

Missouri Customized Training Quick Guide

**Application Process:**

* **Develop the Training Plan with your Local Educational Agency (LEA) school contact**
* **Complete the Customized Training application with LEA** 
  + Should include new capital investment incurred during the fiscal year you are applying for
* **LEA will submit the application on behalf of your company to Missouri One Start**

**Required Forms:**

* **Agreement for Services (signed)**
* **Company Certification form and Attachment A (signed and notarized)** \**Attachment A not needed if your company is publicly traded*
* **E-Verify Memorandum of Understanding**
* **DOR Tax Clearance**

**MOS Approval:**

* **If approved, you will receive an approval letter from Missouri One Start**
  + The approval letter will include the training award amount and start date \**Eligible training occurring after the start date can be reimbursed*

**Training Documentation:**

* **All training provided must be documented as follows:** 
  + For Vendor Training – The company must provide the LEA a paid Vendor Invoice on Vendor letterhead with course name, start and end date of training, and show how costs were calculated
  + For Company/In-house Training– Documentation must include company name, training course, instructor name/title, company signature, start and end date of training with hours trained and development hours, and costs clearly identified
  + For LEA Training –LEA must provide an invoice to the company, identifying the amount used from the Training Grant
  + Training Materials and Supplies – Must provide dated itemized receipts/paid invoice for consumable supplies \**Identify course name*
  + Travel – Must identify the course, trainer name, dates of travel and itemized travel costs *\*Should be a priority of the company, may not exceed 20% of that specific training invoice, no food/beverages, must be for more than 60 miles round trip*
* **All training Rosters must include the following:**
  + Company name, course name, start and end date of training, hours of instruction, list of eligible trainee names, and instructor name/title and signature *(may also provide wages for calculating Match expenses)*
* **Match – Eligible match includes:** *\*All training funds must be matched and**documented in the same manner as training costs*
  + Training not funded or ineligible, salary and benefits of trainees paid during the actual training, salary and fringe benefits of instructor/training coordinator, and raw materials used during training