

TRAINING PROVIDER INVOICING

FOR NEW TRAINING PROVIDERS

- Workforce Connections (WC) will need a W-9 the first time an invoice is submitted to set the training provider up in our accounting system.
- At the start of the training, the training provider can submit an invoice for 50% of the WIOA training cost. All Invoices **MUST** be submitted electronically to traininginvoices@snvwc.org
- Once the participant has completed 60% of the training, the training provider can submit an invoice for the remaining 50% of the WIOA training cost.
- If for any reason the participant does not complete the training, it will be determined at that time if an additional payment needs to be made by WC or if a refund is due from the training provider.

APPROVAL PROCESS FOR TRAINING

The service provider will contact the training provider to complete an ITA (Individual Training Authorization Agreement)

- The approval process will start with a participant signature, followed by the service provider signature and then the training provider.
- Once all 3 signatures have been obtained, the service provider (not the training provider) will forward the ITA to WC with other documents that are needed.
- Upon receipt and review, WC will sign the ITA and forward an executed copy to the training and service providers.
- This signature authorizes the participant to start training.