



WORKFORCE CENTRAL FLORIDA

Employed Worker Training Award Guidelines

Are you interested in taking advantage of a competitive application program that may help cover a portion of your organization's employee training costs? WORKFORCE CENTRAL FLORIDA's (WCF) Employed Worker Training Awards program may help pay for training costs up to \$50,000, or even \$100,000 in targeted industries for approved applicants. Apply today. Awards are going fast!

How does the program work?

The Employed Worker Training Awards program provides up to 50 percent reimbursement of a company's direct training costs. Each employer is eligible for up to \$50,000 or \$100,000 if an organization is part of WCF's defined targeted industries, per WCF program year (July 1 – June 30) with a maximum of \$5,000 per employee per year.

Current WCF targeted industries include:

1. Any employer in the healthcare/medical industry, regardless of the training and/or occupations recommended for training
2. Any healthcare/medical occupation, regardless of the industry, where training is healthcare/medical related
3. K-12 math and science related training for public education institutions
4. Any WCF-defined STEM (Science, Technology, Engineering, Math) occupation, regardless of the industry, where training is STEM-related

Employers are required to pay for the cost of training up front and then submit a reimbursement invoice to WCF for the employees who successfully completed training. The minimum application that WCF can accept is \$1,000, for a total of \$500 reimbursed.

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

Although the program is ongoing and organizations may apply any time throughout the year, there are limited funds available that will be awarded to local employers on a first-come, first-served basis. If you need help formulating training goals or designing a program, we will be happy to assist.

GUIDELINES

To determine if your company is eligible to receive an Employed Worker Training Award, review these guidelines.

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.

If an organization uses a professional employer organization (PEO), the PEO must include a letter stating that as the employer of record, it acknowledges, accepts and agrees that its employees that are assigned to the supervising employer applying for the award will be in compliance with the application submitted.

Who can be trained?

1. Employees must work in Lake, Orange, Osceola, Seminole or Sumter counties the majority of their working time.
2. Employees must be authorized to work in the United States (I-9 information).

3. Males must be registered for the selective service.
4. Employees in the training program must be at least 18 years old and willing to complete and sign a program application and provide necessary documentation.
5. Employees must work a minimum of 20 hours a week, and must earn less than \$39,584 per year.
6. 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 he/she must have a dependent under the age of 18.
7. Employees must have been employed with the company at least 90 days before training begins, unless one of the following applies:
 - A. The training will last at least 90 days or 160 clock hours, whichever is longer, and the employer's company falls within one of WCF's targeted industries; or
 - B. WCF is working jointly with an economic development organization in an effort to overcome specific issues/barriers for a company.

What type of training is authorized?

This award must be spent on training that develops employees' specific occupational or soft skills knowledge. In addition, these skills must contribute to the organization's ability to compete in the market, or if the organization is a non-profit or a public agency, to effectively deliver the services expected by the organization's constituents. The 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 cannot be included.

Occupational skills training must lead to an industry-recognized certificate of skills attainment, and soft skills training must lead to a completion certificate. All training programs provided by a public education agency such as a community college, university or vocational center meet this requirement. If the organization plans to use another type of training vendor, WCF will work with you to determine if the certificate that will be issued meets this requirement.

Any employers that have a vested interest in the training vendor will be considered a subject matter expert.

What will be paid for?

If the organization's application is approved and WCF executes an agreement with the company, the award will cover up to 50 percent of the training costs. Training costs may include tuition, textbooks and other training materials. The employer must pay the remaining costs of training through a cash match.

WCF bases its reimbursements on the following:

- **External Training:** WCF pays half of the current undergraduate credit hour course rate for the University of Central Florida (currently \$129.26), or a maximum of \$65 per training hour.

What will be required of the Employer?

1. The organization must agree to pay the employee his/her wages if training occurs during his/her normal working hours.
2. Completed applications must be submitted at least two weeks prior to the first training start date.
3. The company must ensure that the training begins within 45 days of the date the agreement is executed by WCF or the organization must reapply for funding. Training must be completed within the contracted time period, unless a contract modification is obtained in writing from WCF. Awards not used in the timeframe of the contract will be rescinded.
4. The company must ensure that all employees, who will be trained under the agreement resulting from this application, apply and are registered before training begins. Registration consists of each selected employee completing a short online application and providing an electronic signature. The company can only receive reimbursement under this agreement for employees who complete the registration process, meet the eligibility requirements and complete the training. This registration will include the release of employee information, which includes but is not limited to social security numbers as well as wage information. WCF will hold the information we collect in the strictest of confidence and destroy files appropriately when our funding sources allow. Any employees that do not release this information cannot be included for reimbursement.

5. The organization must require selected employees to attend and complete the training once scheduled. Voluntary attendance at training will not be approved.
6. The company must agree to allow WCF to announce and promote the receipt of the award, including company name, the amount of the award, the number of employees to be trained, the type of training and the company's contribution to the training cost. WCF does not sell employer contact information.

What steps do I need to follow to apply for an award?

Online Application

- Complete either the online or the paper application at www.WorkforceCentralFlorida.com/EWT Awards. The application will identify the type of training needed, the training vendor best suited to provide that training and the training cost. A company officer must sign off on the application and agree to the subsequent releasing of employee information.

Within approximately two business days, the company will be notified by a WCF representative that the application has been received, and he/she will request that you submit support documentation as outlined below.

Support Documentation – Submit to WCF Representative

- Complete training vendor form(s) provided by the WCF representative, and provide details about the curriculum.
- Complete a W-9 (Request for Tax ID Number).
- Provide a copy of the company's business license (private, for-profit companies) or articles of incorporation (nonprofit organizations) to the WCF representative. Government or public education agencies do not have to provide this documentation.

At this point, the completed application and support documentation will be reviewed by a WCF internal review committee. A WCF representative will notify the company if the training program is approved for funding and what the total agreement dollar amount will be. If approved, the WCF representative will send an agreement package to the employer.

Agreement Package – Submit to WCF Representative

- Complete the agreement package. By having a company officer sign the agreement package and agree to the subsequent releasing of employee information. If a PEO is involved, the PEO will be a required signature on the agreement.

Once WCF receives the agreement, the employer will receive a signed copy of the agreement for its records.

Employee Registration and Training

Registration must be completed prior to the training start date to determine eligibility. Any application completed after the start date of training will not be reimbursed.

- Conduct online registration of employees. WCF will provide online link once the agreement is executed.
- Begin training and complete within scheduled timeframe.

How do I receive the reimbursement?

Invoices must be submitted within 60 days from the date of completion of each training course. If the agreement includes cycles of different trainings that start and end at staggered times, it is not necessary to wait until all training included in the agreement is completed to submit an invoice. WCF will supply a how-to-invoice checklist once the agreement is executed.

Who do I call with questions?

Please contact the WORKFORCE CENTRAL FLORIDA at (407) 531-1222, extension 2055 or e-mail us at employerservices@wcfcla.com.