

## Ohio Incumbent Workforce Training Voucher Program

### Agreement Process FY'16

The first application submitted will activate the creation of an Ohio Incumbent Workforce Training Voucher Agreement (Agreement) between the Ohio Development Services Agency (Development) and the Applicant employer (Grantee). The process to enter into an agreement is as follows:

1. Development will review the application for program compliance; ensuring that the grantee, employee and the training are all eligible for the program.
2. If Development requires additional information from the applicant in order to review/approve the application, the applicant will be notified via e-mail and must respond within **10 business days**.
3. At that time, Development will forward the grantee's information to the Ohio Department of Taxation and the Ohio EPA for the required background checks.
4. Development will verify that the employer has an existing "Vendor Identification Number" with the state of Ohio. This number enables the state of Ohio to reimburse the grantee. If the employer does not have a Vendor Identification Number, Development will notify the grantee and work with them to have one established.
5. Development will verify that the applicant employer is registered with the Ohio Secretary of State to do business in the state of Ohio. <http://www2.sos.state.oh.us/pls/bsgry/f?p=100:1>
6. Development will then email an agreement to the grantee for review and signature.
7. The grantee reviews and signs the agreement, scans it, and emails it back to Development at [IncumbentWorkforce@development.ohio.gov](mailto:IncumbentWorkforce@development.ohio.gov). If the agreement cannot be emailed, it may be mailed to the following address:

Ohio Development Services Agency  
Ohio Incumbent Workforce Training Voucher Program  
77 South High Street, 28<sup>th</sup> Floor  
Columbus, OH 43215-1001

8. Upon receipt of the signed agreement, it will then be submitted to the director of Development for signature. At this point the agreement is considered "fully executed" and the grantee may proceed with the approved training.
9. One copy of the agreement will be emailed back to the grantee and one copy will remain with Development.

Each employer (identified by its unique FEIN number) will enter into only one agreement during a fiscal year. The agreement term will encompass the period from January 1, 2016 through December 31, 2016. This single agreement may be amended no more than two times throughout the year to accommodate any additional employees/trainings that are requested (based upon the availability of funding) or to reduce the agreement amount if previously approved trainings are not undertaken. The amendment will increase (or decrease) the scope of work covered by the agreement by adding (or subtracting) each employee, training and/or dollar value of the training to the agreement.

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### Amendment Process FY'16

Should an approved course in the Master Ohio Incumbent Workforce Voucher Agreement not occur, the Grantee may update or substitute courses provided the new courses are eligible and provided the amount does not go over the original award amount through the amendment process. The grantee will be permitted two amendment opportunities throughout the timeline of the agreement. The process to enter into an amendment is as follows:

1. Development will review the request for program compliance; ensuring that the grantee, employee and the training are all eligible for the program.
2. If development requires additional information from the applicant in order to review/approve the amendment, the applicant will be notified via e-mail and must respond within **10 business days**.
3. Development will then email the amendment to the grantee for review and signature.
4. The grantee reviews and signs the amendment, scans it, and emails it back to Development at [IncumbentWorkforce@development.ohio.gov](mailto:IncumbentWorkforce@development.ohio.gov). If the amendment cannot be emailed, it may be mailed to the following address:

Ohio Development Services Agency  
Ohio Incumbent Workforce Training Voucher Program  
77 South High Street, 28<sup>th</sup> Floor  
Columbus, OH 43215-1001

5. Upon receipt of the signed amendment, it will then be submitted to the director of Development for signature. At this point the amendment is considered “fully executed” and the grantee may proceed with the approved training
6. One copy of the amendment will be emailed back to the grantee and one copy will remain with Development.