



Ohio Incumbent Workforce Training Voucher Program

Reimbursement Request Instructions

Required Documentation

Once an employee has successfully completed training and the grantee has paid for that training, a reimbursement request may be submitted to the Ohio Development Services Agency (Development). **The grantee shall submit invoices no more than once during each quarter of the grant period unless it is the final invoice.** The grantee must compile and submit the following information for the reimbursement request:

1. Payment Request (located in the grantee's approved online training application).
 - Go to your application located at <https://incumbentworkforce.ohio.gov/IWProgram2014RT/Account/Login>. Log in using your user name and password and click on the Payment Request button;
 - Scroll down until you find the employee's name and corresponding course title. 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 "update". **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 add reimbursement request amounts until you are finished;
 - Once you have entered all of the dollar amounts for this reimbursement request, click "Send Payment Request." You will receive an email summarizing the information you entered. Please print this email and attach to the top of your supporting documentation.
2. Supporting Documentation
 - **Either** a class roster*, transcript or a copy of the certificate for each trainee. Please note that only trainings that can verify successful completion will be reimbursed;
 - For outside vendors, an invoice** from the training provider and proof of payment;
 - For in-house trainers, a list of trainers with their hourly wages (including benefits) listed on company letterhead;
 - Invoice for any instructional materials (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.

*Must include course title, date(s) of training, total hours, list of trainees (both printed and signature to include first and last name) and the instructor's name and signature.

**Must include course title, date(s) of training, number trained, total hours (if multiple trainers are being utilized, trainer's hours must be broken out) and the total cost of training (excluding travel, lodging, and per diem). Please note that if the course is a tuition reimbursement course, that you must provide both proof that the trainee paid for the training and proof that the grantee reimbursed the trainee.

Reimbursement Request Invoice 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 required documentation, staff will review against the grantee's voucher agreement and the programmatic guidelines.

Development will review the following information:

1. Is the employee and his or her training included in the voucher agreement?
2. Is the training cost equal to, greater than, or the same amount that is included in the voucher agreement?
3. Is the reimbursable amount requested equal to, greater than, or the same amount that is included in the voucher agreement?
4. Are the employee/training list and supporting documents included?

After review of the documentation, 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 at the above address or via e-mail at IncumbentWorkforce@development.ohio.gov.

If development determines that the reimbursement request is not complete (e.g. an employee or training is not included in the voucher agreement or the supporting documentation was not included), we will notify the grantee in order to rectify the situation.

Typically, a valid reimbursement invoice will be paid within 30 days upon being stamped "received" at development.