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| **TRAINING EVENT** | **DOCUMENTATION** | **COMMENTS** |
| National Conference | Participants must attend at least four sessions (the entire session) to request Training Incentive Program (TIP) reimbursement. Since the event is virtual, SourceAmerica will not scan badges. However, SourceAmerica will have a report of which session/s and how long an individual attended. | Please note: Roundtables  count as eligible sessions as they will include training content. |

Please review the [Training Incentive Program Extranet page](https://sourceamerica.sharepoint.com/sites/Portal/FinancialAssistance/SitePages/Other-Financial-Assistance/Training-Incentive-Voucher-Program.aspx) (login required) to see the requirements for submitting the TIP request for reimbursement.

**Program Eligibility**

To be eligible for SourceAmerica financial assistance, including TIP reimbursements, NPAs must:

* Be compliant with all federal laws and regulations
* Employ people who are significantly disabled for at least 75 percent of the agency-wide direct labor hours (DLHs) during the most recent fiscal quarter
* Be an active participant in the Employee Research System (ERS)
* Submit the Quarterly Employment Report (QER) by each quarterly deadline
* Submit the Annual Representations and Certifications form by the annual deadline
* Have No Government Contracting Cure Notice for those projects on the Procurement List
* Be current in payment of U.S. AbilityOne Commission® fees as well as invoices and orders

NPAs ***not*** compliant with the above requirements are ineligible for TIP reimbursement until the requirements have been fulfilled. SourceAmerica staff are available to help NPAs become compliant. See the SourceAmerica staff contact list at the end of this document for additional guidance.

Only Producing NPAs are eligible for TIP reimbursements except for affiliate NPAs undergoing the NPA Verification Process. In this case, an affiliate can be reimbursed for taking the *Navigating the AbilityOne Program* training.

**Staff Contacts for Additional Information**

* For questions about a reimbursement request, contact [FinancialAssistance@SourceAmerica.org](mailto:FinancialAssistance@SourceAmerica.org)
* To obtain a password to access the Customer Portal, contac[t CustomerService@SourceAmerica.org](mailto:CustomerService@SourceAmerica.org) or call  888-411-8424.



* For problems accessing the Customer Portal, call the SourceAmerica Help Desk at 888-231- 3326.
* To become an ERS participant, contact [ERS@SourceAmerica.org](mailto:%20ERS@SourceAmerica.org).



* For information on all SourceAmerica Financial Assistance Programs visit [Extranet Financial](https://sourceamerica.sharepoint.com/sites/Portal/FinancialAssistance/) [Assistance](https://theextranet.sourceamerica.org/sites/Portal/FinancialAssistance/Pages/Financial-Assistance/Financial-Assistance-Home.aspx) (Extranet login required).
* Any other concerns should be directed to your NPA’s Relations Liaison.