

## WORK FORCE SUPPORT GRANT 2.0 REPORTING FORM

All Work Force Support Grant (WFSG) 2.0 recipients must report how the grant funds were used. The completed WFSG 2.0 Reporting Form must be submitted to the ELRC once grant funds have been used, but by no later than June 30, 2023.

WFSG 2.0 funds must only be used as outlined in the WFSG 2.0 Application, Information, and Requirements document. Any grant funds that cannot be used within the required timeframes must be returned to the ELRC by no later than September 30, 2023. If you need help completing this form, please contact your ELRC.

**Provider Location Name:**

**Provider MPI:**

**Address:**

**Email:**


**Complete the table. Instructions are provided below to help.**

Category	Original Grant Award Amount <small>(found on the WFSG 2.0 Grant Award Letter)</small>	Changes to Original Grant Award Amount		Amount of Grant Funds Used
Staff Retention, Staff A	\$	- \$	Staff Retention and Payroll Tax Assistance categories cannot be <b>greater than</b> the Original Grant Award Amount. They can be <b>less than</b> the Original Grant Award Amount only if eligible staff leave <u>before</u> the provider receives their grant payment from the ELRC. The funds for these staff, including Payroll Tax Assistance funds, can be moved to Staff Recruitment to recruit and hire new staff or be returned to the ELRC.	\$
Staff Retention, Staff B	\$	- \$		\$
Payroll Tax Assistance	\$	- \$		\$
Staff Recruitment	\$	- \$ + \$	Staff Recruitment can be <b>greater than</b> the Original Grant Award Amount only if eligible staff leave and the funds for those staff, including Payroll Tax Assistance funds, are moved to Staff Recruitment.	\$
<b>Total</b>	<b>\$</b>	<b>- \$</b>	The Total Amount of Grant Funds Used cannot be greater than the Total of the Original Grant Amount. If less than the Original Grant Amount, contact the ELRC regarding the process to return unused grant funds.	<b>\$</b>

### AFFIDAVIT STATEMENT AND RECORD MAINTANANCE/MONITORING INFORMATION

**Affidavit:** An affidavit is a sworn statement of fact. By signing this affidavit, you are saying that the information you entered in this form is true. The affidavit is the legal way to swear that your statements are fact. Your signature below validates the information you entered on the form as true, correct, and complete to the best of your ability, knowledge, and belief. You also agree that you understand that your information may be shared with the Office of the State Inspector General or other local, state and federal agencies, as mentioned in bold print below. Further, you agree that you understand that the penalty for false swearing (affirming false information to mislead a public servant) is a misdemeanor of the third degree pursuant to Section 4903(b) of the Criminal Code and that you can be penalized by fine, jail, prison, subsidized child care ineligibility, or a mixture of these four for making any false statements.

<p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>	<p><b>Providers must keep original receipts for their records for review by the ELRC and local/state/federal agencies who may need to review receipts for auditing/monitoring purposes. All grant-related documents <b>must</b> be maintained for seven years, including receipts for how the grant funds were used. Providers must cooperate and participate in reporting and monitoring activities upon request by ELRCs or local, state, or federal agencies.</b></p>
--	--