

## **Jefferson/Franklin Consortium Payments to Employers Policy**

Payments will be made to employers for allowable On the-Job Training and Incumbent Worker Training reimbursable costs. The following criteria must be met before payment may be made:

**On-the-Job Training (OJT)** – Employers must submit monthly invoices with backup documentation showing the number of hours worked each day and the rate of pay for the period. Both the participant and the employer must sign the invoice, unless the participant signs documentation (timesheet/timecard) that the employer attaches and reconciles to the invoice. In the event the participant is unable to sign a timesheet, staff shall outline attempts to secure a signature in case notes. If a company uses an electronic time management system to capture attendance, and attests to its use in the Program Agreement, the participant's signature is not necessary.

The employer is required to submit timesheets with their monthly invoice in order to receive reimbursement. No hours in which training did not occur (illness, holidays, and other paid time off) will be reimbursed. Any raises must be documented within the OJT Supplemental Agreement (form DWD-PO-215) and must be in place prior to the reimbursement of the wage increase. In the event a participant is earning overtime, payments may be made to the employer to reimburse the number of hours worked only and must not be based on the increased wage rate. Employers cannot pay OJT participants in cash.

**Incumbent Worker Training (IWT)** – Part of the agreement to receive IWT training is that the employees being trained will receive a wage increase. Payment for IWT will be withheld until the wage increase has been verified. Documentation of this wage increase is to be submitted within 60 days of training completion.

Employers will submit an invoice packet that includes (1) an invoice that shows the total cost of the training, the amount covered by the employer and the amount due to them, (2) documentation showing that employer has paid the training provider for the training received, and (3) documentation that the trained employees received a wage increase within 60 days of the completion of the training.

Subrecipient staff will review the invoice for accuracy. Staff will add a copy of the end monitoring report and forward the invoice packet to the LWDB fiscal staff for payment.