

## **Vouchers**

### **Voucher To-Do's**

- Voucher must be submitted to EMI two weeks prior to the training start date. (There are limited exceptions)
- Ensure voucher is complete including Career Planner signature and manager's initials
- Voucher packet must include all required forms identified on training and supportive service voucher checklist forms
- Training-related supportive service form must be approved by EMI and match ETPL supportive services
  - If it doesn't match or there isn't one on file, please contact EMI WIOA Program Manager and Program Specialist
- Verify the tuition cost on ETPL is compliant with our ITA Local Policy tiers

## **Common Voucher Issues**

- Missing signatures
- Voucher packet does not contain all required forms from checklist
- Incorrect Payment Method
  - 100% Cost Reimbursement
    - EMI reimburses 100% of ITA costs at time of voucher approval for the following training providers: WI Technical Colleges, University of WI System and WI Association of Independent Colleges and Universities Institutions, 4Cs of Greater Milwaukee and others as approved by EMI.
  - o 80% Enrollment/20% after 30-day Job Retention
    - Used for all other vendors not identified above
- Voucher effective dates don't match anticipated training dates when short-term training (training is less than 6 months)
- Supportive services not in correct category
- Notes not identifying supportive services cost breakdown

## **Training/Supportive Services Voucher Packet Order**

- 1. Awaiting Approval Voucher
- 2. Training Voucher Checklist
- 3. Supportive Service Checklist (if applicable)
- 4. Supportive service justification and supporting documentation (if applicable)
- 5. ETPL Printout
- 6. Training-related Supportive Service Form (if applicable)
- 7. Training Proposal
  - a. Must include:

- i. Participant's full name
- ii. Vendor name and/or on company letterhead
- iii. Training start and end dates
- iv. Scheduled days and times of the week for training or training syllabus with days/times
- v. Cost breakdown (if lower than ETPL)
- 8. All other required training checklist forms

## **Supportive Service Voucher Categories** (See Supportive Service Policy References)

- Transportation Assistance
  - Includes parking and mileage reimbursements, public or private transportation assistance
- Child and Dependent Care
  - o Includes actual cost to the participant for care not including those from other sources
- Employment/Training Items
  - Includes items necessary for employment or training such as books, application or testing fees, certifications, uniforms, school supplies, etc.
- Health-Related Service
  - Includes items such as medical examinations, immunizations, drug testing, etc.
- Other Supportive Service
  - Only used for legal aid services, linkages to community services, assistance in obtaining a driver's license and one-time emergency assistance with housing

## When To Use the Request to Exceed Training Cap Form

- To exceed duration cap
  - Training is not semester-based but exceeds 6 months
    - Typically happens with online courses through a UW school
  - Training exceeds four semesters
    - Examples are when someone is working part-time and can't take full-time class schedule or classes aren't offered in the semester needed
- To exceed training dollar cap
  - o Tuition costs will exceed 7k based on a seven-year look back period
- To exceed tier dollar cap
  - Tuition cost exceeds ITA local policy tier

### When to use Continuation of Training Voucher Form

- Used for a long-term training program to identify the current semester start/end dates
- Only used for any subsequent voucher after the first semester voucher

#### References:

- Employ Milwaukee 17-01 Individual Training Accounts (ITA) Policy
- Employ Milwaukee 17-02 Adult and Dislocated Worker Supportive Services
- Employ Milwaukee 20-01 Youth Supportive Services



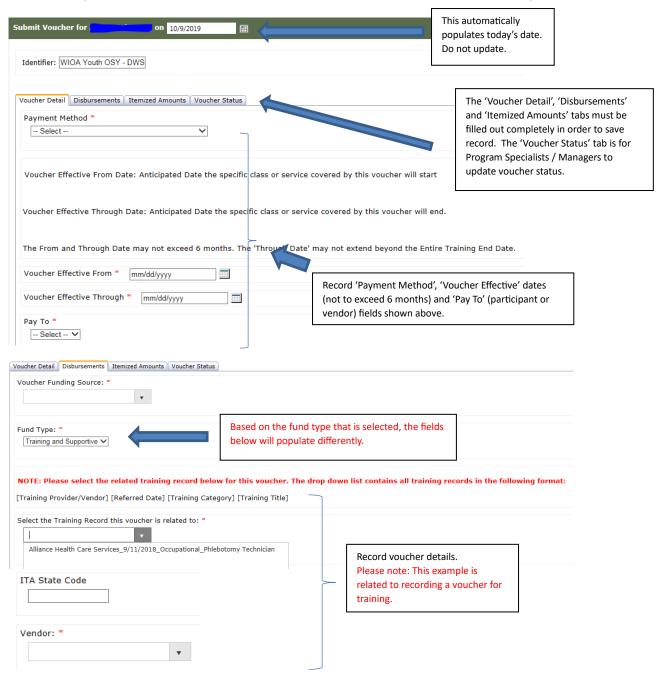
# Employ Milwaukee ETO Tutorial How to record Vouchers



'Submit Voucher' is recorded to track funds that a participant is provided for training/education, supportive services or incentives.

Please Note: A voucher cannot be created until a training/education, supportive service or incentive record has been created.

- 1. From the participant dashboard, Select "+New" within the Submit Voucher Dashboard Part.
- 2. Complete fields within Submit Voucher shown below and click "Save" once complete.

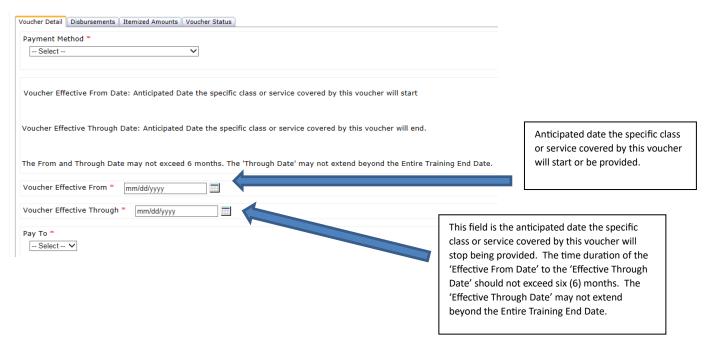


Voucher Detail Disbursements	Itemized Amounts	Voucher Status					
Tuition Amount: *			_				
Other Training Amounts: *							
Total Training Amount:							1
Supportive Service: Transportation Assistance Amount: * \$					Record amounts for each category.  Please note: If there aren't any costs for a specific category, enter		
Supportive Service: Child	and Dependent C	are Amount: *			0.		
Supportive Service: Emplo	yment or Trainin	g Related Items	Amount (Books):	*			
Supportive Service: Health	n-Related Service	s Amount: *					
Supportive Service: Other	Supportive Servi	ce Amount: *	_				
Total Supportive Amount:							
Amount: \$ 0							
Notes							
				,			e the supportive breakdown for each
				Pre	vious Page Next Page		
					Cancel Save		

# **Employ Milwaukee ETO Tutorial Voucher Date Definitions**

Below is an explanation of the two sets of dates that appear on a voucher.

1. The Voucher Effective From and Through Dates are located on the first tab/page of the 'Submit Voucher' Touchpoint.



2. The Anticipated Training Start and End Dates are located on the second tab/page of the 'Submit Voucher' Touchpoint.

