



EMPLOYEE TRAINING GRANT (Incumbent Worker Training Program)

EMPLOYER RESPONSIBILITIES AFTER GRANT APPROVAL

Upon approval of the Employee 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

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.

Workforce Investment Board of Will County
116 N. Chicago Street, Suite 101
Joliet, IL 60432
815-727-5679
mgajcak@willcountyillinois.com