



TRAINING REIMBURSEMENT APPLICATIONS

🚫 LAST DAY FOR FY TRAINING: MAY 31st 🚫

Beginning July 1, 2016, the Ohio CASA/GAL Association will implement a new process to expedite and simplify the review and payment of training reimbursement applications.

1. **RULE 48 TRAINING EVENTS.** Applies to training events addressing one or more of the topics in Sup.R. 48(E)(3): human needs & child development; communication & diversity; preventing child abuse & neglect; family & child issues; and legal framework.
 - A. **No later than 14 days before training event.** Local program contact must e-mail the following details to the Ohio CASA training coordinator: program/county name; date of proposed training; name of proposed training; name of lead presenter; number of hours. You may submit a training brochure provided it includes the required information.
 - B. **Within 7 days of the training completion.** Local program contact must e-mail completed training reimbursement application with supporting documents (evaluation summary, sign-in sheets, training brochure/agenda with ODJFS training language, and, in the case of pre-service trainings, contact list for all new volunteers) to the Ohio CASA training coordinator. **SAVE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS.**
2. **FOR OTHER TRAINING EVENTS.** Applies to training events that may not address a Sup.R. 48(E)(3) topic.
 - A. **No later than 14 days before training event.** Local program contact must complete the top portion of the training reimbursement application and submit it **WITH A COPY OF THE TRAINING BROCHURE** to the Ohio CASA training coordinator. **SAVE A COPY OF THE PARTIALLY COMPLETED APPLICATION FOR YOUR RECORDS.**
 - B. The Ohio CASA training coordinator will review the application and notify the program contact by e-mail if the request is approved or denied.
 - C. **Within 7 days of the completion of the training event.** Local program contact must complete the remainder of the application and e-mail it with supporting documents (evaluation summary, sign-in sheets, training brochure/agenda with ODJFS training language, and, in the case of pre-service trainings, contact list for all new volunteers) to the Ohio CASA training coordinator. **SAVE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS.**