

## Ohio Incumbent Workforce Training Voucher Program Instructions for Completing an On-line Amendment Request – FY'17

Please note that you will be permitted two amendment opportunities to update or substitute courses. FY'17 agreements expire December 31, 2017; therefore, your final amendment request is due no later than November 30, 2017.

Once you have begun an amendment request, you will not have access to create another amendment (if applicable) nor to submit a reimbursement request until the amendment has been reviewed and approved/not approved.

The following caveats of amending a training course are as follows:

- *Your amendment request cannot exceed your original award amount.*
- *In order to add a course or add additional trainees, you will need to reduce costs elsewhere by either deleting a course or reducing the number of trainees or reducing the cost per person of another course.*
- *Once you have requested reimbursement for a course for an employee, you cannot delete the course for that employee.*
- *You can continue to add courses, increase number of trainees, or increase cost per person as long as you have an Eligible Balance Amount (this amount is listed under the table of courses).*

*Be sure to review your amendment before you hit the submit button.*

### Amendment Request

- Log into your application at <https://incumbentworkforce.ohio.gov/IWProgram2017> using your user name and password.
- Go to the Training/Amendment tab and select "Create Amendment".
- In the drop down box next to "Select Original Application or Amendment Number to View", select Amendment 1 or if you have already completed Amendment 1, select Amendment 2. This will give you a list of all of your current approved courses.
- To ensure you are in amendment mode, check to see that you have an "Add Course" button above the table of courses. If the "Add Course" button is not visible, select "Create Amendment".
- If you do not have a "Create Amendment" button, this means that you either have a current amendment or a reimbursement request in process or that you have already utilized your two amendment opportunities. If you are uncertain if you have submitted an amendment, you can go to the drop down box next to "Select Original Application or Amendment Number to View" and select Amendment 1 and/or Amendment 2. If any courses appear in the table, use the scroll bar at the bottom of the table to scroll to the right. If you have submitted the amendment, you will see check marks in the column titled "Has Been Submitted".

- Before you begin editing or adding courses, please pay attention to your Eligible Balance Amount. This amount may include trainings that you have already completed but not yet requested reimbursement for. You will want to take these trainings into consideration when making any changes. Keep in mind that when seeking reimbursement, we will not reimburse more than your original award amount, regardless of what you may have entered into the amendment request.
- To edit a course, click on “Select” to the left of the course. You can either delete the course or change “A” (Number of People to be Trained) or “B” (Instructor Fee/Tuition per Employee). Be sure to click the “Calculate Totals” button and then the “Save” button in order to save the updated information.
- Please note that if you have already requested reimbursement for a course, you will not be able to delete the course in its entirety. To free up funds from this course, you may decrease “A” (Number of People to be Trained) to match the numbers which have already been requested or “B” (Instructor Cost Per Employee) to match the amount which has already been requested.
- To add a new course, select “Add Course” located above the table of courses. Complete all required fields, being sure to select “Calculate Totals” and then “Save”. Once you have saved the course, it will appear in the table of courses.
- Once you have made all of your edits, you will want to review the course(s) that now appear in the table. If they are not correct, make the appropriate corrections. If correct, hit the “Submit Amendment” button.

## **Review Process**

Amendment requests will be reviewed in the order they are received. Meanwhile, please continue with your training(s), keeping track of course completions, invoices, and proofs of payment so that you will be ready to request reimbursement once you do receive the executed amendment.

It is extremely important to note that if we reach out to you requesting additional information on your amendment request you respond to us in a timely manner.

Once you have an executed amendment, you will be permitted to submit a reimbursement request.

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