



EMPLOY MILWAUKEE DESK AID

Employ Milwaukee • 1322 North 8th Street, Milwaukee, WI 53205 • (414) - 270 -1700



Invoicing Process - WIOA

This technical assistance applies to providers with one or more students who will participate in training funded by Employ Milwaukee through an Individual Training Account (ITA). Under federal regulations (20 CFR §680.300), ITA payments are made directly to the training provider. Payments cannot be made to participants.

Enrollment Payment (First 50%)

Program enrollment is defined as a WIOA participant attending at least 20% of the total credit hours listed on the ETPL, excluding orientation and self-study hours. To receive the first 50% payment, providers must submit:

- A training invoice
- An enrollment list
- Signed attendance sheets documenting at least 20% classroom attendance
- A completed Training Progress Report verifying participant status/engagement

Enrollment invoices must be submitted within three (3) months of the training end date.

Completion Payment (Final 50%)

Training completion is defined as the participant completing the program by the anticipated end date listed on the voucher and providing a valid program completion certificate. To receive the final 50% payment, providers must submit:

- A completion invoice
- Documentation of program completion
- Completed progress reports when a participant did not attain a skills gain during the first 20% of classroom hours.

Completion invoices must be submitted within three (3) months of training completion.

Additional Requirements

- Training providers may not hold participants financially responsible for costs covered by WIOA funds but unpaid due to unmet benchmarks.
- Approved invoices are processed within 30–45 days of receipt.
- All invoices and required documentation must be submitted to: ITAinvoicing@employmilwaukee.org

Thank you for partnering with Employ Milwaukee to provide quality training opportunities that support economic self-sufficiency for Milwaukee County residents.

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Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in a different language at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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