

Frequently Asked Questions from Businesses Concerning Employed Worker Training (EWT)

1. Who can apply for EWT?

Any for-profit or non-profit business or governmental agency that has been in operation in Broward County for a minimum of one year can apply for EWT.

2. What is required to be eligible?

Eligibility can be determined one of two ways:

- A. The businesses employee and their families do not meet the definition of Self-Sufficiency (reference chart – below)

Family Size	Self-Sufficient Wage
1	\$40,707
2	\$40,707
3	\$40,707
4	\$44,700
5	\$52,340
6	\$59,980
7	\$67,620
8	\$75,260

For family sizes larger the eight (8), add \$7,640 for each additional family member

- B. The businesses require the employee to obtain additional skills or they will not be retained.

3. Can part-time employees receive EWT Training?

Unfortunately part-time employees are not eligible. The funding can only be given to full-time employees defined at working a minimum of 37.5 hours per week.

4. What will it cost?

The business is required to contribute a minimum of 50% of the requested funding amount. However, the business contribution does not have to be cash; it can consist of an ***in-kind match***. Possible in-kind matches could include employees' wages plus the cost of their benefit package while being trained, facility usage, the cost of training materials, or the full payment of employees requiring training but not considered eligible.



5. What is Selective Service?

Selective Service is a registration requirement for America's young men (18 to 26) to serve as a backup system to provide manpower to the U.S. Armed Forces. To be eligible for EWT funds, which come from the Federal Government, all males born Jan 1, 1960 forward must have registered for Selective Service between their 18 and 26th birthday. If the employee is not American born, and has either a passport with a date of entry stamp or a letter from US Citizenship and Immigration demonstrating they were past their 26th birthday when they entered the country, they are exempt and can be included in training. However, to be included in the training, they will need to fill out a Request for a Status Information Letter and submit the above mentioned documentations to the Selective Service System for validation. You can visit the website at www.sss.gov for the form or call (847) 688-3117 for additional information.

6. Can a business get help from WorkForce One in filling out the application?

Yes. WorkForce One recognizes businesses are busy running their organizations and are not proficient in filling out grant applications. Staff is available to meet in person, via phone or share information electronically to assist businesses throughout the whole process.

7. Who can deliver the training?

It's up to the business. Training can be done in-house, utilizing outside vendors, community colleges or private training institutions. Training can be delivered from existing programs or customized curriculum developed just for a business specific needs. The only common denominator is that all training must have a Nationally Recognized or Industry Recognized Certificates of Completion for each individual who successfully completes training. Credential earned must be individual based vs. company based.

8. What is involved once a business is awarded funding?

WorkForce One would like to have two contacts from the business to streamline the grant implementation.

- Administration: Collection of data and supporting documents
- Fiscal: Invoice preparation and billing requirements.

Once the list of employees to be trained is approved, WorkForce One's legal department creates three original contracts with supporting budgets for signature. The business representative signs the contracts and returns them to WorkForce One. The legal department witnesses the signature of WorkForce One's CEO/President, at which point the contracts are fully executed and training can begin. An original contract is sent to the business.

9. How soon can the business receive payment for training expenses?

Businesses can expect reimbursement for expenses at a minimum of once a month. Should the business incur costs more frequently and provide the invoice and supporting documentation, payments could be made bi-weekly. A 25% performance holdout is withheld until the completion of the training. Upon completion of the training Certificates of Completion and attendance records need to be submitted for final reimbursements.

Should you have any other questions please contact:

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