is available and the individual, although able to do so, chooses not to participate, the individual is not eligible for training elsewhere at Government expense.

(3) Reimbursements for language training provided at a public or private institution will not be for more than 720 hours of instruction (thirty hours of instructions a week, for a period of training not to

exceed six months) in preparation for any one overseas assignment.

(4) Payment for training grant may be made only to the FS employee.

(5) Training grant or other compensation will not include such items as registration fees, laboratory fees or supplies for use during course.

3. Dependent Care Grants

a. Dependent care grants under section 2C2(a) are made only to permit family members normally responsible for the care of dependent(s) of the FS employee to attend authorized training.

b. For dependent care grants under section 2C2(a), a family member as defined in section 2D is eligible for programs authorized under section 2C1 when the Chief, M/PM/FSP, or designee, approves the onward assignment. After approval of the Application for Dependent Care/Training Grant by means of the signature of the Chief, M/PM/FSP, or designee (the employee's Personal Officer), copies of the signed form are used to notify the FS employee and M/PM/TD of approval of the application. In case of assignment from one overseas post to another, M/PM/FSP notifies by cable the FS employees and the Executive Officers at the gaining and losing posts.

c. The following limitations apply to dependent care grants:

(1) Payment cannot be made for any days in which the family member is not in attendance for the scheduled training.

(2) Grants are limited to dependent care during scheduled training hours and for a reasonable time before and after hours to provide for travel time to and from the training facility, for children under the age of fifteen or disabled dependents normally residing in the home of the FS employee.

(3) Payments for dependent care may be made only to the FS employee.

(4) The actual cost of transporting dependent(s) to and from the location of daily care or of transporting the person(s) providing the care to and from the home may be included.

(5) Dependent care compensation will not include such items as registration fees, laboratory fees or general supplies for use at a day care center or preschool facility.

d. It is the policy of AID to provide reimbursement for dependent care for eligible family members while they are receiving training under section 2C1 at a public or private institution on the same basis as if they were in training provided by the Government at FSI or otherwise.

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2G. Application and Payment Process Procedures for Training in U.S.

1. Training Grants for Family Members and Dependent Care

a. Grants for training of family members and/or dependent care costs incurred while attending Government-approved courses, are made either in advance or by reimbursement. After the Chief, M/PM/FSP, or designee, approves the onward assignment, the employee must submit Application for Dependent Care/Training Grant to M/PM/TD completed except for the grant number, accounting data, and signature of the Training Division Chief. Copies of the form, signed by the Chief, M/PM/FSP, or designee (the employee's Personnel officer), will be used to notify the FS employee and M/PM/TD of approval of the onward assignment. The Chief, M/PM/TD or designee, will approve the grant subject to the availability of funds (including the assignment of a grant number). The grant number is the obligation number. If an advance is desired to meet the anticipated cost of dependent care or training course, the form must be received by M/PM/TD at least three weeks before the start of the course. The applicant may request an advance payment against the grant. The amount advanced will be for the length of the training period or ninety days whichever is shorter. If the training period exceeds ninety days, the applicant must apply for a second advance payment not to exceed a second ninety-day period, until the total amount of the grant has been advanced. The certification form (AID 460-I7) must be filed on a monthly basis to liquefy the advance.

b. Valid receipts for actual expenses, together with form AID 460-I7, Certification for Dependent Care/Training Grant, must be submitted on a monthly basis to M/PM/TD. FSI or other training institution representative, as appropriate, should certify on the form that the family member was a student in good standing during the period for which the payment is claimed. Good standing includes regular attendance (80% or more of the scheduled class hours), full participation and satisfactory performance in

the course. M/PM/TD will then complete Part IV of the form, as appropriate, and submit it to M/FM/SSD for payment or as a voucher against the advance received.

2. Reimbursement for Tuition Costs of a Language Program at a Public or Private Institution Reimbursement will be based on the amounts quoted by commercial suppliers of language training services to private, business, and Government customers. The Chief, M/PM/TD or designee, determines at the time the application is submitted for approval whether the training cost quoted by the prospective supplier of training is reasonable. Applications may be rejected if the training costs at a public or private institution appear excessive. In addition to the application, a family member wishing compensation for training should provide (by means of an attachment) an explanation of inability to attend Government sponsored training. The application must be received at least three weeks before the scheduled start of the training and be approved by the Chief, M/PM/TD before training starts. Upon completion of training by the family member, the employee submits form AID 460-17 with parts I, II, and III completed, as appropriate, together with receipts for actual expenses to M/PM/TD who retains a copy and forwards the original to M/FM/SSD approved for payment. M/FM/SSD will issue a check payable to the FS employee.

3. Forms

a. Application for Dependent Care/Training Grant (Form 460-16, 4/83)

The application is a five-part form and must be completed in full except for the grant number and Part III. The employee must send the form to the appropriate Personnel Officer who signs for M/PM/FSP and forwards the form to M/PM/TD for approval. M/PM/TD reviews and approves the form, if appropriate, and fills in the accounting data. M/PM/TD then distributes the form as follows:

M/PM/TD White (orig.)
M/PM/FSP Yellow Copy
M/FM/SSD Blue Copy
M/FM/SSD Pink Copy
Employee Green Copy

The Personnel Officer will file the M/PM/FSP copy in the employee's personnel file. M/FM/SSD will then process the advance if one has been requested and a check will be sent to the employee at the mailing address indicated on the application form in Part I.

b. Certification for Dependent Care/Training Grant (form AID 460-17, 4-83)

The Certification for Dependent Care/Training Grant is a three-part form. The applicant must complete the form through Part III and obtain all necessary

signatures as appropriate. The form is then forwarded to M/PM/TD where it is reviewed and approved if reasonable. M/PM/TD distributes the form as follows:

M/FM/SSD White (orig.)

M/PM/TD Yellow Copy

Employee Green Copy

M/FM/SSD uses the certification form as a voucher against any advance issued or to reimburse the employee if requested on the form. The certification form must be submitted on a monthly basis. Any advance received by the FS employee not liquidated by the certification form(s) must be repaid to AID by the employee.

The green copy is forwarded to the employee by M/FM/SSD.

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2H. Application and Payment Process for Training Overseas

1. Training Grants for Family Members and Dependent Care

a. Grants for training of family members and/or dependent care costs incurred while attending Government approved courses overseas are made either in advance or by reimbursement. After approval by cable from the Chief, M/PM/FSP, or designee, of the assignment of the FS employee from one overseas post to another, the employee must submit the Application for Dependent Care/Training Grant to the Executive Officer at the new post. The applicant must complete all applicable sections except for the grant number and Part III. After approval by the Executive Officer, the form is submitted to the post Controller, or designee, who certifies the availability of funds by signing in Part III for Training Division Chief. The certified form is returned to the Executive Officer by the Controller, or designee, after which the Executive Officer distributes the form.

b. On a monthly basis, valid receipts for actual expenditures, together with Certification for Dependent Care/Training Grant, must be submitted to the Executive Officer at the new post. The applicant must complete the form through Part III and obtain all necessary signatures. The FSI overseas field school or other training institution representative, as appropriate, should certify satisfactory participation on the Certification for Dependent Care/Training Grant, as outlined in 2G1b above. The Executive Officer will then complete Part IV of the form, as appropriate, and submit it to the post Controller, or designee, for payment or as a voucher against the advance received.

2. Reimbursement for Tuition Costs of a Language Program at a Public or Private Institution Overseas

Reimbursement will be based on the amounts quoted by commercial suppliers of language training services to private, business, and local Government customers. The Executive Officer at the new post, or designee, determines at the time the application form is submitted for approval whether the training cost quoted by the prospective supplier is reasonable. Applications may be rejected if the costs appear excessive. In addition to the application form, a family member wishing compensation for training should provide an explanation, (by means of an attachment) of inability to attend Government-sponsored training. The application must be received at the new post and be approved by the Executive Officer at least three weeks before the scheduled start of training. Upon completion of training by the family members, the employee submits the certification form to the Executive Officer with Parts I, II and III completed, as appropriate, with receipts for actual expenditures. After signing in Part IV, the Executive Officer retains the yellow copy and forwards the original and green copy to the post Controller, or designee, who forwards a check and the green copy to employee.

3. Forms

a. Application for Dependent Care/Training Grant (form AID 460-16)

Distribution of copies:

White and Yellow - Retained by Executive Officer at gaining post

Blue and Green - Post Controller at gaining post

Pink - Executive Officer at losing post

The Controller will forward a check if an advance has been requested and the green copy to the employee.

b. Certification for Dependent Care/Training Grant (form AID 460-17)

Distribution of copies:

White and Green - Post Controller at gaining post

Yellow - Retained by Executive Officer at gaining post

The Controller uses the certification form as a voucher against any advance issued or as justification for the issuance of a check to the employee if reimbursement has been requested. The check (if appropriate) and the green copy will be forwarded to the employee by the Controller.

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2I. Taxability of Grant Payments

Federal, State, and other U.S. jurisdictions may consider grants for dependent care or reimbursement for tuition costs of non-Government-sponsored language training as taxable income. Because the deductibility of these expenses may vary from case to case, individuals receiving grants and/or reimbursements under this section are personally responsible for verifying Federal, State and local taxability.

Attachment 2A, Application for Dependent Care/Training Grant (form AID 460-16)

Attachment 2B, Certification for Dependent Care/Training Grant (form AID 460-17)

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Application for Dependent Care/Training Grant

AGENCY FOR INTERNATIONAL DEVELOPMENT

APPLICATION FOR DEPENDENT CARE/TRAINING GRANT

(See reverse of green copy (Employee's Copy) for Privacy Act Statement)

Employee's Name	Social Security Number	Date
Grant Number	Country of Assignment	Amount to be Advanced \$

 Request for Dependent Care and/or Request for Training Grant

PART I - TO BE COMPLETED BY APPLICANT FOR GRANT

Applicant's Name	Social Security Number	Home Telephone Number (include area code)	Business Telephone Number (include area code)
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Mailing Address (street, city, state, zip code)

PART II - COMPLETE SECTION A FOR DEPENDENT CARE AND/OR SECTION B FOR TRAINING GRANT

A. Dependent Care Grant

Period of Day Care Service From	To	Hours Per Day of Care		Total
		From	To	
*Estimated Costs		Per Day	Per Week	Per Month
Day Care Services	\$	\$	\$	\$
Day Care Transportation	\$	\$	\$	\$
Name(s) of Dependent(s) to Receive Care	Age	Date of Birth	Relationship to Employee	

I certify that the name(s) listed is/are legally my dependent(s) according to the Internal Revenue Service definition for income tax purposes (see back of form to list additional dependents).

Signature of Person Claiming Dependent(s)

B. Training Grant for Training Provided at Private or Public Institution

Title of Training Course	Estimated Proficiency (for language training only)	
	Speaking	Reading
Name of Training Institution	Telephone Number (include area code)	
Mailing Address (street, city, state, zip code)		

Enrollment Dates From	To	Hours Per Day of Training		Total
		From	To	
*Tuition Costs		Per Day	Per Week	Per Month
\$	\$	\$	\$	\$

*If anticipated costs vary considerably during training, prepare a schedule on back of this form.

Person Requesting Grant's Signature	Date
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PART III - APPROVAL

Typed Name of Personnel Officer	Signature	Telephone Number (include area code)	Date	
Typed Name of Training Division Chief or Designee	Signature		Date	
FUNDS AVAILABLE	Appropriation	Allotment - Budget Planning Code	Obligating Document Number	Amount \$

PRIVACY ACT STATEMENT

Authority: Public Law 96-465, Section 705

Principal Purpose: To obtain information necessary for the Agency to provide grants or reimbursements to facilitate orientation, functional, and language training and to provide dependent care for family members of Foreign Service employees.

Routine Uses: The personal information is used by the Agency to determine eligibility in the program, process applications, approve grants or reimbursements, maintain records, and perform all other administrative functions inherent in the program.

Disclosure: Mandatory for personal information and SSN. Failure to provide mandatory information will result in the denial of the application for the grant or reimbursement.

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Certification for Dependent Care/Training Grant

AID 460-17 (4/83)

AGENCY FOR INTERNATIONAL DEVELOPMENT

CERTIFICATION FOR DEPENDENT CARE/TRAINING GRANT

Employee's Name	Grant Number
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PART I - CERTIFICATION OF ATTENDANCE AND SATISFACTORY PARTICIPATION

This is to certify that

A. Participated fully in the _____ training course
during the month of _____, 19 _____.

B. Attended at least 80% of scheduled sessions

C. Days absent

D. Training Representative's Signatures

FSI Representative's Signature	Date
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Name of Training Institution (other than FSI)

Training Institution Representative's Signature (other than FSI)	Date
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Claimant's Signature	Date
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PART II - CERTIFICATION OF DAY CARE SERVICES PROVIDED

This is to certify that I, _____, have received \$ _____
from _____ for the month of _____, 19 _____.

Provider of Child Care's Signature	Date
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Address

PART III - REQUEST FOR REIMBURSEMENT

Dependent Care and/or Training Grant

Request for reimbursement is hereby made in the amount of \$ _____ for dependent care and/or \$ _____
for training grant for the total amount of \$ _____ during the month of _____, 19 _____.
I certify that I have not previously been paid for this amount.

Claimant's Signature	Date
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PART IV - APPROVAL

This monthly accounting for the month of _____, 19 _____ meets the requirements of 3 FAMC 824.6 and
is approved for payment against Grant Number _____.

Division Chief, M/PM/AD/TD Signature	Date
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