

Delaware County Office of Employment and Training

1570 Garrett Road, Suite A

Upper Darby, PA 19082

610-713-2200

www.delcoworks.org

Training Provider Instructions

Please review the Individual Training Authorization (ITA) for accuracy.

- Sign and date the ITA.
- Retain the “goldenrod” copy for your records.
- Please return the original signed ITA (and two remaining copies) to:

Paul Benner, Finance Manager

Delaware County Office of Employment and Training

1570 Garrett Road, Suite A

Upper Darby, PA 19082

610-713-2214

bennerp@co.delaware.pa.us

- After the customer/student has completed 10 days of training, please complete and sign the OET tuition reimbursement invoice form. Attach the white copy of the attendance form and (if applicable) the Student Aid Report (SAR) to the invoice form. Return all forms to:

Carol Shields, Accounts Payable

Delaware County Office of Employment and Training

1570 Garrett Road, Suite A

Upper Darby, PA 19082

610-713-2232

shieldsc@co.delaware.pa.us

- Please be advised that under no circumstances should a customer/student be enrolled in any training program prior to approval from DCOET. Any deviation from this procedure may impede payment of any invoices.
- The maximum amount payable for training is \$5,000, including tuition and all other training related costs. PELL grants or other financial aid can be credited to the customer/student for costs above \$5,000. If the total costs are less than \$5,000, then all Pell grants and other financial aid will be credited to DCOET.

Thank you in advance for your cooperation.