



Employed Worker Training Award Guidelines

Looking for Training Resources? LOOK TO US! **WORKFORCE CENTRAL FLORIDA** (WCF) offers a variety of training awards and solutions to meet your business needs. Applying for a WCF Employed Worker Training Award allows you access to thousands of dollars to train your current employees if your application is approved. You choose the training that meets your needs, builds your workforce's skills and impacts your bottom line since you could receive up to 50% of your direct training costs reimbursed. Apply today, awards are going fast!

Guidelines

To determine if you are eligible to receive an Employed Worker Training Award, review these guidelines and if you meet the requirements, complete the attached application or go to our website at www.workforcecentralflorida.com and download the application. Give the completed application to your WCF Business Development Manager, mail it to WORKFORCE CENTRAL FLORIDA (WCF) 1097 Sand Pond Road, Suite 1009 Lake Mary, FL 32746, Attn: EWT Awards or email it to: employerservices@wcfla.com

What are the award's timeline and structure?

Your organization is eligible to apply for an Employed Worker Training award at anytime throughout the year. An agreement or multiple agreements with an individual employer can be funded up to a maximum of \$50,000 in total for the year (\$100,000 if your organization is part of the medical /health care or manufacturing industries or a public K-12 education institution wherein we are emphasizing math and science) with a minimum agreement amount of \$500. WCF can contribute up to a maximum of \$5,000 per employee/year. The average cost to WCF for the training provided to each employee will be considered by WCF in the application review process. There are limited funds available and they will be awarded to local employers on a first come first serve basis, so get your application in quickly.

Who can apply?

Employers that meet all of the following criteria are eligible to apply for an Employed Worker Training Award.

1. Employers in the private, for-profit sector, non-profit, local governments, or public agencies;
2. Employers must have been in business in Lake, Orange, Osceola, Seminole or Sumter counties for a minimum of one year; and
3. Employers must have at least two full-time employees.

What will be required of the Employer?

1. As part of the application process your company must provide a copy of your business license if your organization is a private for profit company or articles of incorporation if your organization is a non-profit. Government or public education agencies do not have to provide this documentation.
2. Your organization must identify the type of training needed, the training vendor best suited to provide that training, the cost for the training and, once the application is approved and the agreement executed by WCF, schedule the training for your employees.
3. The CEO, COO, Human Resources Director, or comparable company officer must sign off on the application and agree to the subsequent releasing of employee information before the agreement can be executed.
4. Your organization must agree to pay the employee their wages if training occurs during their normal working hours.
5. Your organization must be willing to release wage information for all employees participating in training prior to the final execution of the award agreement.
6. Your company must ensure that all employees to be trained under an agreement resulting from this application apply and are registered before training begins. WCF specialists will conduct this employee registration process.
7. Your organization must sign a W-9 (Request for Tax ID Number) and submit it with your signed agreement once your application is approved.
8. You must take steps to ensure that the training begins within 45 days of the date the agreement is executed by WCF or your organization must reapply for funding. Training must be completed within six months from the date WCF executes the agreement. All awards will be reviewed on a quarterly basis, those where training has not begun may be rescinded.
9. Your organization must require selected employees to attend and complete the training once scheduled. Voluntary attendance at training is problematic and will not be approved.
10. Your company must agree to allow WCF to announce and promote your receipt of the award, including your company name, the amount of the award, the number of employees to be trained, the type of training and your contribution to the training cost. Note, WCF does not sell employer contact information.

Who can be trained?

1. Employees must work in Lake, Orange, Osceola, Seminole or Sumter counties the greatest majority of time.
2. Employees must be authorized to work in the United States (I-9 information).
3. Males must be registered for selective service.
4. Employees in the training program must be at least 18 years old, willing to complete and sign a program application and provide necessary documentation.
5. Employees must work a minimum of 20 hours a week.
6. Employees who are to be trained must earn more than \$7.40/ hour and less than \$25.01/hour.
7. For soft skills training (ESOL, critical thinking, supervisory training, etc.), the employee's family income must be less than federal working family income guidelines and they must have a dependent under the age of 18.

What type of training is authorized?

This award must be spent on training that develops employees' specific occupational or soft skills knowledge and skills that will then contribute to your organization's ability to compete in the

market, or if your organization is a non-profit or a public agency, to effectively deliver the services expected by your constituents. This training should also improve the opportunities for the employees trained to keep their jobs, advance within the company, receive a wage increase, and gain additional skills. Stand alone leadership training, conferences or attending a conference can not be included.

Occupational skills training must lead to an industry-recognized certificate/credential or a certificate/credential recognizing a skill standard that has been achieved. Soft skills training must lead to a completion certificate. All programs of training provided by a public education agency such as a community college, university or vocational center, meet this requirement. If your organization plans to use another type of training vendor, WCF will work with you to help you determine if the certificate that will be issued meets this requirement.

What will be paid for?

If your organization's application is approved and WCF executes an agreement with your company, the award will cover up to 50% of the training costs for the training. Training costs include tuition, textbooks, other training materials and may include a portion of the trainee's wages in special circumstances. Your organization must pay the remaining costs of training through a cash match.

How will I know if our organization is selected to receive an award?

A WCF representative will contact you once the completed application is reviewed and notify you if your training program is approved for funding and what the total agreement dollar amount will be.

What are the next steps once our organization is selected?

The next step after you have been notified by WCF that your application is approved is for you to complete and sign the agreement package. Your approved application will remain valid for 30 business days so your commitment to move forward as soon as possible after the agreement is approved is critical. WCF will assist you to prepare this short document with its attachments, which will include the application you would have already completed. Once the agreement package is completed it will be submitted for final execution by WCF.

Once the agreement is fully executed by WCF we will need to arrange an on-site meeting with you to register the employees selected for training. Registration consists of each selected employee completing and signing a short application. You can only receive reimbursement under this agreement for employees that complete the registration process, meet the eligibility requirements and complete the training.

Once the agreement is executed by WCF and the employee registration process is completed, your employees' training can begin. Training must be completed, including any post-tests for certification purposes, within six months from the WCF signature date on the executed agreement.

How do I receive the reimbursement?

You will be reimbursed for training costs incurred for training up to the amount of the award. You will be required to pay for the cost of training up front and then submit an invoice to WCF for reimbursement of those costs for every employee that successfully completes the training. The information required for reimbursement includes:

- ✓ A completed and signed invoice, template to be provided by WCF.

- ✓ A copy of the certificate attained, transcripts from the training vendor showing successful completion of training and certificate awarded, or a letter from the training vendor stating the employee successfully completed the training and was certified must be submitted with the invoice to verify that the employee completed the training and was certified – WCF will not be able to reimburse training costs for anyone who drops out or otherwise does not complete the training.
- ✓ Verification that you were billed and that you paid for the training – WCF will need a copy of the bill from the training vendor and your check/payment receipt.

Invoices must be submitted within 60 days from the date of completion of each training course. It is not necessary to wait until all training included in your agreement is completed to submit an invoice if your agreement includes cycles of different trainings that start and end at staggered times. The only exception to the 60 day rule mentioned above is the end of our fiscal year; the last date invoices will be accepted for training that is completed prior to June 30 of each year is July 10th. Invoices received after that date will not be paid.

If I don't submit an application now, will there be other opportunities?

As was stated earlier this program has a year round submission process but don't delay – the funding budgeted usually is spent quickly. If you need help formulating training goals or designing a program – we will be happy to assist you.

Who do I call with questions?

Please contact the Employer Services team within WORKFORCE CENTRAL FLORIDA at 407 531-1222, extension 2079, or email us at employerservices@wcfla.com