

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Learner Access and Referral
Policy/Procedure**

Training Supports

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: October 17, 2012 (O)

DISTRIBUTION:

Policy:

Individuals requesting Training Supports from Atikokan Literacy Incorporated must complete and sign the Training Support Allowance Application.

Eligibility for Training Supports will be determined by a signing authority.

Procedure:

Administration and Documents:

1. Attendance records and application for Training Supports will be maintained in the learner's file according to Ministry guidelines.
2. Atikokan Literacy Incorporated staff will review the Training Support Policies with participants during intake procedure and annually thereafter.
3. Individuals who receive Training Supports will receive a T4A slip.
4. The Executive Director has the authority to adjust participants' Training Supports based on budget restraints.
5. Individuals are not eligible for Training Supports from more than one government source during their participation in an Atikokan Literacy Incorporated program.

Payment of Training Supports:

1. Payment will only be made for the days and times that the individual has participated in a learning session at Atikokan Literacy Inc.
2. Documentation for payment of Training Supports will include original receipts, type of expense, amount and meet CRA requirements. Receipts for reimbursement will be retained in learner files for the length of time equaling that of Ministry guidelines.
3. Atikokan Literacy Incorporated will pay the applicable vendors upon receipt of detailed invoices.