

Department of Licensing
Washington Motorcycle Safety Program
Subsidy Funding Policies and Procedures

1. GENERAL POLICIES AND PROCEDURES

1.1 INTRODUCTION

- a) Subsidy funding for motorcycle safety training is available to Washington State residents and military personnel stationed in Washington State per [RCW 46.81A.020](#) and [WAC 308-109](#). This allows Contracted Training Providers (Contractor) to provide motorcycle safety education training at a reduced cost.

1.2 ALLOTMENT PROCESS

- a) DOL will make subsidy funding available in conjunction with the Washington State biennial budget cycle.
- b) Contractors may request reimbursement for each eligible student who takes a Two-Wheel and/or Three-Wheel training course that has been approved by the Department.
- c) Subsidy amounts are based upon available funding in the Motorcycle Safety Program Fiscal Budget. The subsidy rate is based upon the total amount allocated to subsidy, divided by the number of students trained in the previous year, and may be weighted by future training projections.

1.3 SUBSIDIZED TRAINING – COST TO STUDENTS

- a) Training course fees are determined by the Contractor. A portion of the total fee charged will be reimbursed at the current Subsidy Rate. The remaining balance is the responsibility of the student.

1.4 DETERMINING SUBSIDY TRAINING ELIGIBILITY

a) WASHINGTON RESIDENTS:

A Washington State resident must present one of the following documents to qualify for a subsidized training course:

- Washington Driver License
- Washington Instruction Permit
- Washington Identification Card

The document(s) must be presented upon request to the training school or representative thereof. Providing a Washington Driver License number (WDL) is not sufficient proof of residency.

b) MILITARY PERSONNEL:

Military personnel stationed in Washington State must present a valid, unexpired military identification card. The document(s) must be presented upon request to the training school or representative thereof.

Dependents of military personnel stationed in Washington State qualify for subsidy. The dependent must present a valid, unexpired military dependent identification card. The document(s) must be presented upon request to the training school or representative thereof. Retired military personnel do not qualify for subsidy unless they are a Washington State resident and can present one of the following documents:

- Washington Driver License
- Washington Instruction Permit
- Washington Identification Card

c) DOCUMENTATION:

Contractors must enter the following information on the course completion report:

- For Washington residents – the WDL displayed on the driver license, instruction permit, or identification card
- For military personnel stationed in Washington State – document the individual as “Military.”

1.5 SUBSIDY COMPENSATION

- a) Subsidy funding will be paid to contractors at the current subsidy rate after the student takes an approved training course. Reimbursement will only be provided only for students who attend training that is approved by DOL.
- b) The individual subsidy rates are standardized for all students, at all motorcycle training schools.
- c) Subsidy rates will be reviewed and may be adjusted prior to each funding period, or as needed during a funding period.
- d) There will be no reimbursement for students who register for the course but fail to attend (i.e. “no shows”). Reimbursement will not be withheld if the student attends but fails to complete the course, or who unsuccessfully completes the course. No reimbursement shall be provided to military personnel who take training within a military installation.
- e) DOL will reimburse contractors who provide subsidized training at a rate of \$110 per student.

1.6 SUBSIDY INVOICING PROCEDURE

- a) To receive subsidy reimbursement, schools must submit a completed invoice on form [A19-1A](#), according to the following invoicing periods:
- b) Invoices for courses taught between the 1st and 15th of each month must be postmarked or received by the 25th day of the same month.
- c) Invoices for courses taught between the 16th and the last day of month must be postmarked or received by the 10th of the following month.
- d) The due date for invoice submission will be extended until close of business on the subsequent Business Day if the 10th or 25th day of the month falls on a non-business day, or DOL is closed due to unforeseen circumstances. Invoices postmarked after the above due dates may not be processed until the following payment period.
- e) In order to close out at the end of each biennium (occurring in odd-numbered years), invoices submitted after July 31st of those specific years will not be accepted by DOL.

Each invoice must include (but is not limited to) the following information:

- DOL contract number
 - reimbursement request total
 - class number
 - total number of students per class
 - contractor's original signature.
- f) The complete and accurate corresponding course completion report(s) must be attached to the [A19-1A](#) invoice. All invoices are subject to approval by DOL prior to reimbursement. Incomplete invoice submissions may delay processing times.

Completed invoices may be submitted by mail to:

Department of Licensing
Washington Motorcycle Safety Program
PO Box 9030
Olympia WA 98507-9030 Or

By email to:

motorcycle@dol.wa.gov

All payments are contingent upon the compliance with training and funding requirements outlined herein, and upon the submission and approval of an [A19-1A](#) invoice.

1.7 DATES, DEADLINES AND UPDATES

- a) Information regarding the following can be found at www.dol.wa.gov:
- Amount of available subsidy funding
 - Subsidy funding award dates
 - Changes or updates to the Subsidy Funding Policies and Procedures
 - Updates to information regarding subsidy funding and/or training.