



## Frequently Asked Questions

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## General FAQ on Next Steps Idaho Website: LAUNCH Page

- **Have I heard of Idaho LAUNCH before?**
  - A version of Idaho LAUNCH has been around for approximately 3 years—this program has served adults seeking to upskill or change careers. It is referred to as Idaho LAUNCH for Adults.
  - Idaho LAUNCH for High School Seniors is new as of 2024! The graduating class of 2024 is the first cohort invited to participate in this program. Idaho LAUNCH for High School Seniors aims to connect high school seniors with training for in-demand careers throughout Idaho.
- **How does the application cycle work for Idaho LAUNCH?**
  - The Idaho LAUNCH application opens the first Monday in October and closes on April 15. Contingent Award Letters are contingent upon verification of eligibility. There are three rounds of Contingent Award Letters.
  - Final Award Letters will be issued in June after eligibility is verified. Students must use an active personal (not school-issued) email address when applying for Idaho LAUNCH funds.
  - Career Pathway Plan completion is required before May 31.
- **Are students required to apply fill out a FAFSA to receive Idaho LAUNCH funding?**
  - No, filling out a Free Application for Federal Student Aid (FAFSA) is not a requirement for this grant. However, Idaho LAUNCH will only cover 80% (up to \$8,000) of a program's tuition and fees. The remaining program costs and room/board/supplies fees may be paid by other financial aid and scholarship opportunities, so students and their families are encouraged to complete a FAFSA.
- **How will students be notified if they have been awarded LAUNCH funding?**
  - Students will receive email notifications from Scholarship Idaho; the email address will come from [idaholaunch@wdc.idaho.gov](mailto:idaholaunch@wdc.idaho.gov). It is **vital** for students to have an active, personal email address (not school-issued) that they check regularly to ensure they do not miss any notifications that may require their attention.
  - Students will also receive text messages if they haven't accepted their contingent or final offer prior to the acceptance deadline.
  - Students can also check the status of their application in Scholarship Idaho, by looking at their status page.
- **What happens if there isn't enough LAUNCH funding for all eligible applications?**
  - Prioritization will be based on in-demand careers. Applications will be ranked based on the program a student selects during the application process and how/if it connects to the list

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of in-demand careers approved by the Idaho Workforce Development Council (reviewed and approved annually).

- With the significant demand for Idaho LAUNCH grants the WDC had to begin the prioritization at the community college level; meaning that not every program at the community college level is approved for Idaho LAUNCH. The programs at the community college level must align to an in-demand career. Visit [link](#) to learn more about contingent offers and prioritization.
- **What if schools, parents, and/or students have questions about the Idaho LAUNCH program?**
  - Check the [Idaho LAUNCH page](#) on the Next Steps Idaho website for answers to commonly asked questions. For questions not answered by this document or the website, please send an email to [idaholaunch@wdc.idaho.gov](mailto:idaholaunch@wdc.idaho.gov).
- **Who do I contact for questions regarding the LAUNCH program?**
  - Urgent questions can be directed to [idaholaunch@wdc.idaho.gov](mailto:idaholaunch@wdc.idaho.gov).
- **Is the Idaho LAUNCH grant for students only for the current graduating class of high school seniors?**
  - The Idaho LAUNCH for Students program began with the graduating class of 2024. It will be offered to subsequent high school graduating classes each year. Students will be required to apply for Idaho LAUNCH during their senior year of high school.
  - There is an Idaho LAUNCH for Adults program. To learn more about this program, visit [www.idaholaunch.com](http://www.idaholaunch.com).
  - Idaho LAUNCH, whether used with the student or adult version is a once in a lifetime benefit.
- **My student is enrolled in dual credit courses can they still apply for Idaho LAUNCH?**
  - Yes, all students considered in the spring graduating class may apply for Idaho LAUNCH.
- **I am working to obtain my GED; can I still apply for Idaho LAUNCH?**
  - Yes, if you'll complete your GED during this school year and are considered part of this spring's graduating class. You must also be under the age of 21 when the application closes on April 15.
- **Can I attend an education/training provider in a different state, other than Idaho and receive the Idaho LAUNCH grant?**
  - No. Idaho LAUNCH grants can only be used at approved Idaho-based institutions.

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- **Do I have to stay in Idaho after graduation or can I move to another state and work?**
  - Idaho LAUNCH for Students does not require students to stay in Idaho after they complete their education/training program.

## Application

- **Is this a last-dollar program?**
  - No. Idaho LAUNCH is not a last-dollar program.
- **Can students, after accepting the award, change their career interest and if they changed from an in-demand career to another in-demand career? Would they have to reapply, or would the accepted award simply be updated to cover their new program?**
  - Yes. Students may change their program of study, so long as it remains aligned to an in-demand career. However, depending on the in-demand score of the newly chosen career, this change may push them to a waitlist for receiving an Idaho LAUNCH grant.
- **Once students submit their application, can they go back in and adjust information in Scholarship Idaho until final offers are made?**
  - Students can make adjustments in Scholarship Idaho until final awards are given. Once final awards are given then all updates will be made in the Idaho Grant Management System.
- **How do I apply without a Social Security #?**
  - Idaho LAUNCH also requires that students are lawfully present. Idaho LAUNCH legislation directs us to 33-3717B for determination on Idaho Residency, which is the same as the Office of the State Board. You will need to email Dr. Sherawn Reberry [sherawn.reberry@wdc.idaho.gov](mailto:sherawn.reberry@wdc.idaho.gov) with documentation that shows a lawful presence. If you don't have a social security number because of a status situation, you will be required to submit documentation that demonstrates a "lawful presence" in Idaho. Please email [idaholaunch@wdc.idaho.gov](mailto:idaholaunch@wdc.idaho.gov) for further information.
- **Why do I need an EDUID number?**
  - The WDC uses a student's state-issued EDUID number for three reasons:
    - Career Pathway Plan:
      - Connects a student's Idaho LAUNCH application to their career pathway plan in the Next Steps Idaho system. Students need to enter their EDUID when they apply for Idaho LAUNCH and they need to verify this number in the "Launch Career Pathway Plan" in Next Steps.
    - Used to verify Senior Project completion (if this is the route the student's district chose to demonstrate the completion of a career pathway plan).

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- EDUID numbers are also used to verify that a student has graduated from high school.
- **Idaho Students are assigned an EDUID when they are enrolled in a public school and some private schools, how does my homeschool student receive an EDUID?**
  - Idaho students are assigned an EDUID in the third grade by the Office of the State Board of Education. Parents can contact the State Board office to request an EDUID for their child.
- **Is there an advantage to applying for the Idaho LAUNCH grant earlier in the application window?**
  - There is not an advantage to applying earlier in the application cycle. As per statute, we must prioritize the applications by the in-demand career list. This means that the in-demand careers are ranked by the number of annual job openings. Those with the most demand are ranked most highly.
- **I have applied through Scholarship Idaho for an Idaho LAUNCH grant, how can I tell if my application has been submitted?**
  - Students can check application status by logging into the Scholarship Idaho application system. Click on the “waffle menu”, click the “Status Button” on the left-hand side; look for the Idaho LAUNCH tile. If an application has been submitted, this tile will say “Submitted” in the bottom left-hand corner.
- **Do applicants who have graduated from high school with a GED need to upload ACT/SAT scores?**
  - No, GED completers do not have to upload their ACT/SAT scores, they will need to upload their GED Certificate or GED Diploma.
- **Do I need to provide my parents’ tax information to apply for Idaho LAUNCH?**
  - No. Currently no tax information is required.

## Extensions

- **What are the allowable circumstances for which students may receive an extension to defer the use of their Idaho LAUNCH grant?**
  - Religious Service
    - Documents to upload: Call letter or similar from verified religious organization
  - Military Service
    - Documents to upload: Orders/enlistment Papers
  - Volunteer Service – Peace Corps and AmeriCorps

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- Documents to upload: Copy of contract
- Health / Medical Issue
  - Documents to upload: Letter from medical provider (sufficient to meet FMLA requirements) stating that they cannot receive reasonable accommodations by the training provider
- Program enrollment delayed due to being on a wait list
  - Documents to upload: A letter from the approved training provider with the date that they will be admitted to the program
- Incarceration
  - Documentation verifying that incarceration has occurred.
- **If a student is going to BYU-I, they may not be accepted until Winter track. Would that count as an extenuating circumstance?**
  - Yes, they would be eligible to apply for an extension.
- **If a student decides to apply to college/training for spring semester of their senior year, would they still be eligible for Idaho LAUNCH for students?**
  - Funding is not available until the beginning of each fiscal year (begins July 1 of each year) – but if they are part of the graduating class of the current school year, then they could apply for funds to be used in the fall semester.
- **My student is going to be completing religious service following their graduation from high school. Is this an allowable reason to request an extension?**
  - Yes. Religious service is an allowable extension request. The student would need to accept their contingent offer (or final award) and then request an extension. The student will need to upload supporting documentation for the approval process.

## Eligibility

- **Can students who are currently in 12<sup>th</sup> grade apply for Idaho LAUNCH and access Idaho LAUNCH funds during their senior year for workforce training programs?**
  - No, funding for graduating seniors will not be available until July 1 of each fiscal year.
- **If we have an early graduate, do they still need to wait until the fall to access funds?**
  - Yes, funds are not available until July 1 of each fiscal year – early graduates are able to still apply for Idaho LAUNCH funding, but they will not be able to access Idaho LAUNCH funds until July 1 of each fiscal year.

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- **What is available for Idahoans who previously graduated from an approved high school and are currently enlisted or completing religious service and plan to attend a community college?**
  - Idahoans in these situations may be able to utilize Idaho LAUNCH for Adults. They can access information and apply at [www.idaholaunch.com](http://www.idaholaunch.com).
- **Will students who don't graduate until summer be able to apply for the Idaho LAUNCH grant?**
  - Yes, students that graduate in the summer of 2024 are considered graduates of the Class of 2024; they should apply before the deadline of April 15 to meet the application deadline.
- **Do students need to attend school on a full-time basis to be eligible for Idaho LAUNCH funding?**
  - No. Students do not need to be full-time in their education / training program to be eligible for Idaho LAUNCH.
- **What about early graduates – are they still considered part of the current graduating Class – and can they apply and access the funds early?**
  - Early graduates will be able to apply for the Idaho LAUNCH grant, however, no funds will be dispersed until July of each fiscal year. They will also need to complete their Career Pathway Plans by May 31.
- **How will homeschool and GED students show that they have graduated from an Idaho High School or equivalent?**
  - Homeschool students will need to upload a transcript from the co-op they attend or from parents, attesting that the student has successfully completed their high school courses to graduate with the current class.
  - GED students will need to upload their certificate of completion or GED diploma.
- **Do students need to upload their transcripts/diploma into Scholarship Idaho?**
  - Idaho LAUNCH participants will be required to upload either their diploma or transcript after their graduation as proof of high school graduation. They will be asked to upload in the Idaho Grant Management System.





## Scholarship Idaho

- **If I have a Counselor Suite account (tool for educators only), is that where I can view our senior's accounts?**
  - Counselors will be able to see if a student has applied for Idaho LAUNCH in Counselor Suite. For those districts that have chosen Next Steps Idaho for the Career Pathway Plan (CPP), counselors can view if students have completed the CPP in their counselor-level [Next Steps Idaho account](#).
- **Are there separate logins for Apply Idaho and Scholarship Idaho?**
  - Yes. Apply Idaho is the state's online common application for college admittance. Scholarship Idaho is the state's online application for scholarships and grants. Both systems require students to create password-protected accounts.
- **Can students use additional scholarships in conjunction with an Idaho LAUNCH award?**
  - Students that have access to additional funding through other scholarships or grants may use these funds to offset what an Idaho LAUNCH grant does not cover. Idaho LAUNCH funding only covers 80% of tuition and fees, up to \$8,000.
  - Students may apply for both Idaho LAUNCH and the Idaho Opportunity Scholarship. However, students will only be able to accept one award – either Idaho LAUNCH or the Idaho Opportunity Scholarship.

## Next Steps Idaho

- **Can juniors begin the Next Steps Idaho activities this year and have them count for their portfolio in 2025?**
  - Yes. However, in future years, there may be additional activities required. Students should always check to make sure they understand the expectations for their graduating class.
- **What is the deadline for students completing the Career Pathway Plan through Next Steps Idaho to be eligible for funding in Fall 2024?**
  - Students need to have the activities in the Idaho LAUNCH bundle on Next Steps Idaho completed by May 31.
- **Does every senior have to create a Next Steps Idaho account if the district uses that career pathway plan or is it just the seniors that are wanting to apply for Idaho LAUNCH?**
  - It is suggested that when students begin their journey in Next Steps Idaho, they create an account. This is important to save any of the work they have completed.
  - The WDC will only match Next Steps Idaho activity completion metrics with other student data for those students who have applied for an Idaho LAUNCH grant.





- Students will need to include their EDUID number when creating a Next Steps Idaho account if they want their activity record connected to their Idaho LAUNCH application.

## Career Pathway Plan

- **What are the requirements in Next Steps Idaho for the Career Pathway Plan (CPP)?**
  - The Career Pathway Plan for Idaho LAUNCH is comprised of three specific activities on Next Steps Idaho, which students must complete (and SAVE) to be eligible to receive the grant:
    - Plan Smart activity and student reflection
    - Interest Profiler assessment and student reflection
    - Work Values survey and student reflection
- **How does a school district apply to use something other than Next Steps Idaho to satisfy the Career Pathway Plan requirement?**
  - The Career Pathway Plan is chosen at the district level and will be used by all schools in the district.
  - The district's Superintendent or Designee will need to email Dr. Sherawn Reberry, [sherawn.reberry@wdc.idaho.gov](mailto:sherawn.reberry@wdc.idaho.gov) with their choice for satisfying the Career Pathway Plan requirement. The options are:
    - Next Steps Idaho, Idaho LAUNCH activity bundle
    - Senior Project. The email must include the criteria needed for the Senior Project:
      - Alignment to career exploration with the following components:
        - Research
        - Interview
        - Written Paper
        - Presentation
  - Request the utilization of the district's own program that meets the requirements of the Career Pathway Plan. The email must include documentation to show how the program meets the requirements of a career pathway plan.
- **Is there a deadline for students to complete the Career Pathway Plan?**
  - Yes. The Career Pathway Plan must be completed by the May 31.
- **Does the student need to have the Career Pathway Plan complete to apply for Idaho LAUNCH?**
  - The student does not have to have the Career Pathway Plan completed to apply for Idaho LAUNCH.

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- **Will the state verify that the necessary assessments/reflections are completed if the district and students use the Next Steps Idaho Career Pathway for the scholarship?**
  - Yes, if student are using Next Steps Idaho, the WDC will ensure that the activities are completed through the Idaho LAUNCH bundle. There are specific activities for Idaho LAUNCH that are required and must be completed prior to LAUNCH funds being finalized.
- **Will school districts automatically default to Next Steps Idaho, Idaho LAUNCH bundle, for their Career Pathway Plan if there is no response from the district superintendent?**
  - Yes, the Idaho Workforce Development Council Team will presume that the district is utilizing Next Steps Idaho for the Career Pathway Plan should the Superintendent of Designee not email Dr. Reberry.
- **How does the reporting of completion of career pathway plan work when applying for Idaho LAUNCH?**
  - If the district is utilizing Next Steps Idaho, the alignment for completion will be completed by the WDC using EDUID numbers to connect students' activities to their application.
  - If the district is utilizing Senior Project, the alignment will be made with the graduation requirement.
  - If the district is utilizing another career exploration tool the district will be required to make an attestation that the student completed the requirements.
- **Where can students access the Career Pathway Plan in Next Steps Idaho?**
  - Once students create their Next Steps Idaho account, they will have access to a dashboard that shows the Idaho LAUNCH bundle for the Career Pathway Plan.

## In-Demand Careers

- **Can you have an undeclared major when attending a community college and still qualify for LAUNCH funding?**
  - Students cannot list "undeclared" as a major. During the application process, students are required to list their intended institution and program choice. Plans may change, and students can make adjustments in Scholarship Idaho prior to April 15. After the application window closes, students who had submitted by April 15 are able to make changes to their submitted application.
- **What happens if a student is not accepted into their in-demand program?**
  - The student will need to contact the WDC to inquire about how to proceed.
- **How often will the in-demand career list be updated?**
  - The In-Demand Career list will be updated on an annual basis by September of each year.

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- **Where can I find the list of in-demand careers?**
  - The list of in-demand careers can be found on the Idaho LAUNCH page on the Next Steps Idaho website at [www.nextsteps.idaho.gov/LAUNCH](http://www.nextsteps.idaho.gov/LAUNCH).

## Institutions

- **How does the student receive grant funding if they are attending a 4-year school? Do they get \$2,000 each year?**
  - The student can receive 50% of the amount of their Idaho LAUNCH grant in the first year. All Idaho LAUNCH funds must be expended within three years from the date of the award.
  - If the program for which the student enters is less than 12 months in length, then they are eligible to receive the full amount of their award at once.
  - If a student goes 6 months without funding being requested on their account, the monies allocated will be reverted to the overall fund and students will no longer have access to their Idaho LAUNCH grant funds.
- **What if I don't see an education or training program listed that my student or I would be interested in attending?**
  - Please reach out to the Idaho LAUNCH team [idaholaunch@wdc.idaho.gov](mailto:idaholaunch@wdc.idaho.gov) to inquire about potential providers.

## Programs

- **For some education and training provider programs, there is an application process (ex. dental hygiene, welding, nursing assistant, etc.). What if a student qualifies for Idaho LAUNCH funding but doesn't get into these programs?**
  - The student will need to contact the Idaho Workforce Development Council at [idaholaunch@wdc.idaho.gov](mailto:idaholaunch@wdc.idaho.gov) to inquire about next steps and how to adjust their choices.
  - Students must have an educational goal chosen to align their program of study to an in-demand career.

## Additional Funding Opportunities/Questions

- **Can a student use both vocational rehab funding with Idaho LAUNCH money?**
  - If the student receives funding from other entities those dollars can be combined to pay for approved expenses.
- **Can an Idaho LAUNCH grant be used to pay for housing, tools, or books?**
  - No. Idaho LAUNCH funding can only be used to cover tuition and fees; an Idaho LAUNCH grant may not be used for housing, tools, books, or any other expense.

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- **Will the students see LAUNCH money on their financial aid report?**
  - This will be determined by each institution.
- **How will the Idaho LAUNCH grant determine satisfactory academic progress?**
  - Satisfactory Academic Progress is determined by each education/training provider. The WDC will follow the policies and procedures from each education/training provider.
  - Unsatisfactory academic progress means that a student does not meet the definition of satisfactory progress, as defined by their education/training provider.
  - If an institution or training provider reports unsatisfactory academic progress, the participant shall pay back the LAUNCH grant funds used for the period of unsatisfactory progress. These funds must be paid back within six (6) months of notification from the Idaho Workforce Development Council and additional funds will not be disbursed until they are paid back.
- **Are the participants who receive the Idaho LAUNCH grant funds for students required to work in Idaho for one year after their education/training completes?**
  - No. Participants who receive Idaho LAUNCH grant funds for students are not required to work in Idaho for one year following completion of their education/training.

## Education/Training Providers

- **When a student fills out an Idaho LAUNCH application and selects an education/training program, when will the education/training program be notified?**
  - The financial aid office at each education/training program will have access to the list of students that have chosen their education/training program and who have a contingent offer acceptance. These students should be considered “prospective” students unless they have already enrolled at the institution.
- **How many education/training providers can a student indicate on their Idaho LAUNCH application?**
  - Students may only choose one education/training provider when they apply for the Idaho LAUNCH grant.



## Reversion/Repayment

- **Where can I find information on the reversion/repayment processes for an Idaho LAUNCH grant?**
  - Information regarding the reversion/repayment of Idaho LAUNCH grants can be found at: <https://nextsteps.idaho.gov/assets/uploads/2023/12/Idaho-Launch-Implementation-Framework-Approved-by-Council-12-13-23-Updated.pdf>
- **If a student changes from a program aligned to an in-demand career to one that is not in-demand, will they need to pay back the Idaho LAUNCH grant funds?**
  - If a student transfer to an ineligible program (one that does not meet the WDC's eligibility criteria for Idaho LAUNCH) after successful completion of a course or semester (includes transfers to out-of-state providers), participants will have up to six months to re-enroll in an eligible program. If the participant doesn't re-enroll in an eligible program, they forfeit the remainder of their LAUNCH funds but will not be required to repay the funds.
- **What happens if a student drops all their credits after an invoice has been paid to their education/training provider? Will the student be required to pay back the monies expended on their behalf?**
  - This would be known as a "voluntary drop" or "no show." Participants who exit their program prior to completion shall be required to pay back the Idaho 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 Idaho Workforce Development Council and additional funds will not be disbursed until they are paid back.

## Managing Your Idaho LAUNCH Grant

- **Will participants be required to renew their Idaho LAUNCH grant on an annual basis?**
  - No, participants will not need to renew on an annual basis; their grant award will be monitored through the WDC's grant management system. Students will have access to a dashboard that will allow them to see what funds they have remaining, until those funds are fully expended.
- **What if I want to change schools or degrees after applying for an Idaho LAUNCH grant?**
  - Sometimes, plans change. Students can log in to their Scholarship Idaho account to and adjust either their institution or program, through April 15. Students should **pay CLOSE attention** to on-screen warnings while making changes. Depending on the change, adjustments may impact a student's eligibility for an Idaho LAUNCH grant.



## Contingent Offers/Final Offers

- **What is the difference between a Contingent Offer Letter and a Final Offer Letter?**
  - A Contingent Award Letter is sent to applicants who submit their application and are on track to meet the program's eligibility requirements. This offer is contingent upon verification of eligibility completion. Final Award Letters will be issued in June upon verification of the data in a student's application and completion of all eligibility requirements. Contingent awards are distributed through Scholarship Idaho.
  - Final Award Letters are distributed through the Idaho Grant Management System. Students will be required to either accept or decline their award. If students do not respond within the designated time frame, their award may be offered to another candidate. Students are advised to check their email frequently over the summer.
- **Will the contingent offers auto-decline if a student does not accept/decline the LAUNCH contingent offer within the designated timeframe?**
  - No, the contingent offer will not auto-decline if the student fails to respond during the designated timeframe. Instead, the student's contingent offer will be grouped in with the next group of contingent offers. If this occurs with the final round of contingent offers the student will be placed on the waitlist.