



EMPLOYED WORKER TRAINING

WorkForce One Employment Solutions
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 www.wf1broward.com 

An Equal Opportunity Employer Program – Auxiliary aids and services are available upon request to individuals with disabilities – Florida Relay #711

So ... What's so great about the program?

- Layoff Aversion to retain employees.
- Makes employers more competitive.
- Provides training funds when needed.
- Increases employees' skills.
- Provides opportunity for promotion.
- Reduces employee turnover.
- Puts your tax dollars to work for you!

Assistance to Train Employees

- Training is a costly expense for employers.
- Staying competitive requires training.
- WorkForce One can assist with your training needs and other employment services.
- Training is in addition to training that would otherwise be financed without assistance.
- The Broward Workforce Development Board (BWDB) and the WorkForce One Council of Elected Officials have allocated funding for an Employed Worker Training initiative.

The Guidelines – Eligibility

- **Businesses:**
 - May be for-profit, non-profit or governmental organizations.
 - Must be fully licensed to operate in Broward County for minimum of one year prior to application date.
 - May train employees from Tri-County area but must report to Broward Office.
 - Must have Workers Compensation coverage.
 - Must have at least one full-time employee (apart from the owner).

The Guidelines – Eligibility

- **Employer:**
 - Will be asked to match the funds on a sliding scale for the employer contribution based on the size of the business.
 - 10% match for employers with 50 or fewer employees
 - 25% match for employers with 51-250 employees
 - 50% match for employers with more than 250 employees
 - Must identify specific skills employees need.
 - Employee trainees may not be related to the owner of the business.

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The Guidelines – Eligibility

- **Employee:**
 - Individuals selected for training must meet grant eligibility requirements and reside in Tri-County Area.
 - Employees documents needed to confirm eligibility
 - Registration form
 - Career assessment plan
 - Grievance form
 - State ID or Driver's License
 - I-9 form
 - Work Permit if needed
 - Selective Service Form (if male born after 1960)

The Guidelines – Eligibility

- Employer/Employee completes State required electronic form and submission of documentation
- Employee Name
- Social Security Number
- Verification of signed I – 9 Form
- Date of initial participation in the training
- date that the individual was employed by the business
- Date of Birth
- Gender
- Race
- Ethnicity
- Whether an individual has a documented disability
- Selective Service
- Citizenship
- Type of training into which the employee will be enrolled
- Tri-County Area Resident
- WorkForce One will maintain employee confidentiality.
- No one may be enrolled if not approved by WorkForce One.

The Guidelines – Eligibility

- 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 18th and 26th birthday.
- 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.
- WorkForce One verifies registration at www.sss.gov
- 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.

The Guidelines – Eligibility

- Employee and his/her family do not meet the definition of self-sufficiency.
- The self-sufficiency standard calculates how much money working adults need to meet their basic needs, without subsidies of any kind and by taking into account the cost of living and working, as they vary by family size and composition...Or...
- Employee does meet the definition of self-sufficiency but will not be retained unless additional skills are attained.

The Guidelines – Eligibility

1	\$40,707
2	\$40,707
3	\$40,707
4	\$44,700
5	\$52,340
6	\$59,980
7	\$67,620
8	\$75,260

The Guidelines – Non-Eligibility

- **Non-eligible employees can be trained at the same time as eligible employees.**
- **The cost however must be paid for by the business and can not be used as a match.**
- **All trainings must have nationally recognized or industry based certification.**

The Guidelines – Dept of Labor

- **Training and Employment Guidance Letter - TEGL 17-05**
 - **Unified Document for all states.**
 - **Employee credential earned must be nationally or industry recognized.**
 - **Credential earned must be individual based vs. company based.**

The Guidelines – Eligibility

- A Certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers.
- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education - community colleges, proprietary schools and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A registered apprenticeship program.
- A public regulatory agency.
- A professional, industry, or employer organization or a product manufacturer or developer using a valid and reliable assessment of an individual's knowledge, skills and abilities.
- A program that has been approved by the Department of Veterans Affairs.

The Guidelines – Types of Training

- **Training**
 - Identify the type of training to be performed and the amount of time to complete (in hours, days, etc.).
 - Training can not be something that is ordinarily provided (orientations, etc.) or already budgeted.
 - The training can be in more than one subject area.
 - Training has to be something in occupation skills, not in soft skills or work readiness skills.
 - Individuals selected for training must meet grant eligibility requirements.

The Guidelines – The Application

- **Employers must submit:**
 - A cover letter on company letter head requesting consideration for funding assistance and how the training will benefit the company and employees.
 - An employer must attest to layoff aversion
 - An EWT Grant application with training project information and training budget.
 - All documents needed to apply are found at www.wf1broward.com under Business Services-Dollars Available for Training.
 - Employers can review EWT Proposal Rating and Evaluation Form before submitting application.

The Guidelines – The Application

- **Workers employed prior to signed contract.**
- **Training must be completed by end of fiscal year.**
- **Training cannot replace training already provided by the employer.**
- **Funds can be used for:**
 - Instructor wages and/or tuition.
 - Curriculum development.
 - Text books and training materials.
 - Internet access fees for on-line courses.

The Guidelines – The Application

- Describe the training that will take place and the expected performance. Example:
 - The training subject areas are identified and described:
 - Contractor shall provide skills training to _____ (number) employees.
 - List of courses, length of training in days or hours.
 - Requires a curriculum to be provided by the employer:
 - May use internal staff, educational institutions, certified instructors.
 - Maintain time and attendance documentations.
 - Sign in sheet for each course/each day of training provided.
 - Requires training to begin within 30 days of the execution of the agreement.

The Guidelines – The Application

- The cost of training:
 - Instructor wages.
 - Tuition.
 - Curriculum development.
 - Textbooks, training manuals including the instructor manuals, training materials, and internet access fees for online courses if applicable.
 - Employee wages and benefits (During the training).
- Can't include other public funds as match.

Sample Budget

A BUDGET CATEGORY	B EWT Training Assistance Requested	C Employee Contribution	D Total (B + C)
1. Training Costs: Tuition//Instructor fees	\$6,798.16		\$6798.16
2. Materials (Supplies, Textbooks, etc)			
3. Purchase Equipment	Cannot fund with EWT Grant		
4. Lease or Rental of Equipment (conference room)	\$701.84	\$233.08	\$934.92
5. Travel, Food, Lodging	Cannot fund with EWT Grant		
6. Trainee Wages	Cannot fund with EWT Grant		\$7397.28
7. Other Costs			
8. TOTALS	\$7,500.00	\$7,630.36	\$15,130.36

The Guidelines – Rating and Evaluation

- **The Committee considers whether:**
 - Budget is reasonable - per trainee, costs should not exceed \$2,500.00.
 - Employee's skills will be upgraded.
 - Promotion opportunities – resulting in job creation.
 - The training will result in an increase of at least \$.50/hour to the employee wages.
 - The employer has the matching resources.

The Guidelines – Rating and Evaluation

- **The Committee considers whether:**
 - The training is in a demand occupation in one of the targeted business industries identified by the state as high growth/high wage.
 - The employer is a first time applicant.
 - The employer successfully completed EWT training with contracted pay increases and/or promotions.
 - Applications must meet the scoring requirement of at least 70 Points to be eligible for funding.

The Guidelines – Rating and Evaluation

- Applications and funding requests with a score of 70 points or more and are under \$50,000 are forwarded to the WorkForce One President/CEO for approval or non-approval.
- Applications and funding requests of \$50,000 or more, with a score of 70 points or higher, are forwarded to the WorkForce One Employer Services Committee for their recommendation and to the BWDB executive committee for approval.
- Final approval of the application is contingent upon the eligibility determination of all the employees to be trained in accordance with the Federal WorkForce Investment Act (WIA) criteria.

The Guidelines – Rating and Evaluation

Reasonableness of Costs	10%
Potential Entry-Level Job Creation	15%
Promotions and/or significant skills upgrade	20%
Matching resources from business	10%
Increase in wage rate	20%
Targeted Business Sector	10%
First time applicant for funds	10%
Successfully completed EWT training with contracted pay increases and/or promotions	5%
Total	100%

Scope of Services - Performance

- There is a 25% hold out for performance.
- WorkForce One requests two contacts from the business to streamline the grant implementation.
 - Administrative: documentation/data collection.
 - Fiscal: Invoice preparation/billing requirements.
- Employer must give WorkForce One a training outline identifying the skills to be imparted and a list of training materials prior to the start of training.
- Employer must tell WorkForce One who will be providing the training.
- Employer is responsible for documents submitted.

Scope of Services - Performance

- **Employer must maintain time and attendance records for employees who receive training.**
 - Sign-in sheet for each course, and
 - Each day during which training is provided.
- **Employer may submit invoices by the 10th of the month to get reimbursed - whether or not training is complete – minus 25% holdout for performance.**
- **No advances – reimbursement only.**
- **WorkForce One pays invoices within 30 days.**

Scope of Services - Performance

- **Successful completion**
 - **Employees successfully completed all the courses.**
 - **Employees attended for the days/hours listed and there is a signed attendance sheet.**
 - **Training is completed by June 30/end of fiscal year.**
 - **Employees receive a national credential or industry certification as applicable to the training provided.**

Scope of Services - Compensation

- **Conditions for Full Reimbursement:**
 - Training provided in the stipulated time period.
 - All expenses occurred after contract signed and before end of fiscal year.
 - Billing only for line items of budget.
 - Internal Staff costs billed must include time cards.
 - Purchases – need supporting documentation for costs and copy of paid invoice with check number on the invoice, or a copy of the front and back of a cancelled check, credit card or cash receipt.

Employed Worker Training

- **Purpose:**
 - To assist employers to be more competitive.
 - To assist employees getting needed skills.
 - To advance in wage and position.
 - To help employees reach self-sufficiency.
 - To provide additional training funds to businesses that would not otherwise be financed by the employer.

Planning for the EWT Program

- Program Year starts over again every July 1 through June 30.
- Businesses are entitled to apply for the Program every year.
- Start your planning for the new program year ... TODAY!



Thank You

 **WorkForce One**
Employment Solutions

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Workforce Boards

- **Region 22 - WorkForce One – Broward County**
 - (954) 677-JOBS (5627)
 - www.wf1broward.com
- **Region 21 - Workforce Alliance – Palm Beach County**
 - (800) 556-JOBS (5627)
 - www.pbcalliance.com
- **Region 23 - South Florida Workforce – Miami/Dade/Monroe Counties**
 - (305) 470-JOBS (5627)
 - www.southfloridaworkforce.com