



Community Workforce Response Grant

Claim Submission Guidelines

A claim can be submitted through the [Skills Training Grants System](#) once the Agreement has been accepted and all Participant Information Forms have been received by the Province.

All claims for expenses related to a third party service provider **must** be accompanied by:

- A receipt issued by the service provider showing the payment for services; or
- An invoice issued by the service provider. When submitting an invoice, receipts showing payment made for services **must** be submitted within 30 days of receipt of payment from the Province.

Claims will be processed once documentation is received. Claims may be made for individual components of the program or for the entire program.

Receipts and invoices must include the following:

- Start date of the training, service or support
- Name of the approved training provider, service provider or other supplier
- Name of the Agreement holder
- Number of participants who received services or will receive services
- Date of the transaction
- Itemized expense amounts

For receipts, it must clearly show that the payment has been made in full.

PLEASE NOTE: If a participant has paid for any program or training related expenses, the Agreement holder must submit a [Reimbursement Verification Form](#) (RVF) signed by the participant. The RVF certifies that the Agreement holder has reimbursed the participant in full. The RVF must be submitted with the receipt.

The Agreement holder **must retain the original documents** for at least seven years after the end of the program for audit and verification purposes.

