

Ohio Incumbent Workforce Training Voucher Program

Agreement Process

The first application submitted, either by an employer or an employee will activate the creation of an Ohio Incumbent Workforce Training Voucher Agreement (Agreement) between the Ohio Development Services Agency (Development) and the applicant employer (Grantee). The process to enter into an Agreement is as follows:

1. Development will review the application for program compliance; ensuring that the Grantee, employee, and the training are all eligible for the program.
2. If Development requires additional information from the applicant in order to review/approve the application, the applicant will be notified and will have five (5) business days to respond and resubmit their application.
3. At that time, Development will forward the Grantee's information to the Ohio Department of Taxation and the Ohio EPA for the required background checks.
4. Development will verify that the employer has an existing "Vendor Identification Number" with the State of Ohio. This number enables the state of Ohio to pay the Grantee its reimbursement. If the employer does not have a Vendor Identification Number, Development will notify the Grantee and work with them to have one established.
5. Development will verify that the applicant employer is registered with the Secretary of State to do business in the state of Ohio.
6. Development will then email an Agreement to the Grantee for review and signature.
7. The Grantee reviews and signs the Agreement, scans it, and emails it back to Development at IncumbentWorkforce@development.ohio.gov. If the Agreement cannot be emailed, it may be mailed to the following address:

Ohio Development Services Agency
Office of Strategic Business Investments
Ohio Incumbent Workforce Training Voucher Program
77 South High Street, 28th Floor
Columbus, OH 43215-1001

8. Upon receipt of the signed Agreement, it will then be given a final review by Development and the Director of Development will sign the Agreement. At this point the Agreement is considered "fully executed" and the Grantee may proceed with the approved training. Training started or paid for before the Agreement has been fully executed will not be eligible for reimbursement.
9. One copy of the Agreement will be emailed back to the Grantee and one copy will remain with the Program.

Each employer (identified by its unique FEIN number) will enter into only one Agreement during a fiscal year. The Agreement term will encompass the period from when it is fully executed through the end of the fiscal year (June 30, 2013). This single Agreement may be amended throughout the year to accommodate any additional employees/trainings that are requested (based upon the availability of funding) or to reduce the Agreement amount if previously approved trainings are not undertaken. The amendment, known as the Supplement to the Master Voucher Agreement, will increase (or decrease) the scope of work covered by the Agreement by adding (or subtracting) each employee, training, and/or dollar value of the training to the Agreement.

Supplement to the Master Voucher Agreement Process

Any subsequent requests submitted will activate a Supplement to the Master Voucher Agreement (Supplement) between the Ohio Development Services Agency (Development) and the Grantee. The process to enter into a Supplement is as follows:

1. Development will review the request for program compliance; ensuring that the Grantee, employee, and the training are all eligible for the program.
2. If Development requires additional information from the applicant in order to review/approve the application, the applicant will be notified and will have five (5) business days to respond and resubmit their application.
3. Development will then email the Supplement to the Grantee for review and signature.
4. The Grantee reviews and signs the Supplement, scans it, and emails it back to Development at IncumbentWorkforce@development.ohio.gov. If the Supplement cannot be emailed, it may be mailed to the following address:

Ohio Development Services Agency
Office of Strategic Business Investments
Ohio Incumbent Workforce Training Voucher Program
77 South High Street, 28th Floor
Columbus, OH 43215-1001

5. Upon receipt of the signed Supplement, it will then be given a final review by Development and the Director of Development will sign the Supplement. At this point the Supplement is considered “fully executed” and the Grantee may proceed with the approved training. Training started or paid for before the Supplement has been fully executed will not be eligible for reimbursement.
6. One copy of the Supplement will be emailed back to the Grantee and one copy will remain with the Program.