**GED/HiSET Voucher Request Procedure:** Attachment A

**GED Voucher Request Form**

1. Provider must complete:
2. Top section: Youth Information, Grant, Provider Information
3. Select the content area - Math, Language Arts, Science or Social Studies
4. Enter the date in which provider requested the voucher code in the "Request Date" section
5. SETA staff will enter the Distribution Date, Voucher Code and Voucher Expiration Date
6. Email the Voucher Request form to Rachel.Sattel@seta.net
7. Staff will verify enrollment into CalJOBS and the appropriate activity codes are opened for that customer. Once enrollment is verified, staff will assign a GED voucher code and email provider the code.

**GED Retake Voucher Requests**

1. To request a retake voucher, providers will email the student's full name, last 4 SSN, and the content area for the retake voucher to Rachel.Sattel@seta.net
2. SETA staff will email retake voucher code to the provider.
3. The test can be retaken 3 times with no restrictions. If the test taker does not pass after three attempts, they must wait 60 days to retake the test.

**GED Ready Requests**

1. To request a GED Ready voucher (practice tests), providers will email Rachel.Sattel@seta.net the request and state the number of vouchers needed. No student information is required.

**HiSET Voucher Request Procedure:**

**Provider Staff:**

1. Verify WIOA Enrollment in CalJOBS, activity code 418-Adult Education and 490-SS: Educational Testing and ensure the WIOA enrollment date precedes the date requesting HiSET testing.
2. Assist customers with registration for HiSET testing online at <http://www.hiset.ets.org> to obtain an Educational Student Testing (ETS) identification number (i.e. ETS ID #: SFM54991, which is required on the HiSET testing Referral Form.
3. Complete the HiSET Testing Referral Form and submit to one of the following:
* Sacramento City – Charles A. Jones

 (Eileen.ramos-prince@seta.net

* Folsom Cordova Adult School

 (ASirochman@fcusd.org and PBoatent@theFCCP.org)

* Elk Grove Adult and Community Education Center

 (gwandell@egusd.net)

Note: HiSET testing requests must be made at least two days prior to testing

**Job Center Supervisor:**

1. Review submitted HiSET Testing Referral Form for completeness and accuracy, and verify WIOA enrollment in CalJOBS, activity code 418 - Adult Education and 490-SS - educational testing.
2. Once obligated, AJCC Supervisor sends an e-mail confirmation of the entry of HiSET testing fee obligation to the referring Youth Provider
3. Prepare and submit a monthly invoice to SETA’s Fiscal Department requesting payment for HiSET testing provided to customers. Note: Fiscal will not reimburse on customers not reflected in a Job Center’s HiSET obligation spreadsheet.