

ATTACHMENT A

DOT Training Funds Voucher Process

1. The dates of this contract are November 20, 2014 to June 30, 2018. All payments for training will need to be paid by June 30, 2018.
2. All MassDOT employees who have completed the TORQ assessment and are currently registered in MOSES. DCS has also posted services to each record
 - a. Category: Assessment Detail: Initial Assessment Interview
 - b. Category: Job Search Detail: LMI Staff Assisted
3. If a MassDOT employee has not completed the LMI/TORQ assessment, then they will not be eligible for MassDOT training funds. They can follow up with Cara Niddrie, MassDOT, at 857-368-9678.
4. MassDOT employees must meet with a career advisor at one of the 5 Career Centers identified in this issuance to discuss the process to access Mass DOT training funds.
5. Training Providers should be researched per commonly-known protocol (remember: \$7,500 cap for training)
6. Document in MOSES any services, workshops, etc. the client receives or wants to participate
7. Once a vendor, program and details of the program are finalized prepare an Individual Training Account Request Form (ITARF) (Attachment B)
8. Email, scan or fax ITARF to ETR Framingham:
 - a. At least 10 calendar days in advance of training start date
 - b. Subject Line (so it is easily identifiable) should read: "DOT Training Request"
 - c. Attention: Lee-Ann Johnson (ljohnson@etrcc.com) / Nancy McIntyre (nmcintyre@etrcc.com)
 - d. FAX # (if needed): 508-766-5794
 - e. The Vendor will get notification of approval from ETR and
 - f. The Career Advisor who submitted the request will receive email confirmation
9. Voucher Payments (\$550.00): Career Centers should submit their voucher invoice, to ETR Framingham as they normally would. The invoice should reference the participant's name or have a list attached (if invoicing for more than one) for supporting documentation. It can be submitted along with the ITA Request or monthly. Once received, enrollment will be verified. Once enrollment has been verified, the invoice will be processed according to our normal procedures. Under normal circumstances, the voucher invoices will be processed for payment the same week received and paid within 30 days. If you have any questions, contact Lee-Ann Johnson or Nancy McIntyre at ETR Framingham.
10. Vendor invoices should be sent directly to ETR Framingham– labelled "DOT Training", Attention: Lee-Ann Johnson / Nancy McIntyre.