



A partner in CTWORKS

CAPITAL WORKFORCE PARTNERS
INDIVIDUAL TRAINING SCHOLARSHIP VOUCHER

WIA Adult JFES/TANF WIA Youth

Dislocated Worker Other
Check Here if ARRA

VOUCHER#

PARTICIPANT INFORMATION (PLEASE PRINT CLEARLY)

Name: Social Security#:

Address City/Town State Zip Code

Telephone: Alternate Telephone:

TRAINING PROVIDER INFORMATION (PLEASE PRINT CLEARLY)

Provider: Contact Name:

City State Zip Code Telephone:

Fax #

PROGRAM/COURSE INFORMATION (PLEASE PRINT CLEARLY)

Program Title: Program ID Code:

Start Date: End Date: Total Training Hours: Hours Per Week:

COST ITEMIZATION (PLEASE PRINT CLEARLY)

Tuition: \$ Supplies: \$ Books: \$ Fees: \$

Other Fees: \$ Specify: TOTAL PROGRAM COST: \$

Pell Grant Available: yes no Customer Eligible: yes no Pell Grant Award: \$

TOTAL AUTHORIZED ITA AMOUNT (Less Pell Grant Award): \$

DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY AUTHORIZED SIGNATURES REQUIRED FOR VALID VOUCHER

CT Works will manage an Individual Training Account (ITA) for the above-mentioned participant. This account will be funded and held by Capital Workforce Partners (CWP). This Document is not an agreement or promise to pay in advance of services rendered. Full payments will be authorized upon receipt of completed invoice and documentation of participant enrollment. Payment will be rendered in a 30-day billing cycle from receipt. All payments must be requested and submitted within 90 days of the last day of training. The signing of this document acknowledges that the terms and conditions of the training agreement are understood and acceptable. This ITA is not valid unless signed by all 5 parties.

Participant Signature Date Training Provider Representative Date
Employment Specialist Signature Date Supervisor Signature Date
CWP Authorized Representative Date

If not used, the authorized ITA voucher is invalid 45 days from training start date.

ITA Voucher Expiration Date:

For Billing Inquiries or to send Invoices for payments:

Capital Workforce Partners, Attn: Accounts Payable, One Union Place, Hartford, CT 06103, Ph: (860) 522-1111; Fax: (860) 722-2486