

[LE-13] Training Reimbursement

For License Exempt Family Child Care Providers Participating in ERDC Subsidy

Who is eligible? License exempt Family child Care Providers participating in ERDC Subsidy.

What is reimbursable? Up to \$300 of the actual cost of non-college credit community training, workshops, seminars, or conference and college credit classes.

Requirements for payments:

For Community Training, Workshop, Seminar, or Conference

1. Receipt showing payment
2. Copy of certificate or proof of attendance
3. WOU Substitute W-9

For College Credit Classes

1. Receipt showing tuition payment
2. Copy of unofficial college transcript showing course completion with a grade of C or better submitted to ORO or the instructor's signature on the request form
3. WOU Substitute W-9

Do you provide childcare to infants or toddlers (ages 0-3)? ☐ Yes

☐ No

Program/Provider Name

Date

ERDC Provider #

Phone #

| Date of Training | Title of Training/Class/Workshop/Seminar/Conference | Amount (max = \$300) |
|------------------|---|----------------------|
| | | |

Payment Information: (Must match WOU Substitute W-9).

Name of business/Individual requesting payment

Street Address

City, State, Zip

Signature

Date

Instructor Name

Instructor Signature and Date

Include the following with this form: (Note: Forms with missing information will be held for payment until it is received.)

1. **Original Receipt**
2. **Copy of certificate, proof of attendance, or unofficial transcript**
3. **WOU Substitute W-9**

Submit Forms at Secure Portal: wou.edu/tri/forms
or

Mail Forms To:

TRI at Western Oregon University
345 Monmouth Ave N
Monmouth, OR 97361

Questions: 503-838-8008, tripayments@wou.edu

For Office Use Only

Amount:
Invoice#:
Index #:
Account Code:
Approved by:

Demographics Questionnaire

You may choose not to provide demographic information. It will not affect the status of your reimbursement/stipend.

Provider Name _____

Date _____

☐ Decline to answer questionnaire

1. Which of the following describes your racial or ethnic identity? Please check All that apply.

| | |
|---|---|
| <input type="checkbox"/> Native American <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Canadian Inuit, Metis <input type="checkbox"/> Indigenous Mexican <input type="checkbox"/> Central American <input type="checkbox"/> South American <input type="checkbox"/> Other Native American (please list) _____ | <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Micronesian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Tongan <input type="checkbox"/> Other Pacific Islander (please list) _____ |
| <input type="checkbox"/> Hispanic or Latinx <input type="checkbox"/> Hispanic or Latinx – Central American <input type="checkbox"/> Hispanic or Latinx – Mexican <input type="checkbox"/> Hispanic or Latinx – South American <input type="checkbox"/> Other Hispanic or Latinx (please list) _____ | <input type="checkbox"/> Black or African American <input type="checkbox"/> African American <input type="checkbox"/> African (Black) <input type="checkbox"/> Caribbean (Black) <input type="checkbox"/> Other Black or African American (please list) _____ |
| <input type="checkbox"/> Asian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino/a <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> South Asian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (please list) _____ | <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Northern African <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Other Middle Eastern (please list) _____ <input type="checkbox"/> White <input type="checkbox"/> Eastern European <input type="checkbox"/> Slavic <input type="checkbox"/> Western European <input type="checkbox"/> Other White (please list) _____ |

2. What is your preferred language? List below.
