

Employer Training Investment Program

Guidance for Companies – Internal or External Training

The Workforce Development Reimbursement Program is a grant opportunity for Illinois businesses that want to enhance the skills of their employees. The program is funded by the Illinois Department of Commerce and Economic Opportunity, administered by the Chicagoland Chamber of Commerce, and covers up to 50% of the eligible training costs. To apply for this program, you need to follow these steps:

1. Confirm if your company and employees are eligible for training. You can check the eligibility criteria on our website or contact us for more information.
2. Confirm if the training you seek is eligible for reimbursement. The training must be related to your industry and enhance the skills of your employees.
3. Confirm if the Chamber has enough funds to reimburse your company for the proposed training. The program has a limited budget and operates on a first-come, first-served basis. You can request a pre-approval before you start the training.
4. Gather the required documentation. You must provide proof of payment, attendance, completion, and paid invoices. You will also need to submit a W-9 form.
5. Conduct and complete the training before submitting the grant application
6. Complete the required documentation and apply. Please see the deadlines below.
7. Please submit the grant application to Pati Flannery at pflannery@chicagolandchamber.org. We will review your documents and submit them to DCEO for final approval.

Company Eligibility Determination

- Companies must have a physical location in the State of Illinois
- Trainees must be employed and based in Illinois
- Trainees must be full-time employees (no part-time, seasonal, or contractual workers)

Training Course Eligibility Determination

Trainee eligibility is determined by several factors once company and trainee eligibility are determined. These factors include:

- **Structure:** Training must be structured to be eligible. Non-structured on-the-job training is not eligible. There must be dates and times associated with all classes and courses. Virtual training is eligible. See a list of approved trainers listed on our website.
- **Content:** A training description is required to approve a training as eligible. The description allows us to determine if the content of the training is within our scope of work. -see approved training course list 2023.
- **Attendance:** Courses must have two or more trainees in attendance to be eligible for reimbursement. One-on-one training may be qualified but requires pre-approval by our funder (Illinois Department of Commerce and Economic Opportunity)
- **Billing:** Invoices must be billed to the company seeking reimbursement and are required to submit with additional forms to process the grant submission. To complete the necessary forms, a rate/trainee should be able to be calculated.

- The following types of training are not eligible for reimbursement: *Skills Assessments, non-structured On-the-Job Training, Employee Orientation Training, Human Resource Practices (e.g., new employee onboarding and other internal HR processes), and Strategic Planning.*
- Other ineligible expenses include *trainee travel costs; training program development, preparation, or planning; conferences, workshops, and seminars; depreciable equipment; and consulting fees.*
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Grant Funds Availability Determination

- Training dollars are available on a first-come, first-served basis. Please submit an overview of training and cost for preapproval
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Required Documentation

Before receiving reimbursement, you will need to gather and send the following information to the Chicagoland Chamber, including:

1. **COMPANY PROFILE:** You only need to complete this form once per FY, and it includes verifiable information that your business is in good standing in the state of IL and requires corporate tax ID, Unemployment ID, and officers in the company. DCEO verifies this information to prevent fraud and misuse of workforce development investment. Please submit your company profile and training for pre-approval; this will allow us to set aside funding for your organization
2. **COMPANY MASTER TRAINING ROSTER**–List each employee trained per quarter and report employees as “new” or “existing.” DCEO defines a “new employee” as someone hired within a year of the first date of training. An employee’s status does not change within a FY. This document should be updated and submitted each quarter. However, if an employee completed training in a previous quarter, their name and status are only listed once, regardless of how often they completed training within an FY.
3. **COMPANY EXPENDITURE SUMMARY** List each training cohort as an individual line item that includes the start/end date, number of employees that completed training, and total cost for each training. If you are doing multiple training courses, this document should include all courses as a single line item. The number of “new” and existing” employees should match precisely with document #5, “Company Course Expenditure Sheet,” which includes the names of trainers and employees trained.
4. **PARTICIPATING EMPLOYEE REPORT**–List each employee trained, including date of hire, gender, race, unique ID number, and title or department. Most HR platforms provide this information, and it can be inserted into this document
5. **COMPANY EXPENDITURE SUMMARY** List each training cohort as an individual line item that includes the start/end date, number of employees that completed training, and total cost for each training. If you are doing multiple training courses, this document should include all courses as a single line item. The number of “new” and existing” employees should match precisely with document #5, “Company Course Expenditure Sheet,” which includes the names of trainers and employees trained.

INVOICES– If you utilized an external vendor for training services, a copy of their invoice to you, the company, should be included. Companies are expected to pay their vendors in full for services rendered. If you conducted the training using internal staff, multiply the number of employees trained by the number of hours by the hourly rate of the trainer. You must provide an invoice to the Chicagoland Chamber of Commerce. Once we receive the invoice(s), alongside the documents above, this will prove that the training has occurred and that you are ready for reimbursement from the Chamber.

Additional Guidance on Invoicing

Your company invoice must contain the following information:

- Invoice date
- Company name, company contact name, and company address
- # of training hours performed
- Date of the training(s)
- Name(s) of the instructor(s) who provided the training
- Itemized costs for the training, training materials, and associated taxes (before the subsidy)
- Cost to be reimbursed through the grant (normally 50%)
- Invoice marked “paid”

Send Completed Documentation to the Chamber

After each pre-approved training is completed, all required forms mentioned above and associated invoice(s) should be sent in one email to pflannery@chicagolandchamber.org. The Chamber reimburses companies after DCEO approves grants and transfers funds.

- FY24 Grant Deadlines:
 - Q1 July 1 September 30, submit grant by October 15, 2023
 - Q2 October 1-December 31, 2023; submit grant by January 15, 2024
 - Q3 January 1-March 31, 2024; submit grant by April 15, 2024
 - Q4-April 1-June 30, 2024; submit grant by July 15, 2024; FINAL DEADLINE

If you have any questions or need assistance, please do not hesitate to contact Pati Flannery at pflannery@chicagolandchamber.org; 312-610-0517

We are here to help you grow your business and your workforce.

Updated 09/23

