

CHECK LIST FOR PARTICIPANT CLASSES – JATC Hosting Training

At the end of the class, you should have for each participant:

- Ohio GROWs Application Form
- Ohio GROWs Registration Form
- Ohio GROWs participation survey
- Ohio GROWs class evaluation (This form is anonymous and stays with you)

FOR THE JATC HOSTING THE TRAINING – send packet to Ohio GROWs, 803 Lime City Road, Rossford, OH, 43460 including:

- Ohio GROWs Application for each participant (6 boxes in the middle must be completed)
- Ohio GROWs Registration for each participant (Training Director must sign each)
- Ohio GROWs Attendance Sheets (Be sure these are signed by the instructor)
- Your Ohio GROWs class expense spreadsheet- This is to justify your registration fee reimbursement and needs to show a per person cost of \$475 or more per participant
- An invoice on your JATC letterhead for the total Grants-in-aid due to your local participants and the Registration Fee for the entire class to be reimbursed at a rate of \$475 for each participant
- **Grants-in-Aid are verified off the daily attendance sheet which must be signed by the participant and verified by the instructor's signature; all classes must be attended to receive grants-in-aid**


The participation survey goes to your field coordinator:

Michael Hines, PO Box 507, Chillicothe, OH 45601-0507

The JATC sending participants to a hosting JATC for training will send a packet to Ohio GROWs, 803 Lime City Road, Rossford, Ohio 43460 including:

****Participants traveling 50 miles or more from their home JATC site (per DOL) will be reimbursed for the following:** (Reimbursement limitations apply, please check with your Field Coordinator for specifics) **** Reimbursed for the following:** Hotel up to \$125 per night, maximum five nights, \$35 dollar per day per diem, maximum five days, mileage at .51 per mile if traveling more than 50 miles one-way from their JATC Site. Participants must attend all classes to qualify for the travel reimbursement

- Hotel bills (include receipts); parking and tolls (include receipts), if applicable; per diem and mileage. Grants-in-Aid can be listed under the miscellaneous column but will be verified off of the attendance sheet. **Participants must sign daily and attend all classes to receive grants-in aid.**
- An invoice on your JATC letterhead listing individual(s) names and the total from their Ohio GROWs Travel Expense Report(s) for a total to be reimbursed to the sending JATC for distribution to participants.



Judy Ennis, Project Director