

## 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 must compile and submit the following information for the reimbursement request:

1. Employee/Training List (located in the grantee's approved online training application).
  - Go to your application located at <https://development.ohio.gov/IncumbentWorkforce/>. Log in using your User Name and Password and go to the Employee/Training List tab;
  - Scroll down until you find the employee's name and corresponding course title. Click the "select" icon to the left of the employee's name. Enter the actual amount of reimbursement that you are requesting and then click "update". 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 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 such as manuals or text books.

\*Must include course title, date(s) of training, total hours, list of trainees, and the instructor's name and signature.

#### Reimbursement Request Invoice Submission

Once the required documentation has been collected, an employer will submit them to:

Ohio Development Services Agency  
Office of Strategic Business Investments  
Ohio Incumbent Workforce Training Voucher Program  
77 South High Street, 28<sup>th</sup> 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 the same amount that is included in the Voucher Agreement?
3. Is the reimbursable amount requested the same amount that is included in the Voucher Agreement?
4. Are the Employee/Training List and supporting documents included?

After review, if Development determines that all the information is correct, a Reimbursement Invoice will be processed and e-mailed to the grantee for 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](mailto: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), Development 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.