

# Skills Training Grants (STG) User Guide

## Submitting CWRG Reimbursement Claims

Last Updated: February 20, 2025

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Scroll down to your approved Community Workforce Response Grant (CWRG) application, then click “Continue.”

2550049 test description (start date 2024-05-03)  
Community Workforce Response Grant

APPROVED

Continue

3. Click “Report Participants”. **Note:** If you have already reported your participants, you can skip to step 5.

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### Participant and Claim Reporting

Get started with reporting participants below and when all your participants have reported you can prepare and submit a claim for reimbursement.

All funding received through a CWRG grant must be spent in the fiscal year it was approved. Any portion of the total approved funding not spent in the completion of the training project must be returned to the province as an overpayment. As an Agreement Holder, you are not permitted to withhold or retain CWRG grant funds for future projects, or, for participants who wish to defer training to another time period or project.

Participant Report	Due: 2024-05-11	1 OF 1 REPORTED	Report Participants
Reimbursement Claim		NOT STARTED	Begin Reimbursement Claim
Proof of Payment	Due: 2024-06-02	NOT STARTED	Submit Proof of Payment
Participant Financial Supports Attestation	Due: 2024-06-02	NOT STARTED	Begin Attestation
Completion Report	Due: 2024-06-02	INCOMPLETE	Report Completion

4. Make sure all relevant participants are listed in the Participant Report. Click “Return” once done.

Return

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### Participant Report

You have been approved to train 1 participants. Use “Show participant invitation” below to send a link to your participants to enable them to submit their Participant Information Form. Only participants eligible for the Community Workforce Response Grant should be reported.

1 out of 1 participants have successfully reported their participant information. Remove any individuals that do not attend training.

**IMPORTANT!** Participants on Employment Insurance (EI) or British Columbia Employment Assistance clients in receipt of Income Assistance (IA) must indicate on their Participant Information Forms (PIF) that they are receiving these benefits. All Participant Information Forms are due no less than 5 days prior to the start of training. To prevent impacts to participants benefits, ensure the training dates stated in the online portal are accurate and communicate the correct and confirmed training dates to all participants. For those participants receiving EI benefits, CWRG will submit a Section 25 referral on their behalf. For those participants receiving IA benefits, instruct participants to contact an Employment Assistance Worker at the SDPR Delivery Division to ensure that the training received under the Project will not affect their IA benefits. See Appendix A of the CWRG General criteria for more details.

Last	First	Email	Phone	Work Location	Reported on	Action
test	test	test@gmail.com	(561) 651-6565		2024-05-03 13:45	Remove

Show participant invitation

See the guide on **Participant Reporting** for more details

- Click “Begin Reimbursement Claim.” **Note:** There must be at least one participant to report a claim. Multiple claims can be submitted, but each claim needs to be assessed before a new one can be submitted.

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**Participant Report** Due: 2024-05-11 **1 OF 1 REPORTED** Report Participants

**Reimbursement Claim** NOT STARTED **Begin Reimbursement Claim**

**Proof of Payment** Due: 2024-06-02 NOT STARTED Submit Proof of Payment

**Participant Financial Supports Attestation** Due: 2024-06-02 NOT STARTED Begin Attestation

**Completion Report** Due: 2024-06-02 **INCOMPLETE** Report Completion

- On the Reimbursement Claim page, click on the name of each category and enter the claim amount in the “New Claim” field.

### Reimbursement Claim

Eligible expense types

For each project component below, your Agreement Schedule A limit and the sum of your total claims to date are shown to determine the amount remaining for your agreement and claim submission. The number of participants reported. The new claim amounts below the reported. For your agreement and claims.

**Total Reimbursement Claim:** \$0.00

Skills Training \$0.00

Agreement and Claim Summary	Total Cost	Number of Participants	Maximum Average Cost per Participant	Maximum Government Contribution
Agreement Schedule A	\$1,000.00	1	\$1,000.00	\$1,000.00
Total Claimed to Date	\$0.00	1	\$0.00	\$0.00
Remaining to be Claimed	\$1,000.00	1	\$1,000.00	\$1,000.00
<b>New Claim</b>	\$0.00	1	\$0.00	\$0.00

Please ensure that you have attached all of the required documents/invoices for the Skills Training Support Services of the project in your claim in order to avoid delays in processing. For more information, see the Claims Submission Guidelines.

Enter your new claim for your skills training components below.

Skills Training Components	New Claim	Total Claimed to Date
test course 5	<input type="text" value="\$0.00"/>	\$0.00

7. If you have supporting documents such as receipts or invoices, click “Add Attachment” to include them. Select “Save Claim” when all details are provided. When all documents have been uploaded, click “Review and submit claim” and follow the instructions on the next page to submit your claim.

**SUPPORTING DOCUMENTATION**

Please attach all necessary documentation to support your claim. For details on claim and invoice requirements for your funding stream, please review the [Claim Submission Guidelines](#).

For each attachment, enter a description to identify what part of your claim it supports.

Accepted file types: PDF, JPG, JPEG, PNG, GIF. Maximum file size is 5 MB.

**Add attachment**

**Save Claim**

**Review and submit claim**

**SUPPORTING DOCUMENTATION**

Please attach all necessary documentation to support your claim. For details on claim and invoice requirements for your funding stream, please review the [Claim Submission Guidelines](#).

For each attachment, enter a description to identify what part of your claim it supports.

Accepted file types: PDF, JPG, JPEG, PNG, GIF. Maximum file size is 5 MB.

Attachment	Description	
Knoll - JPG.jpg	test	Edit / Remove

**Add attachment**

**Save Claim**

**Review and submit claim**

8. Once the claim is complete, tick the “By placing a check mark in this box [...]” checkbox. If this is the final claim for the application, also tick the “This is my complete and final [...]” checkbox. Click “Submit Claim”. **Submitting a claim with the “complete and final” checkbox ticked will remove the ability to submit any other claims on the application. You cannot undo this.**

**Supporting Documentation**

Your assessor may request you to attach documentation to support your claim.

1 Test Document.pdf

By placing a check mark in this box, I certify that the claim information I submit is true, accurate and compliant with the Grant Agreement.

This is my complete and final reimbursement claim under my agreement.

**Cancel**

**Submit Claim**

9. The claim is now submitted for review by the program area. You can click “View Claim” on the application summary page to view its details.

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Your claim has been submitted. A member of our team will review your claim for accuracy before reimbursements are made. You may return here to check the status of your claim anytime. We may contact you for additional information or to verify details of your claim. **Please respond to these requests as soon as possible.** If we are unable to reach you, your claim may be cancelled by the Ministry.

Claim	Submitted	Assessed	Status	Amount
<a href="#">View Claim</a>	2024-05-03		Claim Submitted	\$1,000.00

**Proof of Payment** Due: 2024-06-02 NOT STARTED [Submit Proof of Payment](#)

**Participant Financial Supports Attestation** Due: 2024-06-02 NOT STARTED [Begin Attestation](#)

**Completion Report** Due: 2024-06-02 INCOMPLETE [Report Completion](#)

**Status**  
CLAIM SUBMITTED

**Links**  
[View Application](#)  
[View Agreement](#)  
[View Participant List](#)  
[View Claim](#)  
[Alternate Contact](#)

These areas will be unavailable to complete until an initial claim is approved.

This area will be unavailable to complete until the proof of payment and attestation sections are finished.