



EWT/IWT Customized Training Guidelines for Employers

PURPOSE

The purpose of the Employed Worker Training (EWT) and Incumbent Worker Training (IWT) programs is to provide funding for the continuing education and training of existing employees at Florida businesses. The program reimburses businesses up to 50% of total training cost.

EWT/IWT is restricted to skill attainment activities. The training should benefit workers by making them more qualified in their line of business and/or by providing them with skills for new products or processes. It is desired that the training results in credentials or industry recognized skills that promote the worker's career and increases the overall employability.

PROGRAM OBJECTIVES

- To increase Florida businesses' ability to compete, expand, and retain employees;
- To improve the effectiveness of the business operations; and
- To assist companies with a layoff avoidance strategy.

AVAILABLE FUNDING

Up to \$1,500.00 per participant may be awarded based on need and funding availability. Employers must pay (**In-kind and/or cash**) at least 50% of total training cost.

EMPLOYER ELIGIBILITY

Employers applying for the EWT/IWT program must meet the following eligibility:

- Business location must be in Okaloosa and/or Walton County.
- Must be in operation for a minimum of one year prior to the application date.
- Be a for-profit or not-for profit organization.
- Demonstrate a commitment to retain or avert the layoff of employees receiving training.
- Demonstrate how the training relates to the competitiveness of both the business and the employee receiving training (i.e. *How the training will impact the competitiveness and/or the operations of the business/ how the training will benefit the trainee: increased wages, career advancement, etc.*).
- Demonstrate a commitment to paying at least 50% of the total cost of the training.
- Have at least one full-time employee (**Note:** *Employee must be a W-2 employee*).
- Compliant with the non-discrimination and equal employment opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act of 2014.

CareerSource Okaloosa Walton is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Telecommunications Relay Service is available using TTY/TDD equipment via the Florida Relay Service at 711.

APPLICATION PROCESS

- Complete a short Pre-Award IWT/EWT Survey (Complete once each Program Year, July – June).
- Submit an EWT/IWT Grant Application (**Note:** *A completed EWT/ IWT application must be submitted for review no later than 30 days prior to the start date of the training. Please forward completed IWT applications to trainingopportunities@careersourceow.com*)

INCUMBENT WORKER ELIGIBILITY

For purposes of the EWT/IWT Program, an incumbent worker must:

- Be a paid employee of the applicant business (W-2 employee);
- Have an established employment history with the employer for six months or more prior to the date of the application (**Note:** *In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort need to have an established employment history with the employer for **6 months or more** as long as a majority of the employees being trained do meet the employment history requirement*);
- Be at least 18 years of age;
- Meet Selective Service registration requirements (**Note:** *Males born on or after January 1, 1960, are required to register with Selective Service within 30 days of their 18th birthday*);
- Be a citizen of the United States or a non-citizen whose status permits employment in the United States;
- Be a working at a physical location in Okaloosa and/or Walton County; and
- Employees trained under the EWT/IWT program must be registered at the EmployFlorida.com website (<https://www.employflorida.com>). Employees will also be required to complete an EWT/IWT Employee Application and provide a copy of their social security number, driver's license, and DD214 for military veterans.
- A copy of I-9 for attendees only if other enrollment documentation is not available.

TRAINING SERVICES

One of the great features of the EWT/IWT program is that it provides businesses with the flexibility to choose both the training and training provider that best meets their individual needs. More specifically, the training can be provided by a public or private educational institution, a private training vendor, private instructor, a company employee, or a combination of training providers.

ALLOWABLE TRAINING

For purposes of the EWT/IWT program, allowable training includes:

- The introduction of new technologies;
- The introduction to a new product or service procedures that may lead to increase competitiveness and improve the efficiency of the business operations;
- Upgrading to new jobs that require additional skills;
- Workplace literacy; or,
- Other appropriate purposes identified by the employer and approved by CSOW Executive Director.

ALLOWABLE TRAINING COSTS

Allowable costs may include only costs directly related to training. Examples of allowable costs include, but are not limited to the following:

- Instructor's / trainer's training-related wages;
- Curriculum development; and
- Textbooks, instructional equipment, manuals, materials and supplies.
- Examination for certification (If a separate cost).
- Other necessary and reasonable costs directly related to training.

UNALLOWABLE TRAINING COSTS

Some examples of unallowable training costs include:

- Employee/trainee wages (*Note: May be used as cash and/or in-kind employer payments toward total cost of training ONLY if paid while attending the training*).
- Employee/trainee fringe benefits.
- Compensation or consultant fees not directly related to the provision of training.
- Costs incurred prior to the approval date of the application.
- Capital improvements.
- Travel, food, lodging.
- Membership fees and/or dues.
- Conferences.
- Training equipment purchase.

FOLLOW-UP SERVICES

Business Services Representatives or Career Advisors are required to follow-up with the EWT/IWT employer and/or employees for one year following training to document the quarterly employment status of the trainees and other outcomes (i.e., promotions, increased wages, certifications, licenses, etc.) associated with the trainee (s) receiving training under the EWT/IWT program.

PAYMENT AND INVOICE INSTRUCTIONS

Businesses will be required to provide a minimum of 50% of the total training costs. Reimbursement normally takes 7 - 10 days to complete from the date of submission.

In order to invoice CareerSource Okaloosa Walton, the Employer/Training Vendor must provide as a minimum the following information:

- Completed CSOW Employed Worker/Incumbent Worker Training Invoice for the entire training amount including:
 - ✓ A breakout of the costs as indicated in the EWT/IWT Application;
 - ✓ All costs itemized; and
 - ✓ Proof of payments, such as copy of check stub or credit card statement.
- Documentation from the Employer or Training Vendor to support all costs invoiced:
 - ✓ The type of training provided, length of the training, (i.e. agenda and sign-in sheets)
 - ✓ Certificate of completion for each attendee, and
 - ✓ The invoice from the training provider for the entire training amount with all costs itemized, with proof of payment, such as copy of check stub or credit card statement.
 - ✓ If Training is provided by in-house Subject Mater Expert (SME) the following is required:
 - Copy of SME certification in training provided;
 - SME timesheet training hours; and
 - SME detailed hourly cost to include back-up documentation such as payroll reports.
- A copy of IRS Form W-9 for the Employer or Training Vendor receiving the reimbursement from CSOW.
- A Copy of the syllabus used for the training if the training was conducted by an employee.
- For additional questions concerning invoicing, please contact Ms. Cindy Critcher, Assistant Finance Director, at (850) 651-2315 extension 205.
- See the sample of Cost Analysis and Invoice on next pages.

Sample Cost Analysis

Complete the following budget in as much detail as possible:

Budget Category	Estimated Cost per Trainee	# of Employees to be Trained	Total Estimated Cost of Training	Total \$ Amount to be Paid by CSOW	**Employer Match/In-Kind (Facility, books, training materials, Instructors, etc.)
Tuition, Textbooks, Training Materials, etc.					
Training Instructor Costs					
Training Equipment Purchase				EWT/IWT Award Cannot Fund	
Travel, Food, Lodging				EWT/IWT Award Cannot Fund	
Other Costs (describe in detail if you wish to propose that it be included in the award)					
Trainee Wages (Including benefits) – Special Circumstances only*				EWT/IWT Award Cannot Fund	
TOTAL					

*Trainee wages may be included as an in-kind contribution if training takes place during normal work hours.

**Does your company have adequate resources to support 50% of the total cost of this training? Yes No

Additional Comments:

Sample of Invoice

CareerSource Okaloosa Walton Employed Worker Training Invoice

Employer Name:

Address:

Telephone:

Email:

Contact name:

Type of Training:

Training Provider:

Dates of Training:

	Employer Portion of Training (As outlined in agreement)	CSOW Portion of Training
Tuition, textbooks, training materials	\$ _____	\$ _____
Training Instructor costs:	\$ _____	
\$ _____	Other Costs: (as included in agreement)	
\$ _____	\$ _____	
Training Wages: (as provided by employer)	\$ _____	\$ _____
Total	\$ _____ (As outlined in Agreement)	

I certify that this information provided is accurate and documented in our business records.

(Documentation attached)

Employer signature:

Date:

Printed Name:

Title:

Documentation required:

- Invoice from training provider for entire training amount; with all cost itemized
- Copy of check stub and/or credit card payment receipt to verify payment by employer
- Certifications of completion for each trainee
- Documentation all of Employer Match/In-Kind costs as outlined in agreement

Invoicing contact- Cindy Critcher ccritcher@careersourceow.com

CareerSource Okaloosa Walton

Date

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