

The following is process guidance for the Incumbent Worker Grant:

1. Company submits **Application** and **Pre-Award Checklist** to Business Service Representative (BSR).
2. BSR staff person verifies all documents are included and sends to Rebecca **and** Misty at the High Country WDB.
3. Rebecca reviews the application and if no corrections or clarifications are needed, fills out **Application Assessment** and send to the HCWDB Executive Committee for review (each committee member completes a review sheet based on the application).
4. After Executive Committee approval, Rebecca notifies BSR of the approval; Misty sets the employer as a Provider in NCWorks so that activity can be keyed.
5. BSR works with the company to determine the training start date and get the **Grant Agreement** signed.
 - a. BSR works with the company to have the employees that will be participating/training to self-register/or update/review their existing account in NCWorks.
 - b. BSR confirms start date of training and keys IWG training activity in NCWorks (NOTE: IWG customers will only have a single IWG training activity keyed in NCWorks).
 - c. BSR keys employer services code (E20) in NCWorks.
6. In the event there is a change to the application:
 - a. If the change impacts the training, an **Amended Application** must be submitted.
 - b. If the change impacts the budget, an **Amended Budget** must be submitted.
 - c. If the change impacts who is trained, an **Amended Training Summary** must be submitted.
7. Once Training is complete, the BSR confirms the end date of training and closes the IWG training activity in NCWorks.
8. Closing and Invoicing:
 - a. Company will submit to BSR its **Reimbursement Request, Trainee Roster**, and the **Goal Attainment Report**.
 - b. Contractor will provide payment and include it as a part of its monthly invoice to the HCWDB.

NOTES:

- ✓ Case notes should be keyed as appropriate.
- ✓ All final documents are housed with WDB staff; therefore, please make sure to email documents to Rebecca for printing and filing.
- ✓ Per state IWG guidelines, there is no requirement to scan/add any documentation to NCWorks.