

WORKFORCE INVESTMENT BOARD OF WILL COUNTY

BUSINESS GRANTS FOR EMPLOYEE TRAINING

REPORTING AND REIMBURSEMENT INSTRUCTIONS



Workforce Investment Board of Will County
Business Grants for Employee Training
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 quarterly and final reports must also include an Employee Tracking Report which provides the name and social security number of each employee who participated in the training.

The applicant must also develop a system to document costs, maintain class rosters, invoice vouchers and other reports necessary to document the use of funds. Applicants that cannot meet final reporting requirements, who cannot provide the social security numbers of individuals who have received training, 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 will be due to the Workforce Investment Board office no later than the 10th day of the month immediately following the end of the quarter. The following documents are to be submitted with your training information:

- Quarterly Report Form
- Employee Tracking Report/Summary

Reporting-Final

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

- Final Report Form
- Employee Tracking Report/Summary
- Reimbursement Request Form

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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Methods of Submission

Quarterly reports are to be submitted **electronically**.

Final reports and reimbursement requests are to be submitted **electronically** and in **hard copy** to:

Workforce Investment Board of Will County
214 N. Ottawa Street
Joliet, IL 60432
pfera@willcountyillinois.com