



CHICAGO COOK
WORKFORCE PARTNERSHIP

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Voucher Reimbursement Training

Reimbursement Vouchers

- Fiscal: fiscal@chicookworks.org

- General/Submission:
 - Vouchers are due by the **15th each month**. PDF ALL pages of the approved voucher. No Excel files.
 - Label emails on subject line with period & contract. We archive all emails (*subject line ex. 2019-514, Aug '19*)
 - 100% documentation required for all participant related costs. (*Everything listed on page 4 of voucher form*)
 - The corresponding service must be entered in Career Connect prior to billing us.

Reimbursement Vouchers: Reimbursement Form Summary



CHICAGO COOK WORKFORCE PARTNERSHIP SUB GRANTEE REIMBURSEMENT VOUCHER

Sub-Grantee:	ABC, INC	Month:	August	Voucher #	2
Contract #:	2019-xxx	Voucher Period Covered:	8/1/2019 to 8/31/2019		
Project Name:	Youth Out	Contact Person:	Rosie Revilla		
Address:	1234 Lane Street	E-Mail Address:	rrevilla@abcinc.com		
Phone #:	312-555-1234	Check One If Re-submission or Final Voucher:			
Federal Employer I.D. #:	98-1234521	Re-submission (Refer to Original Voucher # With "R" Suffix)			
Grant #: 18-681007	17.259-WIA Youth Activities	Final submission (Refer to Original Voucher # With "F" Suffix)			
CFDA# 17.259					

							For The Partnership Use Only			
Acct#	Cost Category	Approved Budget	Voucher Amount Requested	Cumulative Requested to Date	Total Requested	Available Balance	Additions (Deletions)	Amount Approved	Comments	
	Other Program Costs	\$15,200.00	\$1,403.57		\$1,403.57	\$13,796.43				
	Support Services	\$800.00	\$0.00		\$0.00	\$800.00				
	Direct Training	\$9,000.00	\$177.62		\$177.62	\$8,822.38				
Total Cost:		\$25,000.00	\$1,581.19	\$0.00	\$1,581.19	\$23,418.81				

Please list out in detail all operating and technical expenses along with their appropriate cost categories on the Operating And Technical Detail Form

Agency Certification

I certify, as an officer of the agency, that this reimbursement claim represents expenditures incurred and disbursed during the reporting period, that said expenditures are part of the approved budget contained in the contract and that payment has not been previously requested or received. All expenditures are necessary, reasonable, allowable and allocable per approved cost allocation plan. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

In addition, all necessary documentation is on file at our office and is available during normal business hours for inspection by The Partnership, DCEO, DOL or any other authorized agency. I understand that any disallowed costs will be borne by our agency and may have negative influence on our performance evaluation.

Authorized Signature: Signed Date: 8/13/2019 14:31

Title: VP

The Partnership Fiscal Staff Approval Date:

The Partnership Fiscal Manager Approval Date:

1 Line Item Overrun
2 Not In Budget
3 Not Allowable Costs
4 Lack Documentation
5 Unable to Confirm Costs

THIS FORM MUST HAVE ATTACHED THE SUB-GRANTEE REIMBURSEMENT RECAP FORM

Reimbursement Vouchers: Reimbursement Form Summary



CHICAGO COOK
WORKFORCE PARTNERSHIP

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CHICAGO COOK WORKFORCE PARTNERSHIP YOUTH SUB GRANTEE REIMBURSEMENT RECAP VOUCHER

Page 2 of 5

Sub-Grantee:	ABC, INC	Month:	August	Voucher #	2
Contract #:	2019-xxx	Voucher Period Covered:	8/1/2019	to	8/31/2019
Project Name:	Youth Out	Contact Person:	Rosie Revilla		
Address:	1234 Lane Street	E-Mail Address:	revilla@abcinc.com		
Phone #:	312-555-1234	Check One If Re-submission or Final Voucher:			
Federal Employer I.D. #:	98-1234521	Re-submission (Refer to Original Voucher # With "R" Suffix)			
Grant #: 18-681007	Youth Activities	Final submission (Refer to Original Voucher # With "F" Suffix)			

CFDA# 17.259 **For The Partnership Use Only**

Acct#	Cost Category	Approved Budget	Voucher Amount Requested	Cumulative Requested to Date	Total Requested	Available Balance	Additions (Deletions)	Amount Approved	Comments
Program:									
5001	Staff Salary and Wages	\$10,000.00	\$75.00	\$150.00	\$225.00	\$9,775.00			
5002	Staff Fringe Benefits	\$1,000.00	\$0.00		\$0.00	\$1,000.00			
5407	Indirect Costs	\$3,000.00	\$0.00		\$0.00	\$3,000.00			
5409	Professional Services	\$500.00	\$0.00		\$0.00	\$500.00			
5605	Office Supplies	\$200.00	\$0.00		\$0.00	\$200.00			
5712	Support Services - Non-Training	\$300.00	\$0.00		\$0.00	\$300.00			
5713	Operating and Technical	\$500.00	\$1,328.57		\$1,328.57	-\$828.57			
Total Program Cost:		\$15,500.00	\$1,403.57	\$150.00	\$1,553.57	\$13,946.43			
Training:									
5910	On-the-Job Training OJT	\$4,000.00	\$0.00		\$0.00	\$4,000.00			
5911	Paid Work Experience-Wages	\$4,000.00	\$165.00		\$165.00	\$3,835.00			
5913	Paid Work Experience-Taxes	\$1,000.00	\$12.62		\$12.62	\$987.38			
6007	Other Supportive Services	\$500.00	\$0.00		\$0.00	\$500.00			
Total Training Cost:		\$9,500.00	\$177.62	\$0.00	\$177.62	\$9,322.38			
Total Cost:		\$25,000.00	\$1,581.19	\$150.00	\$1,731.19	\$23,268.81			

Reimbursement Vouchers: Reimbursement Detail Form



CHICAGO COOK WORKFORCE PARTNERSHIP
YOUTH SUB GRANTEE REIMBURSEMENT VOUCHER
All cost excluding operating & technical, participant & related costs

DETAIL SHEET

Sub Grantee:	ABC, INC								Page 3 of 5	
Contract #	2019-xxx									
Voucher #	2									
Period:	8/1/2019	to	8/31/2019							
Funding Stream:	Youth Out		(ex: Youth-In or Youth-Out)							
Cost Category	Date	Check #	Payee/Job Title	Amount of Check	% of	Reference	Amount Requested	Work Based Learning	% WBL	One Stop Operating Costs
Staff Salary and Wages	8/15/2019	1234	Maria Ramirez	\$2,500.00	3.00%		\$75.00	\$7.50	10.00%	
Staff Salary and Wages							\$0.00	\$0.00	#DIV/0!	
Staff Salary and Wages							\$0.00	\$0.00	#DIV/0!	
Staff Salary and Wages							\$75.00	\$7.50	10.00%	\$0.00
Staff Fringe Benefits							\$0.00	\$0.00	#DIV/0!	
Staff Fringe Benefits							\$0.00	\$0.00	#DIV/0!	
Staff Fringe Benefits							\$0.00	\$0.00	#DIV/0!	
Staff Fringe Benefits							\$0.00	\$0.00	#DIV/0!	
Staff Fringe Benefits							\$0.00	\$0.00	#DIV/0!	\$0.00
Indirect Costs							\$0.00	\$0.00	#DIV/0!	
Indirect Costs							\$0.00	\$0.00	#DIV/0!	
Indirect Costs							\$0.00	\$0.00	#DIV/0!	
Indirect Costs							\$0.00	\$0.00	#DIV/0!	\$0.00
Professional Services							\$0.00	\$0.00	#DIV/0!	
Professional Services							\$0.00	\$0.00	#DIV/0!	
Professional Services							\$0.00	\$0.00	#DIV/0!	\$0.00
Office Supplies							\$0.00	\$0.00	#DIV/0!	
Office Supplies							\$0.00	\$0.00	#DIV/0!	
Office Supplies							\$0.00	\$0.00	#DIV/0!	
Office Supplies							\$0.00	\$0.00	#DIV/0!	\$0.00
							TOTAL	\$75.00	10.00%	\$0.00

not include any operating and technical on this detail form. All operating and technical expenses should be listed out on the Operating and Technical Detail Form

not include any participant related costs on this detail form. All participant related costs should be listed out on the Participant Related Detail Form.



CHICAGO COOK WORKFORCE PARTNERSHIP
YOUTH SUB GRANTEE REIMBURSEMENT VOUCHER
PARTICIPANT RELATED DETAIL SHEET

Sub Grantee: ABC, INC
Contract # 2019-xxx
Voucher # 2
Period: 8/1/2019 to 8/31/2019
Funding Stream: Youth Out

(ex: Youth-In or Youth-Out)

Cost Category	Date	Check #	Payee/Job Title	Amount of Check	% of	Reference	Amount Requested	Work Based Learning	% WBL
Support Services - Non-Training						1	\$0.00	\$0.00	#DIV/0!
5712 Support Services - Non-Training						2	\$0.00	\$0.00	#DIV/0!
5712 Support Services - Non-Training						3	\$0.00	\$0.00	#DIV/0!
5712 Support Services - Non-Training						4	\$0.00	\$0.00	#DIV/0!
5712 Support Services - Non-Training						5	\$0.00	\$0.00	#DIV/0!
5712 Support Services - Non-Training						6	\$0.00	\$0.00	#DIV/0!
5712 Support Services - Non-Training							\$0.00	\$0.00	#DIV/0!
5712 Support Services - Non-Training							\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT						7	\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT						8	\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT						9	\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT						10	\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT						11	\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT						12	\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT						13	\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT							\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT							\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT							\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT							\$0.00	\$0.00	#DIV/0!
5910 On-the-Job Training OJT							\$0.00	\$0.00	#DIV/0!
6007 Other Supportive Services						aa	\$0.00	\$0.00	#DIV/0!
6007 Other Supportive Services						bb	\$0.00	\$0.00	#DIV/0!
6007 Other Supportive Services						cc	\$0.00	\$0.00	#DIV/0!
6007 Other Supportive Services						dd	\$0.00	\$0.00	#DIV/0!
6007 Other Supportive Services							\$0.00	\$0.00	#DIV/0!
6007 Other Supportive Services							\$0.00	\$0.00	#DIV/0!
5911 Paid Work Experience-Wages	8/1/2019	22752	Mary Smith	\$165.00	100.00%	A	\$165.00	\$165.00	100.00%
5911 Paid Work Experience-Wages						B	\$0.00	\$0.00	#DIV/0!
5911 Paid Work Experience-Wages						C	\$0.00	\$0.00	#DIV/0!
5911 Paid Work Experience-Wages						D	\$0.00	\$0.00	#DIV/0!
5911 Paid Work Experience-Wages							\$0.00	\$0.00	#DIV/0!
5911 Paid Work Experience-Wages							\$0.00	\$0.00	#DIV/0!
5911 Paid Work Experience-Wages							\$0.00	\$0.00	#DIV/0!
5911 Paid Work Experience-Wages							\$0.00	\$0.00	#DIV/0!
5911 Paid Work Experience-Wages							\$165.00	\$165.00	100.00%
5913 Paid Work Experience-Taxes	8/1/2019	22752	Mary Smith	\$165.00		A	\$12.62	\$12.62	100.00%
5913 Paid Work Experience-Taxes						B	\$0.00	\$0.00	#DIV/0!
5913 Paid Work Experience-Taxes						C	\$0.00	\$0.00	#DIV/0!
5913 Paid Work Experience-Taxes						D	\$0.00	\$0.00	#DIV/0!
5913 Paid Work Experience-Taxes							\$0.00	\$0.00	#DIV/0!
5913 Paid Work Experience-Taxes							\$0.00	\$0.00	#DIV/0!
5913 Paid Work Experience-Taxes							\$0.00	\$0.00	#DIV/0!
5913 Paid Work Experience-Taxes							\$0.00	\$0.00	#DIV/0!
5913 Paid Work Experience-Taxes							\$12.62	\$12.62	100.00%
						TOTAL	\$177.62	\$177.62	100.00%

Please do not include any operating and technical on this detail form. All operating and technical expenses should be listed out on the Operating and Technical Detail Form

**CHICAGO COOK WORKFORCE PARTNERSHIP
YOUTH SUB GRANTEE REIMBURSEMENT VOUCHER
OPERATING AND TECHNICAL DETAIL SHEET**

Page 5 of 5

Sub Grantee: ABC, INC
 Contract #: 2019-xxx
 Voucher #: 2
 Period: 8/1/2019 to 8/31/2019
 Funding Stream: Youth Out (ex: Youth-In or Youth-Out)

Cost Category	Date	Check #	Payee	Amount of Check	% of	Reference	Amount Requested	Work Based Learning	% WBL
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Rent	8/1/2019	2452	Landlord Inc	\$5,000.00	25.00%		\$1,250.00	\$0.00	0.00%
5713 Local Travel	8/6/2019	2869	Jane Smith	\$50.00	100.00%		\$50.00	\$50.00	100.00%
5713 Phones	8/9/2019	2899	Verizon	\$250.00	10.00%		\$25.00	\$0.00	0.00%
5713 Equipment rental	8/15/2019	2900	Konika	\$119.00	3.00%		\$3.57	\$0.00	0.00%
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$0.00	\$0.00	#DIV/0!
5713 Operating and Technical							\$1,328.57	\$50.00	3.76%
						TOTAL	\$1,328.57	\$50.00	3.76%
						Subtotal			

Please list out in detail all operating and technical expenses along with their appropriate cost categories on this form Operating&Technical Detail Form. Please group by cost category, but do not subtotal by cost category. All operating and technical expenses will be totaled and put into the Operating and Technical (Acct# 5713) line on the Reimbursement Form.

Reimbursement Vouchers: Operating and Technical



**CHICAGO COOK WORKFORCE PARTNERSHIP
SUB GRANTEE REIMBURSEMENT VOUCHER
OPERATING AND TECHNICAL DETAIL SHEET**

Sub Grantee: Agency A
 Contract # 2014-421
 Voucher # 11
 Period: 5/1/2015 to 5/31/2015
 Funding Stream: Youth In School

(ex: Youth-Out, Adult, Dislocated Workers)

Acct #	Cost Category	Date	Check #	Payee	Amount of Check	% of	Amount Requested
5713	Duplication & Printing	5/8/2015	GC*E0013041	Rutledge Printing Co	18.59	100.00%	\$18.59
5713	Duplication & Printing	5/29/2015	J529LM3	College Mail room	\$25.92	25.00%	\$6.48
5713	Local Travel	5/8/2015	GC*E0012988	Jane Smith	\$28.34	67.00%	\$18.99
5713	Local Travel	5/8/2015	GC*E0013005	Suzie Smith	\$55.02	35.00%	\$19.26
5713	Local Travel	5/8/2015	GC*E0012977	John Smith	\$72.67	100.00%	\$72.67
5713	Phones	5/15/2015	chk#8751	Verizon Wireless	\$152.45	25.00%	\$38.11
5713	Leased Equipment	5/21/2015	JE#829483	Konica Minolta	\$524.65	85.00%	\$445.95
5713	Operating and Technical						\$620.05 Subtotal
TOTAL							\$620.05

Please list out in detail all operating and technical expenses along with their appropriate cost categories on this form Operating&Technical Detail Form. Please group by cost category, but do not subtotal by cost category. All operating and technical expenses will be totaled and put into the Operating and Technical (Acct# 5713) line on the Reimbursement Form.

Reimbursement Vouchers: Participant Related Detail Form



CHICAGO COOK WORKFORCE PARTNERSHIP

A

Youth Paid Work Experience Timesheet

Pay Period Start: 7/1/2015 Pay Period End: 7/15/2015

Worksite Location: Chicago Cook Workforce Partnership

Youth Name: [REDACTED] SSN (last 4 digits): [REDACTED]

WEEK 1

Day of Week	Date	Time In	Lunch Time Out	Lunch Time In	Time Out	Total Hrs. worked not including lunch		
Monday								
Tuesday								
Wednesday	7-1-2015	1 PM			5 PM	4		
Thursday	7-2-2015	1 PM			2 PM	4		
Friday	HOLIDAY							
Total weekly hours rounded to 1/4 hour						TOTAL WK-1	8	WK1 TOTAL 8

WEEK 2

Day of Week	Date	Time In	Lunch Time Out	Lunch Time In	Time Out	Total Hrs. worked not including lunch		
Monday	7-6-2015	9 AM	12 PM	1 PM	3 PM	4		
Tuesday	7-7-2015	9 AM	12 PM	1 PM	2 PM	4		
Wednesday	7-8-2015	12 PM			2 PM	2		
Thursday	7-9-2015	11 AM	12 PM	1 PM	4 PM	2		
Friday	7-10-2015	11 AM	12 PM	1 PM	4 PM	2		
Total weekly hours rounded to 1/4 hour						TOTAL WK 2	10	WK2 TOTAL 20
						Payscale:	\$8.25	
						TOTAL 1 & 2	15	

It is certified that the services presented in this statement were provided and all is shown correctly.

Approved by: [REDACTED]

On-Site Supervisor Signature and Date

Agency: CCWP

Agency Staff Signature and Date

Reimbursement Vouchers: Operating and Technical



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5713	Operating/Technical		
	Conferences/Workshops		Errors & Omissions
	Staff Training		Insurance-multi-peril
	Registration Fees		Professional Insurance
	Local Travel		Unemployment Insurance
	Out of Town Travel		Advertising/Marketing
	Furniture & Fixture		Conference Calls
	Lease Expense		Delivery & Postage
	Software		Duplication & Printing
	Depreciation Expense		Maintenance - Computer & Equipment
	Accounting		Maintenance - Facility/Office
	Auditing		Maintenance - Other
	Cell Phones		Meeting Expenses
	Payroll Processing Fees		Subscription/Membership Dues
	Telephone		Utilities
	Business Owners Insurance		Occupancy - Rent
	Directors & Officers Insurance		Occupancy-Tenant Service
			Rent - Other Facility

Questions and Answers

