



Employed Worker Training Program Guidelines

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PURPOSE

The purpose of the Employed Worker Training (EWT) program is to provide grant funding for the training of newly or recently hired eligible employees, and not for retraining existing employees. It is conducted with the commitment by the employer to retain the individuals who successfully complete the training. EWT may also be used for new hires with the commitment by the employer to hire the individuals who successfully complete the training. It is provided for employees who are not earning a self-sufficient wage or earning 80% or less of the wage rate at their previous employment. The program reimburses eligible companies up to 50% for direct training-related costs.

Training funded under EWT should lead to skill attainment and benefits employees by making them more qualified in their industry and/or by providing them with new skills to meet the introduction of new technologies, production, or service procedures, upgrading to new jobs that require additional skills, or workplace literacy. It is desired that the training results in credentials or industry-recognized skills that promote the worker's career and increase their overall employability.

Note: Recently hired eligible employees' date of hire is 12 months or less from the date of application for EWT.

PROGRAM OBJECTIVES

- To upgrade the skills of newly or recently hired employees resulting in certificates, increased wages, or career advancement.
- To allow an employee to retain employment in a job that leads to a family-sustaining wage.
- To allow an employee who is currently making less than the local self-sufficiency wage (Currently \$18.60 per hour) to upgrade to a better-paying position with the employer or to receive a pay raise.

AVAILABLE FUNDING

- Generally, depending on the availability of CareerSource Okaloosa Walton's Employed Worker Training funds, the minimum amount of the employer's share depends on the size of the employer. The non-Federal share paid by the employer shall not be less than:
 - ✓ At least 10 percent of the total cost of the training, for employers with 50 or fewer employees.
 - ✓ At least 25 percent of the total cost of the training, for employers with 51 to 100 employees; and
 - ✓ At least 50 percent of the total cost of the training, for employers with more than 100 employees.

EMPLOYER ELIGIBILITY

Employers applying for the EWT program must meet the following eligibility criteria:

- To participate in EWT, the employee(s) must be determined eligible by a CareerSource Okaloosa Walton Career Advisor. (**Note: Employee must be a W-2 employee**).
- The business location must be in Okaloosa or Walton County.
- Must be in operation for a minimum of one year prior to the application date.
- *The training will benefit the trainee resulting in increased wages, career advancement, etc.*

- Demonstrate a commitment to paying the non-Federal share of the total cost of the training as outlined under the section on Available Funding.
- The goal is unsubsidized employment after their participation; therefore, work-based training generally involves a commitment by an employer or group of employers to **retain** or **fully employ** successful participants after they have completed the training program.
- Must be compliant with the nondiscrimination and equal employment opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act of 2014.

CONSORTIUM TRAINING EVENTS

A training provider, educational institution, or an industry association may apply for a consortium-training grant that will allow them to serve multiple businesses with the same training needs. The proposal for the common training must serve employees of at least two employers.

APPLICATION PROCESS

1. Complete and submit the EWT Employer Grant Application for review no later than 30 days prior to the start date of the training. The Grant Application must include an estimate of the total training cost.
 - The Career Advisor or Program Manager will review the application for completeness and ensure the training meets the objectives of the EWT program goals: (1) To retain trained employees; (2) Trained employees will earn a skill upgrade, and (3) Employees receive increased wages.
 - Applications are reviewed and approved on a first-come, first-served basis until funding has been exhausted.
2. Upon pre-approval of the EWT Employer Grant Application, the agreement between CareerSource Okaloosa Walton and the business will be prepared and sent electronically for signature.
3. In addition to the EWT Employer Grant Application, the employer will submit an enrollment application for each employee participating in the training at least a week before the start of the training with supporting documentation. A Career Advisor can explain the enrollment process to the employees. For example, the employee enrollment application with a copy of the Social Security Number (SSN) card or another document to verify the SSN, and Form DD-214 if applicable for veterans, etc.).

Note: A copy of the Form I-9 from the employer can be used to verify several data elements and is a preferred document and may seem less intrusive to the employees.

TRAINING SERVICES

One of the great features of the Employed Worker Training (EWT) program is that it provides businesses with the flexibility to choose both the type of training and the training provider that best meets their training needs. For training purposes, employers can choose from a variety of training providers: (1) Public or private educational institutions; (2) Private training vendors; (3) Private instructors; (4) Company employees, or (5) A combination of training providers.

ALLOWABLE TRAINING

For purposes of the EWT program, allowable training includes:

- The introduction of new technologies.

- The introduction to a new product or service procedure.
- Upgrading to new jobs that require additional skills.
- Professional development or workplace literacy skills.
- Occupational skills designed to meet the special requirements of a business or industry.
- 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:

- Tuition or training course cost.
- Instructor's / trainer's training-related wages (Capped at \$35 per hour for company employees delivering the training. All training costs must be consistent with charges to other training projects.)
- Curriculum development.
- Textbooks, instructional equipment, manuals, and materials.
- Examination for certification (If a separate cost).
- Other necessary and reasonable costs directly related to training and approved by CSOW Executive Director.

UNALLOWABLE TRAINING COSTS

Some examples of unallowable training costs include:

- Employee/trainee wages (**Note:** *May be used as 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 training Agreement.
- Capital improvements.
- Travel, food, lodging.
- Membership fees and/or dues.
- Conferences and training equipment purchase.

FOLLOW-UP SERVICES

The Employed Worker Training (EWT) program, funded by the Workforce Innovation and Opportunity Act, requires CareerSource Okaloosa Walton's Program Manager or Career Advisor to follow up with the employer and/or employees quarterly for one year following training. The information received from the employer or trainee is to document the quarterly employment status of the trainees and other outcomes associated with the trainee(s) receiving training under the EWT program. Other outcomes may include promotions, increased wages, certifications, licenses, etc.

PAYMENT AND INVOICE INSTRUCTIONS

- Businesses will provide the non-Federal share of the cost of the training, *which will not be less than*:
 - ✓ At least 10 percent of the total cost of the training, for employers with 50 or fewer employees.
 - ✓ At least 25 percent of the total cost of the training, for employers with 51 to 100 employees; and
 - ✓ At least 50 percent of the total cost of the training, for employers with more than 100 employees.
- CareerSource Okaloosa Walton will reimburse the Federal share of the cost of the training to the employer. Reimbursement normally takes 7 - 14 days to complete from the date it is received at CareerSource Okaloosa Walton.

INVOICING

- To invoice CareerSource Okaloosa Walton, the Employer/Training Vendor must provide as a minimum the information outlined below.
- **Completed CSOW Reimbursement Request Form for the entire training amount including:**
 - ✓ A breakout of the costs as indicated in the EWT Application. All costs are itemized.
 - ✓ Proof of payments, such as a copy of a check stub or credit card statement.
 - ✓ Copy of pay stubs or timesheet if wages were paid during the training as an in-kind contribution.
- **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. Include proof of payment, such as a copy of a check stub or credit card statement.
 - ✓ If Training is provided by an in-house Subject Matter Expert (SME) the following is required:
 - Copy of SME certification.
 - SME timesheet for training hours; and
 - SME detailed hourly costs to include backup 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 Table of Contents used for the training conducted by an employee.
- **Invoice/payment request with support documentation must be submitted within 30 days after the conclusion of the training. If a payment request is not received within the required time, funding will be reallocated.**

Note: For additional questions concerning invoicing, please contact the CSOW, Finance Director, at (850) 651-2315 extension 2104.