

MEMORANDUM

TO: Title IV Eligible Institutions Offering Short-Term, Non-Degree Training Programs in New Jersey

FROM: Lesley Hirsch, Assistant Commissioner, Office of Research & Information
New Jersey Department of Labor and Workforce Development
Stefani Thachik, Senior Advisor
New Jersey Office of the Secretary of Higher Education

DATE: March 31, 2026

RE: Workforce Pell Grant Program: Initial Data Collection for Program Eligibility — Submissions Due May 1, 2026

The Workforce Pell Grant program, enacted as part of the One Big Beautiful Bill Act (H.R. 1), extends federal Pell Grant eligibility to students in qualifying short-term workforce training programs at Title IV eligible institutions. Our goal is to ensure that as many eligible New Jersey students as possible can access these grants, and that as many qualifying programs as possible are included in this first round of eligibility determinations.

Under the law, the Governor must submit New Jersey’s list of eligible programs to the U.S. Department of Education by **July 1, 2026**. To meet that deadline, the New Jersey Department of Labor and Workforce Development (NJDOL) and the Office of the Secretary of Higher Education (OSHE) need program and student data from your institution by **May 1, 2026**. We are partnering with the John J. Heldrich Center for Workforce Development at Rutgers University to analyze this data, including interstate wage matching, and prepare the final list. Data received after May 1 may not be included in this first round of eligibility determinations.

We recognize the timeline to meet the initial federal launch date is aggressive. We are aiming to meet it with programs that are ready to provide the necessary data, The State will provide technical assistance to support programs that meet the criteria outlined below and there will be future opportunities for submitting your programs for consideration in future years.

Eligibility Standards

Programs submitted for consideration must meet the criteria listed in **Table 1**. below and have student-level data with Social Security Numbers (SSNs) available for the **July 1, 2024 – June 30, 2025** cohort year. Please pre-screen your programs before submitting. Completion and job placement rates will be calculated by NJDOL using student data matched against state wage records — you do not need to calculate these yourself.

Table 1. Workforce Pell Eligibility Criteria

Criterion	Requirement
Length	150–599 clock hours (or credit-hour equivalent); 8–14 weeks

Criterion	Requirement
In-Demand Occupation	Aligned with an occupation that is on New Jersey’s statewide in-demand occupations list or is eligible for a local or regional waiver. ¹
Program Maturity	Offered for at least one year prior to approval by the U.S. Department of Education
Completion Rate	At least 70% (within 150% of normal program time)
Job Placement Rate	At least 70% (measured 180 days after completion)
Credential	Leads to a recognized postsecondary credential that is stackable and portable, or the sole recognized credential for that occupation
Credit Articulation	Prepares students for further education; credit or learning accepted toward a related certificate or degree program

What You Need to Do

The process has five steps, summarized in **Table 2.** below. Steps 1a and 1b depend on whether your institution is already in NJDOL’s Intelligrants (IGX) system. Steps 3 and 4 apply only to institutions whose programs pass a preliminary eligibility review.

Table 2. Program and Student Data Collection Process

Step	Action	Description	Who
1a	Register Programs	If you are NOT in IGX: Create an account at njdol.intelligrants.com/IGXLogin and register your short-term, non-degree programs. You will be assigned a specialist upon registration.	Institutions who are not yet in IGX
1b	Add Programs	If you ARE already in IGX: Review your current listings and add any short-term, non-degree programs not yet in the system. Your ETPL specialist at NJDOL can assist.	Existing IGX institutions
2	Preliminary Review	NJDOL and OSHE reviews your program data against the structural eligibility criteria. Only	NJDOL & OSHE

¹ The current list of statewide “in-demand occupations” can be found here: <https://www.nj.gov/labor/career-services/tools-support/demand-occupations>; the list of current local and regional waivers appears here: <https://www.nj.gov/labor/career-services/tools-support/demand-occupations/waivers.shtml>. Additional occupations may be eligible to receive local or regional waivers based on local labor market information. For more information, please contact Lesley Hirsch at lesley.hirsch@dol.nj.gov or Jason Timian at jason.timian@dol.nj.gov.

Step	Action	Description	Who
		programs that appear to meet requirements advance to Steps 3 and 4.	
3	Program Survey	Complete a brief online survey with program-level information not captured in IGX (maturity, credential details, articulation, delivery mode). The survey link will be sent only to institutions with qualifying programs.	Institutions with qualifying programs
4	Student Data	Securely transmit four quarters of student enrollment and completion data with SSNs (July 1, 2024 – June 30, 2025 cohort) via IGX upload or OSHE’s MoveIT SFTP.	Institutions with qualifying programs

IGX Registration: <https://njdol.intelligrants.com/IGXLogin>

IGX Training Manual: [https://www.nj.gov/labor/assets/PDFs/ORI%20-%20IGX%20Provider%20Training%20Manual%20\(V.1\)%207-19-24.pdf](https://www.nj.gov/labor/assets/PDFs/ORI%20-%20IGX%20Provider%20Training%20Manual%20(V.1)%207-19-24.pdf)

Student data: For institutions with programs that meet all other eligibility criteria, we will work with you to transmit student data via IGX upload (template will be provided) **or** via OSHE’s MoveIT SFTP account (instructions will be provided). A complete list of fields – including student name, SSN, date of birth, program, enrollment date, completion status and date, credential earned, and demographics – will be provided once the program data has been reviewed to meet WFP program eligibility criteria. OSHE and DOL staff will reach out with specific instructions on when and how to submit student level data for those programs.

Prepare Now

Your immediate action is to register or update your programs within IGX (Step 1). NJDOL staff will then conduct a preliminary review and follow up with a supplemental survey to collect additional criteria not currently in IGX program framework and student data instructions for qualifying programs. In the meantime, we request that your organization/institution:

- **Identify your programs.** Review your short-term, non-degree offerings and assess which are likely to meet the eligibility criteria.
- **Assess your data readiness.** Confirm you have student enrollment and program completion records **with SSNs** for the July 2024 – June 2025 cohort year.
- **Designate a point of contact** who will coordinate your institution’s Workforce Pell program and student data submission. Once you complete step 1, you will identify a key contact(s) for which NJDOL and OSHE will work with on setting up access to submit student-level PII data securely.
- **Submit questions** to trainingevaluationunit@dol.nj.gov with the subject line “Workforce Pell Questions” before the technical assistance session discussed in the cover email to this memo.