



LANE WORKFORCE PARTNERSHIP

Layoff Aversion Program Reimbursement Request

Legal Business Name	
Mailing Address Including City, State & Zip Code	
Business Website	
Federal Tax ID	
Oregon Business ID	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	

Type of Cost	Vendor Paid	Amount
Remote Access Equipment/Software		
Cleaning/Sanitization Services/Supplies		
Other:		
	Total Request	-

CERTIFICATION: I certify that the above information is true and correct to the best of my knowledge and that I have authority to report on costs listed for my business.

Authorized Official	Print Name	Date
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Due to the novel coronavirus, COVID-19, the State of Oregon Higher Education Coordinating Commission Office of Workforce Investments (OWI) has released federal additional assistance funding thru the Local Workforce Board System throughout the state. The federal Workforce Innovation and Opportunity Act fund for layoff aversion activities are designed to prevent, or minimize the duration of, unemployment resulting from layoffs. To this end, Lane Workforce Partnership will distribute Layoff Aversion Funds in Lane County with the following parameters:

- * Requests must be a result of the business impact from COVID-19
- * Small businesses/organizations with fewer than 20 employees
- * Limited to reimbursements for supplies and/or equipment up to \$5,000

Revised 3/24/2020

Submit Reimbursement Request via email to:
fiscal@laneworkforce.org
Lane Workforce Partnership Attn: Finance
1401 Willamette Street, Second Floor
Eugene, OR 97401

Lane Workforce Partnership Review and Approval

Business Name:

Contact Name:

Verify # of Employees

Verify website

Verification phone call date/time

Industry and NAICS Code

Occupation (s) and SOC Code (s)

Narrative Description of Services Provided:

Reviewed By:

Signature/Name/Title

Date

Approved By:

Signature/Name/Title

Date
