



EMPLOY MILWAUKEE DESK AID

Employ Milwaukee • 2342 North 27th Street, Milwaukee, WI 53210 • (414) - 270 -1700



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.
 - 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
 - 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
 - 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



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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.

Submit Voucher for [redacted] **on** 10/9/2019

Identifier: WIOA Youth OSY - DWS

Voucher Detail | Disbursements | Itemized Amounts | Voucher Status

Payment Method *
-- Select --

Voucher Effective From Date: Anticipated Date the specific class or service covered by this voucher will start

Voucher Effective Through Date: Anticipated Date the specific class or service covered by this voucher will end.

The From and Through Date may not exceed 6 months. The 'Through' Date may not extend beyond the Entire Training End Date.

Voucher Effective From * mm/dd/yyyy

Voucher Effective Through * mm/dd/yyyy

Pay To *
-- Select --

Voucher Detail | Disbursements | Itemized Amounts | Voucher Status

Voucher Funding Source: *

Fund Type: *
Training and Supportive

NOTE: Please select the related training record below for this voucher. The drop down list contains all training records in the following format:
[Training Provider/Vendor] [Referred Date] [Training Category] [Training Title]

Select the Training Record this voucher is related to: *

Alliance Health Care Services_9/11/2018_Occupational_Phlebotomy Technician

ITA State Code

Vendor: *

This automatically populates today's date. Do not update.

The 'Voucher Detail', 'Disbursements' and 'Itemized Amounts' tabs must be filled out completely in order to save record. The 'Voucher Status' tab is for Program Specialists / Managers to update voucher status.

Record 'Payment Method', 'Voucher Effective' dates (not to exceed 6 months) and 'Pay To' (participant or vendor) fields shown above.

Based on the fund type that is selected, the fields below will populate differently.

Record voucher details.
Please note: This example is related to recording a voucher for training.

Tuition Amount: *

\$

Other Training Amounts: *

\$

Total Training Amount:

\$

Supportive Service: Transportation Assistance Amount: *

\$

Supportive Service: Child and Dependent Care Amount: *

\$

Supportive Service: Employment or Training Related Items Amount (Books): *

\$

Supportive Service: Health-Related Services Amount: *

\$

Supportive Service: Other Supportive Service Amount: *

\$

Total Supportive Amount:

\$

Amount:

\$

Record amounts for each category.
Please note: If there aren't any costs for a specific category, enter 0.

Notes

Must include the supportive service cost breakdown for each item.

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Cancel

Save

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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.

Voucher Detail | Disbursements | Itemized Amounts | Voucher Status

Payment Method *
-- Select --

Voucher Effective From Date: Anticipated Date the specific class or service covered by this voucher will start

Voucher Effective Through Date: Anticipated Date the specific class or service covered by this voucher will end.

The From and Through Date may not exceed 6 months. The 'Through Date' may not extend beyond the Entire Training End Date.

Voucher Effective From * mm/dd/yyyy

Voucher Effective Through * mm/dd/yyyy

Pay To *
-- Select --

Anticipated date the specific class or service covered by this voucher will start or be provided.

This field is the anticipated date the specific class or service covered by this voucher will stop being provided. The time duration of the 'Effective From Date' to the 'Effective Through Date' should not exceed six (6) months. The 'Effective Through Date' may not extend beyond the Entire Training End Date.

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

Voucher Detail | Disbursements | Itemized Amounts | Voucher Status

Voucher Funding Source: *

Fund Type: *
Training and Supportive

NOTE: Please select the related training record below for this voucher. The drop down list
[Training Provider/Vendor] [Referred Date] [Training Category] [Training Title]

Select the Training Record this voucher is related to: *

Anticipated Training Start Date: Anticipated start date of the ENTIRE training or education program

Anticipated Training End Date: Anticipated end date of the ENTIRE training or education program.

Anticipated Training Start Date: * mm/dd/yyyy

Anticipated Training End Date: * mm/dd/yyyy

This is the anticipated start date of the entire training or education program. The entire program may include several semesters, or several terms of course work.

This is the anticipated end date of the entire training or education program. The entire program may include several semesters, or several terms of course work.