



**Employee Training Grant
(Incumbent Worker Training Program)**

**REPORTING AND
REIMBURSEMENT INSTRUCTIONS**

203 N. Ottawa Street • Suite 100 • Joliet, IL 60432 • (815) 727-5679
www.willcountyworkforceboard.com

Workforce Investment Board of Will County
Employee Training Grant
Reporting and Reimbursement Instructions

REPORTING REQUIREMENTS

Applicants who receive funding will be required to submit quarterly reports and a final report to the Workforce Investment Board of Will County.

The applicant must also develop a system to document costs, maintain class rosters, certificates of attendance, invoice vouchers and other reports necessary to document the use of funds. Applicants that cannot meet final reporting requirements or who cannot develop and maintain necessary systems to document training programs are encouraged not to apply.

Final payment for businesses receiving funding will be withheld until the final report is submitted.

Reporting-Quarterly

Applicants who receive funding will be required to submit information quarterly on the progress of training. This information will be requested for training activity during the following timeframes:

- January 1 to March 31
- April 1 to June 30
- July 1 to September 30
- October 1 to December 31

All quarterly reports are due to be completed and emailed to the Board no later than the 15th day of the month immediately following the end of the quarters outlined above. (Report forms are downloadable from the website.)

Reporting-Final

At the completion of all training, a final report must be submitted. This report will include the following:

- Final Report Form
- Reimbursement Request Form

Success Story

Before final reimbursement will be made, applicant will provide success story information and digital photos taken during training to Board staff.

Interim Reimbursements

The applicant may request reimbursement for training that is completed when submitting a Quarterly Report. Applicants may submit interim reimbursements quarterly and at the completion of all training.

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Reimbursements

The Reimbursement Request Form must be completed and following documentation submitted:

- Invoice, paid receipts and copy of payments from training vendors
- Copy of Employee's Certificates of Completion of training classes and class roster

Methods of Submission

Submit all reports and documentation above referenced electronically to:
mgajcak@willcountyillinois.com.

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