WORKFORCE DEVELOPMENT TRAINING FUND
REQUIRED REPORTING INSTRUCTIONS

Grantee shall submit the information required in accordance with these instructions. Grantor will provide blank electronic forms to Grantee after execution of the Grant.

Each of these forms must be emailed to WDTF@labor.idaho.gov.

WDTF 03, and 04, must be submitted on a password-protected Excel spreadsheet, as more fully explained below.

Grantor will reject forms that are not submitted in accordance with these instructions.

Failure to follow these instructions could lead to civil liability regarding the securing of Personal Identification Information.

Reimbursement Requests shall be due by the 10th day of the 1st month following the end of each calendar quarter. Quarterly time periods shall be defined as January through March, April through June, July through September and October through December. Pursuant to Idaho Code, Section 72-1347B and to evaluate progress toward achievement of program objectives and to verify employment of trainees, prior to Grantor providing reimbursement, Grantee shall include with each Quarterly Reimbursement Request a completed Workforce Development Training Fund Part 1, and Part 2 (WDTF01-02), WDTF Reimbursement Training Spreadsheet (WDTF-03), and Hire Report (WDTF-04), and the Quarterly Progress Report (WDTF-05).

WDTF 01-02 Workforce Development Training Fund Part 1, Part 2:

A. The first page is the **WDTF01**; this requires the Grantee's signature as well as reimbursement request amount.
   1. *Year to date cash disbursed under this Grant* is the amount the Grantee has spent on training approve under the Grant to date. This number will match column 3 on the second page.
   2. *Year to date cash received from IDOL* is the amount Grantee has already been reimbursed for training by IDOL
   3. *Difference:* is the year to date cash disbursed minus year to date cash received, which equals your reimbursement request. This number will match column 2 on the second page.

B. The second page is the **WDTF02**, this tracks the budget amounts, disbursements, and balance
   1. Column 1 shows the budget amount for the specific training category. This is copied from Exhibit 1 of the WDTF Grant.
   2. Column 2 shows the amount, by training category, the Grantee is requesting reimbursement for during the current reporting period.
   3. Column 3 shows the amount, by training category, the Grantee has spent to date; this includes the amount in Column 2 plus previous expenses the Grantee has already been reimbursed for.
   4. Column 4 will show the balance for each training category which is column 1 (total budget amount) minus column 3 (amount spent to date)

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WDTF-03 Reimbursement Spreadsheet Instructions:

WDTF-03 must be submitted on a password-protected Excel spreadsheet submitted to WDTF@labor.idaho.gov. Grantee shall provide the password in a separate email to an address provided by Grantee.

This form requires the following information:

1. The name of each trainee and their social security number,
2. Title of Training provided and Specific Skills Gained,
3. Type of Credential, Certificate, License, or Skills Badge received,
4. Vendor Provided Training Cost for employee(s) to be reimbursed,
5. Internal Training Cost for employee(s) to be reimbursed,

Vendor invoices must be submitted to document expenses. All internal structured on the job training must be documented on the **WDTF Reimbursement Spreadsheet** (WDTF-03) including all expenses to be considered for reimbursement. This form mirrors specific variables of the training plan submitted in your WDTF application and contract, and is intended to provide a seamless transition of data regarding training and expenses for each employee trained.

WDTF-04 Hire Report Instructions:

WDTF-04 must be submitted on a password-protected Excel spreadsheet submitted to WDTF@labor.idaho.gov. Grantee shall provide the password in a separate email to an address provided by Grantee.

1. List company Federal ID number and Unemployment Insurance number.
2. *Number of New Positions Created to Date:* list the number of full-time positions paying $12 per hour or more that have been created.
3. *Number of Workers Trained to Date:* list the number of full-time workers earning $12 per hour or more who have received training. This number could be more than the number of positions created/retained.
4. *Total Number of Positions in Idaho to date:* list the number of full-time positions paying $12 per hour or more available at your company to date.
5. List employee information to include; name, hire date, SSN, position title, training start date, training end date, current wage and employment status. The workers full SSN is required for validation purposes.

WDTF-05 Quarterly Progress Report Instructions:

In the event no quarterly reimbursable costs were incurred, instead of submitting a Quarterly Reimbursement Request, Grantee shall submit a Quarterly Progress Report explaining why training has not occurred and identify any barriers Grantee may have in providing the required training. This report shall follow the same schedule as the Quarterly Reimbursement Requests and must be submitted using the WDTF Quarter Progress Report form.