



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

**REPORTING AND
REIMBURSEMENT INSTRUCTIONS**

116 N. Chicago Street • Suite 101 • 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 in the Incumbent Worker Tracking System (IWTS) in the Illinois workNet no later than the 15th day of the month immediately following the end of the quarter. Once all information is updated for that quarter, applicant will notify the Workforce Board staff that the report is ready to be submitted. All employee information for those engaged in or those that have completed training will be maintained in the IWTS by the employer.

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.

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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.

Reimbursements

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

- Invoice and paid receipts from training vendors
- Copy of Employee's Certificates of Completion to training classes and class roster
- Employer Certification of employee records in ITWS

Methods of Submission

Quarterly reports are to be completed in the IWTS **electronically**.

Final reports are to be completed in the IWTS **electronically**.

Reimbursements to be sent **electronically** to:

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