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How do I know if my application has been submitted?

The application status will change to under review, and you will receive an email notification that we have received your application.

When can training begin?

Training can only start **after** the contract has been fully signed and finalized. Any training conducted before the contract is officially executed **will not be eligible for reimbursement**. A contract is considered fully executed when both the company and the Chief Financial Officer (CFO) of CareerSource Florida have signed, making the agreement final and legally binding.

Are contract extensions allowed? No

How long does the company have to complete training?

All training activities must be finished within a period of **12 months** starting from the contract's effective date.

How are reimbursements submitted?

Reimbursement requests must be submitted via the CareerSource Florida application portal. Detailed submission instructions will be provided by email after the contract has been officially executed.

When is the reimbursement submitted?

Reimbursements are performance-based. After the approved training course is completed and every designated eligible trainee has fully taken part, you may submit a reimbursement request.

What reporting is required for reimbursement?

Required documents, including but not limited to reimbursement form, sign-in sheets, invoices from training provider, proof of payment, an expense summary report, paystubs for internal trainers, trainee data form that list eligible employees name, all nine digits of social, hire date, job title, etc. Additionally, a six-month status report and a final training evaluation.

How long does it take for a reimbursement payment to be issued?

After the Grants & Accounts Payable Specialist has completed the review of your reimbursement request, please allow up to five weeks for the payment to be processed and issued. This timeframe accounts for a required approval process involving both management and accounting. Once all necessary signatures have been collected, the request is forwarded to our accounting firm for the final step in payment processing.

How are the payments sent?

After processing, funds will either be sent via electronic deposit to the bank account listed on your direct deposit agreement, or a paper check will be issued and mailed to your address.