

Ohio Incumbent Workforce Training Voucher Program Reimbursement Request Instructions – FY'15

Once an employee has successfully completed training and the grantee has paid for that training, a reimbursement invoice may be submitted to the Ohio Development Services Agency (Development). Requests can be submitted no more than once during each quarter of the grant with the final request being submitted to our office no later than February 29, 2016. The grantee must compile both the electronic reimbursement invoice and supporting documentation as part of the reimbursement request.

Please keep in mind that once you have begun a reimbursement request, you will not have access to create an amendment (if applicable) nor to submit another reimbursement request until the current request has been reviewed and paid.

1. **Electronic Reimbursement Invoice** (located in the grantee's approved online training application)

- Log into your application at <https://incumbentworkforce.ohio.gov/IWProgram2015> using your user name and password.
- Go to the "Employees" tab and enter the required information for each employee completing training for this project and click the "Save" button. As you click the "Save" button, the employee's name appears in the list below the entry fields. Please make sure that each unique individual is listed only once. To edit a previously entered employee, click the edit link to the left of the employee's name. Repeat the above steps to add additional employees. Please note that if you are a previous grantee, you may already have a list of employees.
- Go to the "Reimbursement Invoice" tab.
- Scroll down to Table 1 and select a course to request reimbursement. Once you select the course, scroll down beneath Table 1, enter the "Actual Cost per Person", click "Save" and then "OK".
- Scroll down until you see your list of employees. Highlight each person that will be assigned to that training course and then click on the "add >>" button. A message will then appear next to the list of employees confirming that the employees were assigned to the training and indicating if the full reimbursement amount was made or whether it was reduced according to the amount available for the employee (\$4,000 per person) or the company (\$250,000 per Federal Tax ID #). To remove an employee, highlight their name and click the "< <remove" button.

Keep in mind that once you assign employees to a course, if you decide to change the "Actual Cost Per Person" all employees will be removed from the course. You will then need to assign the employees to get the revised cost for each individual.

- Scroll down to Table 2 to review the course and employees. For your convenience, the "Actual Cost per Person" has been populated for you into Table 2. However, you should verify that this is the actual amount you are requesting for each employee. Typically, On-the-Job trainings will not be correct. To edit these amounts, scroll down to the employee's name. Click the pencil icon to the left of the employee's name. Enter the actual amount of reimbursement that you are requesting and then click the green checkmark. Please note that the actual amount of reimbursement cannot be greater than 50 percent of the actual eligible training costs. Continue to select employees and edit reimbursement

request amounts until you are finished. Once you have confirmed all of the dollar amounts for this course are correct you may select another course for reimbursement or move on to the “Reimbursement Invoice Summary” tab.

- Once you are on the “Reimbursement Invoice Summary” tab, select the invoice number from the drop down box and then click “Send Reimbursement Request.” You will receive an email summarizing the information you entered. Please print this email, sign it, select whether “it is” or “is not” the final reimbursement request and attach to the top of your supporting documentation.

2. Supporting Documentation

In order to be reviewed, supporting documentation **must** be organized and placed in the same order as the email summary (i.e., by course and then by trainee’s last name along with the below mentioned supporting documents). Additionally, all supporting documents must be single sided. **If the documents are not correct and in order, we reserve the right to return them for correction.**

• **Proof of Successful Training Completion**

- A class roster, transcript or a copy of the certificate for each trainee may be submitted. Please note, only trainings that can verify successful completion will be reimbursed. If submitting a class roster, the roster must include course title (**course title should match what is on the Reimbursement Invoice**), date(s) of training, total hours, list of trainees (both printed and legible signature to include first and last name) and the instructor’s name and signature. A sample class roster can be found on our website at http://development.ohio.gov/bs/bs_wtvp.htm. In order to speed up the review process, if a class roster includes more names than those in which you are requesting reimbursement for, it is helpful if you highlight the names of those individuals.

• **For outside vendors, a detailed invoice from the training provider and proof of payment**

- The invoice should include course title, date(s) of training, number trained, and the total cost of training. Instruction/training costs must be separated from travel, lodging and per diem which are not eligible for this program.
- Proof of payment may include a cancelled check, credit card statement detailing the date and the charge of the training, a copy of the company’s accounting record or an invoice showing payment with a zero balance.

• **For in-house trainers, a list of trainers with their hourly wages (including benefits) listed on company letterhead**

- For your convenience we have added a sample invoice summary for in-house training to our website, http://development.ohio.gov/bs/bs_wtvp.htm. **We strongly encourage you to use this document to help accurately capture your in-house training costs. Please note that all training requests must be in increments of one half hour.**
- We have also included a sample sign-in sheet for on-the-job training on the website.

• **Invoice for any instructional materials and proof of payment**

- Only items requested and approved in the application will be eligible. To be eligible, materials must be broken out on the invoice and must include a description of the product as well as the number of items and the unit cost. This information may be included with the training invoice.

- **Calculations**

- Please provide us with your calculations so that we understand how you determined the amounts requested for each course/individual. Calculations can be written on your supporting documentation or entered into an Excel spreadsheet and submitted with your supporting documentation.

Reimbursement Request Submission

Once the required documentation has been collected, an employer will submit them to:

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

Review Process

Once Development receives the reimbursement invoice and supporting documentation, staff will review against the grantee's voucher agreement and the programmatic guidelines.

If the documents are not correct and in order, we reserve the right to return them for correction.

Development will review the following information:

1. Is the employee included in the application?
2. Is the training included and approved in the application?
3. Is the supporting documentation sufficient?

If Development determines that the request is not complete (e.g. an employee or training is not included in the application or the supporting documentation was not included), we will notify the grantee in order to rectify the situation or will return the documentation for correction.

If Development determines that all the information is correct, a reimbursement invoice will be processed and emailed to the grantee for review and signature. The grantee must sign the reimbursement invoice and return to Development.

If the reimbursement invoice is the grantees final reimbursement request, a closeout evaluation will be generated allowing the company to officially close the project.

If the agreement has a balance at the time of the final reimbursement request, an addendum to return funds will be generated allowing Development staff to deobligate the funds.

Once the reimbursement invoice (along with the closeout evaluation and addendum to return funds if necessary) has been signed and returned to Development, payment is typically made within 30 days.

As a reminder, once you have begun a reimbursement request, you will not have access to create an amendment (if applicable) nor to submit another reimbursement request until the current request has been reviewed and paid.