

### **Customized/Employed Worker Training Guidelines**

To determine if your organization is eligible to receive CareerSource North Florida's Customized/Employed Worker Training Grant, review these guidelines and if your organization meets the requirements, notify your Employer Services Representative so they are able to assist you with the application: [Efm-employers@careersourcenorthflorida.com](mailto:Efm-employers@careersourcenorthflorida.com)

### **What is the grant's timeline and structure?**

Your organization is eligible to apply for a Customized/Employed Worker Training grant at any time throughout the year. CSNF may commit to reimbursing your company for up to 50% of your training costs, unless a current waiver increases that percentage. Your matching funds may consist of cash and/or in-kind contributions. An agreement or multiple agreements with an individual employer may be funded up to a maximum of \$50,000 in total for the year. The cost to CSNF for the training provided to each employee will be considered by CSNF in the application review process. There are limited funds available and they will be granted to local employers on a first come first serve basis. **These grants are ALWAYS subject to the availability of funds.**

### **Which employers can apply?**

Employers that meet **all** of the following criteria are eligible to apply for a Customized/Employed Worker Training Grant:

1. Employers in the private, for-profit sector, non-profit, local governments, or public agencies;
2. Employers must have been in business in Hamilton, Jefferson, Lafayette, Madison, Suwannee, or Taylor Counties for a minimum of one year;
3. Employers must have at least two full-time employees;
4. Employers must carry Workers' Compensation Insurance; and
5. Employer must be up-to-date on all local, state, and federal obligations.

If an employer uses a PEO, the PEO must include a letter stating that they support this application. As the employer of record, they must acknowledge, accept and agree that their employees assigned to the supervising employer applying for the grant will receive training, and that the supervising employer will receive any funds granted as a result of an application.

### **What will be required of the Employer?**

1. Be registered in Employ Florida ([www.EmployFlorida.com](http://www.EmployFlorida.com)) and list all job openings through Employ Florida/CareerSource North Florida.
2. Your organization must identify the type of training needed, the training vendor best suited to provide the training, the cost for the training and, once the application is approved and the agreement executed by CSNF, schedule the training for your employees. NOTE: Training should not be

scheduled or begun prior to CEWT Application approval.

3. The CEO, COO, Human Resources Director, or other authorized company officer must sign the application, agreement, 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. Only if wages are paid during training may the employer use the wages toward their required match.
5. Your organization must be willing to release wage information for all employees participating in training prior to the final execution of the grant agreement.
6. Your organization must allow CSNF to gather and record employee information **before** training begins. CSNF staff may conduct an employee registration process. Your organization must also submit an I-9 form to CSNF for each employee to be trained. Both of these may be completed after your organization receives approval. However, if it is found later that proper documentation was not received or the employee was found not to be eligible under the Workforce Innovation and Opportunity Act (WIOA), the employer will not be reimbursed for that portion of the training expenses.
7. Your organization must submit a letter on company letterhead requesting the proposed training on behalf of the employee(s) participating. The letter should state the employee's name, their position or title, and why the training is necessary. In doing so, the employer should remember the purpose of CEWT based on Federal guidelines it for the employee to obtain or retain employment. Your ESR can further advise you.
8. Your organization must take steps to ensure that the training begins within 60 days of the date the agreement is executed by CSNF or your organization may be asked to re-apply for funding. Training must be completed within six months from the date CSNF executes the agreement unless a waiver is obtained in writing from CSNF. All grants will be reviewed on a quarterly basis. Grants where training has not begun within the agreed-upon timeframe 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 CSNF to announce and promote your receipt of the grant, including your company name, the amount of the grant, the number of employees to be trained, the type of training and your contribution to the training cost.
11. An employee must be given the option to provide their personal information to CSNF. Should an employee choose not to release their information, the employer will not be reimbursed for that employee's training costs. However, it is recommended the employer remain committed to training the individual.

### **Who can be trained?**

While CSNF encourages employers to train as many employees as is reasonable, CSNF can only reimburse an employer for the expenses incurred by training an employee meeting ALL the following criteria:

1. Employees must work in Hamilton, Jefferson, Lafayette, Madison, Suwannee, or Taylor Counties.
2. Employees must be authorized to work in the United States (I-9 information).
3. Males born after 1960 must be registered with Selective Service.
4. Employees in the training program must be at least 18 years old, complete and sign a program application and provide necessary documentation.
5. Employees must work a minimum of 20 hours a week.
6. Employers will be eligible for reimbursement for training only those employees who fall below the Employed Worker Self-Sufficiency wage rate for the Program Year (your ESR can provide this information).
7. Employees must have been employed at least 90 days (or have completed their introductory/probationary period) before training begins unless one of the following apply:
  - A. The training will last at least 90 days or 160 clock hours, whichever is longer; or
  - B. CSNF is working jointly with an economic development organization in an effort to overcome specific issues/barriers for a company.

NOTE: Your organization will only be reimbursed for those individuals who are eligible under WIOA, who provide all required documentation, and who complete the training program.

### **What type of training is authorized?**

This grant 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/or gain additional skills. Stand-alone conferences or attending a conference cannot be included.

Occupational skills training may 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, CSNF will work with your organization to help determine if the certificate issued meets this requirement.

### **What will be paid for?**

If your organization's application is approved and CSNF executes an agreement with your organization, the grant will cover **up to 50% of the training costs**. During some periods of time, a waiver may be in place to provide a higher percentage of reimbursement—your ESR will notify you in this case and your application and agreement will reflect the higher percentage. Training costs eligible for reimbursement may include tuition, instructor costs, textbooks, and other training materials.

### **How will I know if our organization is selected to receive a grant?**

Your ESR will contact your organization once the completed application is reviewed and notify your organization 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 approved?**

The next step after your organization have been notified by CSNF that your application is approved, is for your organization to move forward with the training (your approved agreement will remain valid for 60 days). Once the agreement is fully executed by CSNF official(s) and your organization, we will need to arrange registration of your employees into Employ Florida. This may be assisted by CSNF staff or may be completed independently and verified by CSNF. Your organization can only receive reimbursement under this agreement for employees that complete the registration process, meet eligibility requirements and complete the training.

Once the agreement is executed by CSNF official(s) 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 CSNF signature date on the executed agreement.

### **How do I receive the reimbursement?**

Your organization will be reimbursed for training costs incurred for training up to the amount of the grant. Your organization will be required to pay for the cost of training up front and then submit an invoice to CSNF for reimbursement of those costs for each employee that successfully completes the training. The information required for reimbursement includes:

- A completed and signed invoice, template to be provided by CSNF.
- A copy of the certificate attained, transcripts from the training vendor showing successful completion of training and certificate granted, 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 – CSNF will not be able to reimburse training costs for anyone who drops out or otherwise does not complete the training.
- If the training was completed by an in-house Subject Matter Expert (SME), your organization should provide a certificate that includes name of trainee, date training was completed, name of training, and employer/company name in order to document the SME is qualified to perform the training.



- Verification that your organization was billed and that your organization paid for the training will also be needed. Typically this is submitted in the form of an invoice from the training provider and a canceled check or credit card statement.

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, and each cycle is a completion point.

**Who do I call with questions?**

Please contact the Employer Services team within CSNF at 850.973.4291, or email us at [EFM-employers@careersourcenorthflorida.com](mailto:EFM-employers@careersourcenorthflorida.com).

705 E. Base Street | Madison, FL 32340

careersourcenorthflorida.com

p: 866.367.4758



## ATTACHMENT 1

### July 2011-June 2012 Addendum

Under a waiver issued from the United States Department of Labor, the following reimbursement amounts will be permitted:

<b>Employer Size</b>	<b>Percent Reimbursement</b>
Less than 50 employees	90%
50-250 employees	75%
More than 250	50%

705 E. Base Street | Madison, FL 32340

careersourcenorthflorida.com

p: 866.367.4758