

APPENDIX D

INSTRUCTIONS FOR COMPLETION OF

TRAINING AGREEMENT (DFA-TA-34)

An DFA-TA-34 must be completed for each individual placed into a jobs skills/vocational training activity. The agreement must be negotiated and signed by both parties prior to the enrollee/participant training start date. Invoices for payment will be on the training facility's regular invoice form or letterhead. Invoices should be submitted to correspond with Part V of the agreement payment schedule. Payments will be made via RAPIDS screen BIRQ to the provider for the cost of the course. Expenses incurred by a participant will be completed according to instructions in Chapter 24. An original and one copy of the DFA-TA-34 is to be completed. The original should be filed in the participant's case record with the second copy being given to the contractor. If desired, the WV WORKS Supervisor may also keep a copy in an office file.

- A. Contract Number - The contract or agreement number is entered here. Each WV WORKS Unit is responsible for maintaining a register of numbers to avoid duplication in the numbering system. The numbers will consist of four parts. The first part will be the letters ST which denote Skills Training. The second part will be the last two digits of the fiscal year. The third part will be the county number. The fourth part will be the number of the contract in sequence. Thus the sixth Skills Training agreement negotiated by Barbour County during fiscal year 2004 will be numbered **ST-04-01-06**.

RAPIDS VENDOR NUMBER - Enter the RAPIDS Vendor number. The contract cannot be signed until this vendor number is recorded on the DFA-TA-34.

Contractor/Authorized Representative - Enter the name or the WV WORKS staff member authorized to negotiate the agreement and the address of the local WV WORKS office.

Subcontractor/Authorized Representative - Enter the name of the training facility and the name and address of the individual authorized to sign the agreement on its behalf.

B. Section I

- a. Enter the beginning and ending dates of the training program and the number of weeks this agreement will cover.
- b. Registrant's name, social security number and case number.

C. Section II

- c. Enter name or type of training.
- d. Enter number of weeks required for completion of the course.
- e. Enter number of hours the registrant will be required to attend each week.
- f. Enter the address of the facility.
- g. Enter the name of the person in charge of the training.
- h. The Subcontractor must provide a description and outline of the training to be provided which is to be attached to the DFA-TA-34.

D. Section III

Enter the total dollar amount that the sum of the payments cannot exceed.

E. Section IV

All costs to provide the training must be identified. (For example: books, cost of the course, etc.)

F. Section V

Payments are to be made based on the itemized invoice provided by the Subcontractor for the expenses incurred each month

G. Sections VI - XIII

The Subcontractor must read and signify by signing that these statements are understood.

- H. The WV WORKS Supervisor or designee signs for the WV WORKS Program. The authorized representative of the training facility signs for the Subcontractor.