

## Ohio Incumbent Workforce Training Voucher Program

### Agreement Process FY'17

Following the submission of a timely application, the Ohio Development Services Agency (“Development”) will review the application for program compliance; ensuring that the applicant, employee and the identified training are all eligible for the program. 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**. Provided the application meets the eligibility requirements of the program and funding is available, Development will begin the agreement process, which is as follows:

1. Development will forward the applicant’s information to the Ohio Department of Taxation and the Ohio EPA for the required background checks.
2. 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.
3. Development will verify that the applicant employer is registered with the Ohio Secretary of State to do business in the state of Ohio.
4. Development will then email an Ohio Incumbent Workforce Training Voucher Agreement (“Agreement”) to the applicant for review and signature.
5. The applicant 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

6. Upon receipt of the signed Agreement, it will then be submitted to the director of Development for signature. Upon the signature by the director of Development, the Agreement is considered “fully executed” and the applicant may proceed with the approved training.
7. A copy of the Agreement will be emailed back to the applicant once completed.

An applicant may only enter into one agreement during a fiscal year. The Agreement term will encompass the period from January 1, 2017 through December 31, 2017. An 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 may 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.