

# VOUCHER GUIDELINES

The purpose of the Voucher Program is to provide AC&R Training Trust Members within District Council 16 specialized supplemental training for courses not already included in the current curriculum, while offering Contractors financial relief.

## Voucher Process

1. Contractors are to submit a voucher application, a copy of the student's current local union dispatch, or the current upgrade letter supplied by the Training Center and a course description (containing the dates and times) not less than 2 weeks prior to the scheduled training. Voucher requests submitted during or after the scheduled training dates will **not** be considered for reimbursement. Email all required documentation to the JJATC at [vouchers@jjatc.com](mailto:vouchers@jjatc.com) for review prior to the start of the course.
  - a. The program starts **July 1<sup>st</sup>**, and runs through **June 30<sup>th</sup>**. Funds are approved based on Contractor allotment for the first six months. Thereafter, funds are available on a first come first served basis.
  - b. Reimbursement will be at the straight time rate for wages and PTO (total taxable) only as is stated on the applicant's dispatch. Only classroom hours are eligible for reimbursement. The Contractor is not required to pay trust fund contributions or deduct union administrative dues for this program. The Contractor will be responsible for paying the member, the JJATC will send the approved reimbursement to the Contractor.
  - c. After completion of the training program, the Contractor must submit a company time sheet showing the applicant was paid for the training and completion certificate from the course to the Training Center. Reimbursement will then be processed.
  - d. HVACR independent 3<sup>rd</sup> party training not offered by the Training Center can be submitted for review and approval if qualified under this program.
2. The maximum amount a Contractor may request is \$1,800 per week, per applicant.
3. An approved voucher application will be considered void if the applicant does not attend, complete, or pass the approved training course.
4. Once a voucher application has been approved, the date, time and applicant cannot be changed. Any change will require a new application.
5. Approved applications must be submitted for reimbursement **within 90 days** of the course completion, regardless of the circumstances, or the application will be void and reimbursement not awarded. Please contact the Director of Training with any issues regarding this requirement.
6. A Signatory Contractor must be current with the trust fund and JJATC Training contributions in order to be eligible for the Voucher Program.
7. The JJATC will not approve vouchers that conflict with a student's regularly scheduled training.
8. The JJATT Board of Trustees reserves the right at any time, to change what classes are considered covered under this voucher program