



## **TRAINING GRANTS PROGRAM**

### **EMPLOYER RESPONSIBILITIES AFTER GRANT APPROVAL**

Upon approval of Training Grant, Employer must do the following within **five (5)** business days of Contract execution and **before** commencing training:

#### **ILLINOIS WORKNET INCUMBENT WORKER TRACKING SYSTEM (IWTS):**

Immediately upon approval of Training Grant, employer needs to update employee information in the IWTS. Resources, guidance and archived webinars are provided on the IWTS webpage <https://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

Multiple employees' information can be uploaded at one time by using the Excel spreadsheet. Instructions for bulk-uploading employees and a sample Excel forms is available at [https://www.illinoisworknet.com/partners/programs/Pages/IWTS\\_CompletingPlans.aspx](https://www.illinoisworknet.com/partners/programs/Pages/IWTS_CompletingPlans.aspx)

#### **PROCESSING TRAINING REIMBURSEMENTS THROUGH WILL COUNTY:**

In order to apply for training reimbursement through Will County, companies need to complete the Vendor Forms, along with IL W-9 forms that will be emailed to you upon grant approval.

Once forms are completed, follow the submission instructions on the forms and email/fax to Will County Purchasing with a copy emailed to [mgajcak@willcountyillinois.com](mailto:mgajcak@willcountyillinois.com).

**Workforce Investment Board of Will County  
116 N. Chicago Street, Suite 101  
Joliet, IL 60432  
815-727-5679  
[mgajcak@willcountyillinois.com](mailto:mgajcak@willcountyillinois.com)**