

# REMUNERATION

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## PRIOR TO TRAINING

Prior to the workshop, the RTC will complete a payment sheet and forward it to the Institute for Human Services (IHS), the OCWTP State Training Coordinator. If your trainer payment will be paid directly to your employing agency, please let the RTC staff member know so he/she can indicate this on the payment sheet.

IHS will use the payment sheet to develop a contract for payment of the workshop.

You will receive two copies of the contract. Please review the contract carefully. If any information is incorrect, or if your contact information has changed since the last time you trained, please do not correct the contract and send it in. Instead, please contact your RTC immediately and provide the corrected or updated information. The RTC will then submit a revised payment sheet to IHS. If the contract is correct, then sign and return one copy to IHS.

At the end of every month, IHS invoices ODJFS for all learning activities conducted in that month. ODJFS then processes the invoice, which takes approximately 30 days.

Once the State Training Coordinator receives the funds from ODJFS, payment will be made to you immediately. (For example, if you train October 10, all the training for October is submitted to ODJFS the first day of November for reimbursement.)

On average, you can expect to be paid within 60 days following the completion of your workshop. However, delays do occur.

## AFTER THE TRAINING

If you have questions about a payment, do not hesitate to contact [Sandy Aska](#) at IHS. Please have your records and pay stubs at hand. Be ready to provide the date and title of the workshop, the RTC that set up the training, and if your audience was county agency staff or foster/adoptive parents.

IHS will send you a **1099 IRS tax form** at the end of each year that reflects the amount paid to you for the year. This document is also filed with the Internal Revenue Service.