

SkillUP Quick Guide for Training, TRE and WRE

The following guide is to assist staff in processing SkillUP Training Requests, Transportation Related Expenses (TRE), Work Related Expenses (WRE), Toolbox training entries, and training notification to FSD. The guide will assist you on where to find required forms, policies, and steps to aid staff with processing SkillUP training requests and TRE/WRE payments.

SkillUP funded training is only approved for 1 semester, or the next break in training curriculum, per training request. Participant's training request maximum: \$10,000 per calendar year per individual.

SkillUP Training Forms

All SkillUP funded training requests must be submitted on Training Request form DWD-PO-604. Other SkillUP training forms include: Request for Training Letter DWD-PO-606; Training Facility Instructions for Completing Training Request form DWD-PO-607; and Weekly Claim for Transportation-Related Expenses (TRE) - DWD-PO-605. SkillUP training forms are located at:

<https://jobs.mo.gov/dwdprograms#SkillUP>.

Checklist for SkillUP Training

- Job Center staff needs to ensure all sections of Training Request form is complete before submitting to Central office. This includes trainee's signature; supporting documentation from training facility (participants class schedule; school holiday and vacation schedule; breakdown of tuition & fees, books/supplies, etc); and, Job Center staff entries and signature (all sections down to "CO use only").
- Ensure school receives a copy of the following forms: **Training Facility Instructions for Completing Training Request**, form DWD-PO-607; and, **SkillUP Request for Training Letter**, form DWD-PO-606, with the training request. It provides guidance and instructions about SkillUP funded training, required forms, and how to contact the Job Center staff for assistance. The letter also references staff actions necessary to complete training request once it is approved: https://jobs.mo.gov/sites/jobs/files/SkillUP_req_for_training_facility_rev01-2016_dwd-po-606.pdf
- In Toolbox complete employment plan, appropriateness tab, and TB Service notes per instructions from SkillUP Supportive Services policy, Employment Plan Policy, and Statewide Service note Policy: [SkillUP Supportive Service and Education/Training Policy/Issuance](#); [Statewide Individual Employment Plan](#); [Statewide Service Note Policy/Issuance](#).
- Submit training forms to: DWD-CO.SkillUP@ded.mo.gov. If mailed to DWD Central office, submit request to :

Division of Workforce Development
Attention Donna Vandegriffe, Workforce Service
421 E Dunklin
Jefferson City, MO 65101

Steps After Receiving Approved Training Request

Once Central Office approves SkillUP training request, Central office will return a copy of approved training request to the local Job Center to finish the training request process:

- **Job Center Staff:** provide Region's fiscal staff with information of approved training cost & training WRE (**develop local policy for this part**)
- **Job Center Staff:** notify training facility of approval. Provide facility with a copy of the approved training request, DWD-PO-604, including page 3 **Trainee Termination Report**; and, where to submit billing (<https://jobs.mo.gov/dwdprograms#SkillUP>).
- **Job Center Staff or Training Facility:** Submit training facility invoice/ billing to:
 - Division of Workforce Development
 - Attention Donna Vandegriffe, Workforce Service
 - 421 E Dunklin
 - Jefferson City, MO 65101
- **Job Center Staff:** Advise participant of TRE supportive services for days attending TRE eligible training. Provide participant with copies of the Weekly Claim for TRE form (DWD-PO-605). They are not required to report to the Job Center weekly for a new form. Job Center staff completes bottom section to indicate to training facility where to return form. https://jobs.mo.gov/sites/jobs/files/SkillUP_weekly_claim_for_tre_rev01-2016_dwd-po-605.pdf.

This form is how participants request Transportation Related Expenses (TRE) reimbursement for attending school/training. Reimbursement is .37¢/mile and calculated, in **whole miles only**, from home → training facility→ to home (**round-trip**). There must be a minimum of 10 miles for each TRE entry into toolbox.
- **Job Center Staff:** Review SkillUP Supportive Services policy, Toolbox Desk Aid and SkillUP Toolbox Desk Aid for detailed guidelines.
- **SkillUP Participant:** responsible to provide training facility with the Weekly Claim form for TRE reimbursement (DWD-PO-605) and ensure form is returned to local Job Center.
- **SkillUP Participant:** responsible to request Transportation Related Expenses.
- **SkillUP Participant:** responsible to notify Job Center staff of training termination or inability to continue training.
- **Training Facility:** submit approved training cost invoices to local job Center or DWD Central office listed above.
- **Training Facility:** Notify Job Center staff or DWD Central Office if participant's training is terminated by submitting **Trainee Termination Report** (page 3 of DWD-PO-604).

Toolbox Data Entry (Training, TRE, and Toolbox Service Notes)

➤ **Job Center Staff: *NEW* Employment Plan Service “SkillUP Funded Training” category**

All participants enrolled in training, paid with SkillUP funds, will have the following service added to their employment plan. Open TB Employment Plan Service Objective, select SkillUP Services. Select **SkillUP Funded Training** as the service and save. Service is to remain open until training is complete or if training is terminated.

➤ **Job Center Staff: *NEW* TB Service Note – “SkillUP Training” category**

SkillUP approved training, paid with SkillUP funds must be listed in Toolbox Service Notes. It must include training facility and amount of obligated funds.

All SkillUP funded training information is to be documented under service note category “**SkillUP Training**”. In subject enter “**SkillUP Training**”.

Service note is to follow the Statewide Service Note Policy and must include (at minimum):

- Information on participants interview, evaluation and/or assessment to determine need for school/training;
- Degree, certificate or credential that will be obtained from training;
- LMI data pertaining to participant’s goals and in-demand occupation.
- Name of approved school/training facility; training beginning and ending dates (for period of obligated funds); full-time/part-time.
- Amount of approved and obligated funds: for tuition, fees, books, supplies or other cost;
- TRE calculation from home to school to home. TRE Mileage is calculated for round trip and in whole numbers.

If the SkillUP participant is a mandatory ABAWD complete FS-5 and submit to FSD to report training. Include training facility and class schedule if available.

For voluntary SkillUP participants – You do not need to submit FS-5 to report training.

➤ **Job Center Staff: *Reminder* Enter SkillUP TRE payment for Transportation Related Expense - in TB service notes. All service notes for SkillUP TRE payments are to be documented under service note category “**Supportive Services**”. In subject enter “**SkillUP TRE**”. There must be a minimum of 10 miles for each TRE entry into toolbox.**

Document reason/justification for allowable expense (example: TRE approved for allowable education component: participant attending nursing school at University of MO 04/02/16-06/30/16; TRE approved travel from home to part-time employment; TRE approved for participation in Job Center employment and training activity – assessments, workshop, staff assisted services, etc.):

➤ **Job Center Staff: Provide the participant with a SkillUP TRE verification log (<https://jobs.mo.gov/dwdprograms#SkillUP>). It’s used as a tool to assist the participant track days they engaged in TRE related activities.**

Participant’s log can be verified against: TRE eligible activities in Toolbox; verified against Weekly TRE Claim forms received from training facility; or verified from paystubs or list of worked days provided from employer.

- **Job Center Staff:** Enter TRE service on Employment Plan to process TRE payment, as directed in SkillUP Toolbox Desk Aid. Review SkillUP Supportive Services Policy for authorized TRE criteria.
- **SkillUP Participant:** for TRE reimbursement- it is the participant's responsibility to bring in proof of days they worked for TRE request: copy of their work schedule for the days they worked (not anticipated days); their paystub if it shows the days worked; or signed document from employer with a list of days worked.

Toolbox Data Entry (Work Related Expenses - WRE)

NOTE: SkillUP is still referred to as METP in Toolbox.

- **Job Center Staff: *NEW* TB Service Note – SkillUP WRE category**

SkillUP approved Work Related Expense must be entered in Toolbox notes under SkillUP WRE. This includes obligations for school-related WRE or work-related WRE.

All SkillUP WRE payments and obligations are to be documented under service note category “**SkillUP WRE**”. In subject enter “**SkillUP WRE Payment**”.

- Document description and the reason for the allowable expense;
- Show it was required in order to complete the necessary functions to perform a job, education or training component;
- Include Vender information – including if vender information is marked “other” because the region has to reimburse participant; and,
- WRE obligated amount.

Enter WRE service on Employment Plan, as directed in SkillUP Toolbox Desk Aid, to process WRE payment. Review SkillUP Supportive Services Policy for criteria.