



Staff Training Reimbursement Request for Community Providers

1. AGENCY NAME: _____ 2. AGENCY PAYEE NAME: _____

3. AGENCY ID NO: _____ (4 DIGITS) 4. AGENCY FEIN NO: _____ (9 DIGITS)

5. Training Site No. Class/OJT	6. Training Type	7. Social Security No.	8. Name (Last, First)	9. Training Hire Date	10. Training Begin Date	11. Training End Date	12. Hourly Salary	13. Total Hrs. of Training	14. Instruction	15. Instr. Materials	16. TABE Type

TRAINING TYPE:

- D = DIRECT SUPPORT PERSON
- DR = DIRECT SUPPORT PERSON RETRAINING
- A = DEVELOPMENTAL DISABILITIES AIDE & HABILITATION AIDE
- AR = DEVELOPMENTAL DISABILITES AIDE & HABILITATION AIDE RETRAINING
- N = NURSING ASSISTANT/AIDE (CNA)
- NC = NURSING ASSISTANT/AIDE (CNA) COMPETENCY BASED
- NR = NURSING ASSISTANT/AIDE (CNA) RETRAINING
- QT = QSP TRAIN-THE-TRAINER
- Q = QSP TRAINING
- QE = QSP CONTINUING EDUCATION
- R = RESIDENTIAL DIRECTOR CORE TRAINING
- MT = MEDICATION ADMINISTRATION TRAIN - THE - TRAINER (RN) TRAINING
- M = MEDICATION ADMINISTRATION TRAINING (AIDE)

TABE TYPE:

- S = SURVEY
- C = COMPLETE BATTERY
- OA = ABLE
- OC = CASAS
- O = OTHER (PLEASE INDICATE DHS APPROVED TEST)

I certify that all entries on this claim are true, accurate, and complete. I agree to keep and make available to State and Federal officials such records as are necessary to establish compliance with Department regulations and to support this claim. Records will be maintained for not less than five(5) years. I understand that payment will be made from State and Federal funds and that any false claims, statements or documents, or concealment of material facts may be cause for prosecution or other appropriate legal action. I further certify that the facility, in compliance with the Civil Rights Act of 1964 or the Rehabilitation Act of 1973, has not discriminated on the grounds of race, color, religion, sex, national origin, or disability.

Authorized signature testifies that this request for reimbursement was performed at a certified training site and/or by a certified trainer. The person signing this reimbursement request and the facility/agency may be held liable if information has been falsified.

17. AUTHORIZED SIGNATURE: _____ DATE: _____

18. CONTACT PERSON: _____ PHONE NO: _____

19. FOR DHS USE ONLY



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INSTRUCTIONS FOR COMPLETION OF IL462-1209B
STAFF TRAINING REIMBURSEMENT REQUEST FOR COMMUNITY PROVIDERS
(Please Type or Print Legibly)

1. Enter the Agency's name.
2. Enter the Agency's Payee Name.
3. Enter the Agency's DHS ID Number (4 digits) e.g. (0100)
4. Enter the Agency's 9-digit FEIN (Federal Employer's Identification Number).
5. Enter the approved Department of Public Health training site number for Direct Support Person, Developmental Disabilities Aide & Habilitation Aide, Nursing Assistant/Aide (CNA) that the individual was trained for classroom and on-the-job (OJT).
6. Enter the training type code for the type of training provided for each individual who has satisfactorily completed the course; the training type codes are listed on the IL462-1209B form.
7. Enter the Social Security Number of each individual who has satisfactorily completed the course.
8. Enter the individual's full name, using the last name, first name format.
9. Enter the individual's date of hire using the MM/DD/YYYY format for Direct Support Person, Developmental Disabilities Aide & Habilitation Aide, Nursing Assistant/Aide (CNA).
10. Enter the date the training began using the MM/DD/YYYY format for Direct Support Person, Developmental Disabilities Aide & Habilitation Aide, Nursing Assistant/Aide (CNA).
11. Enter the date the training was satisfactorily completed using the MM/DD/YYYY format for all training type codes.
12. Enter the hourly salary, including fringe benefits, **actually paid to the trainee and incurred by the agency** during the training course. Do not enter the DHS maximum, unless this is your incurred amount.
13. Enter the total number of training hours completed by each individual (in whole hours).
14. Enter the **actual** instruction (trainer) costs incurred **by the agency**. Do not enter the DHS maximum unless this is your incurred amount.
15. Enter the **actual** cost of instruction materials incurred **by the agency**. Do not enter the DHS maximum unless this is your incurred amount.
16. Enter the TABE type (Test of Adult Basic Education) code (i.e.; "S" = Survey, "C" = Complete, "OA" = ABLE, "OC" = CASAS or "O" = Other) using the type codes listed on the IL462-1209B form if the TABE or another DHS-approved test was administered.
17. After reading the certification statement, the administrator or authorized representative of the facility must sign and date the billing form. Stamped signatures are not acceptable. Only legally authorized representatives of the facility may sign this form, and only original signatures are acceptable (no faxes).
18. Please enter a contact person's name and phone number to contact in case of billing questions regarding the IL462-1209B form submitted for training reimbursement.
19. This area is "FOR DHS USE ONLY" to enter Reimbursement Request computer-assigned number.