

Ohio Incumbent Workforce Training Voucher Program

Frequently Asked Questions (FAQs) FY'16

Who is eligible to apply for the Ohio Incumbent Workforce Training Voucher Program?

An eligible employer is one who operates as a for-profit entity in a state-designated targeted industry, with a facility located in Ohio that has been in continuous operation for the 12 months immediately prior to the application submittal. Targeted industries are: Advanced Manufacturing, Aerospace and Aviation, Automotive, BioHealth, Corporate Headquarters, Energy, Financial Services, Food Processing, Information Technology and Services, Polymers and Chemicals, Back Office, Logistics, or Research and Development. The company's NAICS code (<http://www.naics.com/search.htm>) will determine eligibility as to the targeted industry.

How can I determine if a NAICS code is eligible for the program?

A listing of eligible NAICS codes is available at http://development.ohio.gov/bs/bs_wtvp.htm.

Are Social Security Numbers and Date of Births required?

Yes, when requesting reimbursement, the grantee will be required to provide the last four digits of the trainees' SSN and date of birth. If grantee fails to provide this information, the individuals training will not be reimbursed.

How will the Voucher for the program be awarded?

Vouchers will be awarded in the form of a Voucher Agreement between the Ohio Development Services Agency and the employer. The program will be administered on a first-come, first-served basis until all of the available funds are committed. After that time, applications will still be accepted and retained in a "queue" in the event that additional program funds become available.

The program allows for up to \$4,000 per employee per fiscal year. What is the timespan of the fiscal year?

The state of Ohio fiscal year runs July 1 through June 30. Please note, however, that the training period for this program year will be between January 1, 2016 and December 31, 2016.

The program allows for \$100,000 per employer per fiscal year. How is that calculated?

Each employer (identified by Federal Employee Identification Number/FEIN) will be eligible for up to \$100,000 in assistance per fiscal year. The Voucher Agreement and any Amendments to the Master Voucher Agreement issued to an employer during the fiscal year, aggregated throughout all of its State of Ohio locations, will be included in this calculation. **Please note that only one application per employer will be accepted per program year. If an employer has multiple sites, those sites must work together to submit the one application.** An application may include multiple employees and multiple training courses.

What is the employer reimbursement amount for this program?

We will reimburse the employer for up to 50 percent of the cost of the training (up to \$4,000 per employee and/or up to \$100,000 per company) once the employer pays the full cost of the training. The employer's contribution must come from private sources and cannot include any previously acquired public funds. The match does not include wages.

How are reimbursement requests submitted?

Once the required documentation has been collected, the grantee will submit them to the 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. See Reimbursement Request Instructions for additional information.

What type of documentation is required for training reimbursement (also see the Reimbursement Request Instructions)?

- Either a class roster, transcript or a copy of the 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. Please note that these costs must be prorated per employee and will be capped at 25 percent of the cost of training per employee per training. Must be requested and approved in the application to be eligible.

How often may a Grantee submit a request for reimbursement?

The grantee shall submit invoices no more than once during each quarter of the grant period unless it is the final invoice.

How often may a Grantee request an amendment to their original application?

A grantee will be permitted two amendments during the grant period.

Is there an Ohio residency requirement for the program? Will employees who live in a bordering state and work for an Ohio company be eligible for the program?

The applicant employee must be an Ohio resident who is currently employed directly by an eligible employer at an Ohio facility.

Are both hourly and salary personnel eligible for the program?

Any employees, other than employees that are also owners of the company, are eligible for the program as long as they meet the program eligibility guidelines.

After the application is submitted, how long does an employee have to begin the training?

Training must begin January 1, 2016 or later and must be completed by December 31, 2016.

When can the employee training begin?

While the Effective Date of the Agreement will be January 1, 2016, any costs incurred or monies expended by the applicant on the project prior to final approval and the execution of the written agreement, is done at the applicant's own risk. Applicant's decision to go forward does not obligate the State of Ohio to provide state assistance that has not received all required approvals or has not been

memorialized in a written agreement between the applicant and the state of Ohio.
All training must begin January 1, 2016 or later and must be completed by December 31, 2016.

Does reimbursement apply even when the company has a tuition reimbursement program as part of its benefit package?

Tuition reimbursement is not eligible for reimbursement under this program.

Are co-ops and interns eligible for the program?

No.

How do I calculate the cost per person when completing the application and/or reimbursement request?

To calculate instructor cost per person for outside training: Vendor invoice is \$10,000 and 20 employees were trained. The calculation would be $\$10,000 / 20 \text{ trainees} = \500 @ 50% reimbursement = \$250 per person.

To calculate instructor cost per person for in-house training: In-house instructor's wage plus benefits is \$35, the course is 120 hours, and 30 employees were trained. The calculation would be $\$35 \times 120 \text{ hours} = \$4,200 / 30 \text{ trainees} = \140 @ 50% reimbursement = \$70 per person.

When calculating costs, you must include the total number of employees trained in the calculation regardless of the number of employees you are seeking reimbursement for (i.e., 30 employees were trained but only 23 are eligible for this program. Reasons a trainee may not be eligible include the Ohio residency requirement, the wage requirement of \$10.88/hour, or the employee is a temporary/contract employee).

What happens if an approved course in my application does not occur?

Should an approved course not occur, the grantee may update or substitute courses provided the new courses are eligible and provided the amount does not go over the original award amount. The grantee will be permitted two amendment opportunities throughout the life of the project. Each amendment request may include multiple updates or substitutions.

Once a grantee has a Voucher Agreement, what is the last date they can return money in order for the funds to be utilized by another applicant?

The state fiscal year ends June 30. Therefore, a company must return the money no later than April 15 to allow time for the funds to be moved to the next applicant on the waiting list.