



Workforce Pell Program Submission Instructions

The Working Families Tax Cuts Act established the Workforce Pell Grant program, extending Federal Pell Grant eligibility to qualifying short-term "eligible workforce programs." Under the U.S. Department of Education's (USDE) final rule (effective July 20, 2026, with early implementation permitted beginning July 1, 2026), the Southern Association of Colleges and Schools Commission on Colleges (Commission), as your institution's recognized accreditor, is required to verify that the program(s) fall within the scope of your institutional accreditation.

The USDE has established that in addition to federal requirements, the governor (or delegated state agency) of each state may establish additional criteria for programs seeking qualification for the Workforce Pell Grant program. As your institution develops workforce programs, please stay current with the state and federal requirements for programs seeking eligibility. The Commission's role is to verify that the programs fall within the scope of your institutional accreditation. This letter explains the process and documentation SACSCOC requires from member institutions seeking accreditor verification for one or more eligible workforce programs.

The institution will notify the Commission of its Workforce Pell programs via the Institutional Portal. As part of its submission, the institution will complete an attestation of program eligibility, as defined by the U.S. Department of Education's final rule and approved by the state, for up to ten (10) programs per submission. Additionally, institutions will attest to maintaining documentation related to the state's and the USDE Secretary's approval processes, including all application materials and final approval letters, which the Commission can access upon request. These documents should be made available upon request during future Commission comprehensive review processes.

Many of these education programs may already fall within the scope of the institution's accreditation, such as for-credit short-term certificates, while others may have fallen outside the scope, e.g., clock/course hours programs that fall below the Pell Grant eligibility threshold. Following submission, all Workforce Pell programs will fall within the scope of your institutional accreditation; therefore, as part of the submission, the institution will attest to their quality as defined by the SACSCOC *Principles of Accreditation*.

In addition to the attestation, the institution will submit information about the Workforce Pell program(s), including the CIP code, credential type, program name, state approval date, clock hours/credit hours, program length, locations that offer the program, and other relevant information as outlined in the provided Excel template.

This submission process does not replace the need for institutions to seek prior approval for all for-credit educational programs (e.g., certificates), as defined in the Substantive Change Policies

and Procedures. As stated above, these Workforce Pell programs will become part of the institution's educational program portfolio and be included in future comprehensive reviews. Finally, as a part of the institution's educational program portfolio, these programs will be subject to all *Principles* and policies. For example, if the institution elects to close the program in its entirety or at one of its off-campus instructional sites, it should submit a teach-out plan as outlined in the Substantive Change Policies and Procedures.

This process should be used only by institutions seeking verification of their workforce programs for approval to leverage Workforce Pell grant aid.

Submission Process (See Next Page for Flow Chart of Submission Process)

Following approval by the governor or delegated state agency, institutions must submit Workforce Pell program information and complete the institutional attestations through the SACSCOC Institutional Portal. The institution's chief executive officer must digitally sign the attestations. The Workforce Pell program Excel template and instructions are available through the Institutional Portal. A [step-by-step guide](#) for submitting all information and materials is also available.

Upon submission, the institution will receive a letter confirming that the submitted Workforce Pell program(s) are within the scope of its institutional accreditation. If a state requires SACSCOC verification before granting approval, the institution may indicate this requirement during submission. However, use early submission only when the state specifically requires it.

Questions

Direct questions about submission via the Institutional Portal to institutions@sacscoc.org. All other questions should be directed to your assigned Vice President.

Submission Flow Chart

