

Fairfield County Workforce Training Manual

Reimbursement

Guidelines



Reimbursement Process

Reimbursement will be made once an Invoice Summary has been completed by the Grantee and submitted with the appropriate documentation to the Fairfield County Economic Development Department (EDD). Invoice Summaries (described in this document) are to be submitted to EDD in an amount of at least 10% of the balance of the Grant Funds. EDD shall review the invoice information to determine if the expenses are eligible for reimbursement as part of the Project and if they are, the EDD will then process an Invoice. The Grantee must sign the Invoice and return the original to EDD, which will then forward it to the Auditor's Office for further processing. A valid Invoice will typically be paid within 30 days after being received by the Auditor's Office.

A Class Roster is required as validating documentation to support Requests for Payment. If a company uses their own internal recording and reporting system for documenting training, it should include class name, class start and end dates, number of trainees, total hours trained, trainees' names, instructor names, and the signature of the instructor. For instructor wage verification, a detailed list of company (internal) trainers whose hours are being billed along with their hourly rates including fringe benefits will be provided on company letterhead and signed by a company official validating this information. This same information will be provided if the Grantee is using Grant funds to cover employee wages during training. Companies must provide copies of paid invoices, cancelled checks, or check numbers for outside vendors as documentation to validate expenses paid by the Grantee to the vendor for training services received.

NOTE: Fairfield County forms are preferred; however, as long as all required information is provided, company customized forms may be substituted as source documentation, i.e., computerized class listing with course titles, dates, instructors' signatures. Trainee signatures are preferred but **not** mandatory.

EDD may accumulate Invoice Summaries until the total of those Invoice Summaries equals or exceeds 10% of the balance of the Grant Funds in order to complete an Invoice.

Eligible and Ineligible Training Activities for Employees

Eligible Training Activities or Costs

All training must be directly linked to the training Project and necessary to insure viability of the company's Project. No training will be reimbursable if it is available for free from other sources. EDD will reimburse the costs of the following types of training for trainees (full-time equivalent employees):

Information Technology: Training in the use of the company's information technology systems, including off-the-shelf and company specific software such as word processing, spreadsheets, databases, graphics, and communications. This also includes training for information technology professionals on the programming, support, maintenance, and administration of internal systems.

Maintenance/Skilled Trades: Training in a specialized body of knowledge such as electronics, manufacturing systems, material science, mechanical, hydraulics, etc. Such training is discipline or industry specific.

Leadership Skills: Training to improve the ability and effectiveness of employees to lead, manage, and supervise projects, teams or groups. (Company may include communication skills as it relates to the company Project.)

Product Knowledge: Training about the products and services of the company.

Quality: Training in Total Quality Management, business process re-engineering, change management, benchmarking, resource planning, and business fundamentals. This includes new software required to run key business processes.

Safety Training: Industry specific safety training. No OSHA related training.

Supervisory: Training that focuses on the first time, front line supervisor.

Technical Processes: Training that focuses on the company's processes and procedures to create and maintain its products and deliver its services. This includes training provided to employees who operate, maintain, and use machinery, except information technology.

Technical Training: Training that is related to a transferable skill.

Needs Related to Previously Listed Training: Development or remedial training fundamental to the workplace; courses such as literacy, reading comprehension, writing, math, English-as-a-Second-Language (ESL), and learning how to learn.

On the Job Training (OJT): Any type of structured training that is conducted outside of a classroom, e.g., simulated lab, on-the-line training; both being supervised and documented by the trainers.

Supply Chain Management: Train employees to handle and learn the purchase process as it relates to supply chain issues for a company.

Ineligible Training Activities for Employees

These ineligible costs include, but are not limited to, the following:

- College Degree
- Consumables (such pens, pencils, materials for practice welds)
- Equipment
- Food and Beverages
- General Equivalency Diploma (GED)
- Infrastructure (Physical Plant Improvements)
- Mileage and Gas, Travel Cost
- Lodging
- Profit-Oriented Courses (e.g., Sales and Marketing Research)
- Soft Skills (e.g., Diversity, Ethics, HR Law, Sexual Harassment, etc.)
- Training that is reimbursed/required by other Public Agencies or Departments
- OSHA - Regulatory
- Materials - Books, CDs, Videos, Newspapers, etc.
- Membership Dues, License fees
- Prep Time or Travel Time

Eligible and Ineligible Activities and Costs for Trainers & Instructors

For in-house trainers and outside instructors, a per diem amount can be proposed to cover travel expenses, including lodging and meals. Transportation costs will be a separate reimbursement, and we encourage you to seek the most cost effective travel price available. These expenses must be pre-approved by the ED Department and it must be demonstrated that this method of training is more cost effective.

Grant Invoicing Guidelines

Class Roster

The Company must provide a Class Roster for each training activity for which the company is requesting reimbursement. The Roster of Class Completers must be filled out in the following manner.

Name of Company

Class Name/Course Title

Instructor's Name - In house instructor as well as Private Vendor doing on-site instruction.

Class Start & End Date - These should be the actual dates that the class started and was completed.

Number of Trainees Completing Class: Total number of employees being trained.

Total Class Hours - Actual Hours of training for completed course. (24 hour cap — hands on)

Trainee's Name - All class rosters **must** have the trainee's name (signature preferred) on the roster, which is done on the last day of the class. Additional names and signatures can be added to the back of this form.

Instructor's Name and Signature - Print or type instructor's name. The (in-house) instructor must sign and date the roster on the last date of the course. Rosters will not be accepted without signature. Vendors/outside instructors do not need to sign.

The grant funds cannot be used as a match for other funding sources and shall not be used to cover the costs of services already paid for by other government agencies.

Company Invoice Summary Sheet

The Company must complete a Company Invoice Summary Sheet (which will be provided by the Fairfield County Economic Development Department). Supporting documentation such as completed class roster, copies of proof of payment, etc. must be submitted at the same time as the Company Invoice Summary Sheet. The Company Invoice Summary Sheet must be completed in the following manner.

Item Number - Number associated with the item being submitted for reimbursement.

Training Activity - Enter course name/title from your class roster.

Number Trained - Enter the total number of students being trained for that item.

Hours of Instruction - "Instructional Hours Completed" from your class roster.

Instructor Cost Per Hour - In-house Instructor/Vendor cost per hour.

Total Company Costs - Total cost of instructor, materials, tuition etc.

Total Potential Reimbursement - The amount that has been stated on your contract for actual instructor hourly costs allowed for which you are requesting reimbursement.

Instructor's Hourly Rate

In-House Instructor - The State requires proof of hourly wage for in-house instructors. **On letterhead, dated and signed by company official, list in-house instructor's name and hourly wage.** This is provided on a one-time basis, providing there are no rate changes for that instructor.

Outside Instructor - A copy of your **outside instructor's invoice is required along with a copy of the canceled check you paid this provider (we will except a stamp paid with date and check number).** This invoice must state the course title, dates the classes were facilitated and total instructor's course hours.

Grant Agreement Deadlines and Term

Training that occurs prior to the effective date of the Grant Agreement is not eligible for reimbursement.

Term of Agreement:

This Agreement shall be in force for the period's **start date** through **end date**. The Grantee must complete the Project no later than the last day of the Agreement period. If the Grantee anticipates that the Project will not be completed by this date, the Grantee must request an extension of time to complete the Project at least 60 days before the end of the Agreement period. It will be within the sole discretion of the County to grant or deny such extension of time.