



Employed Worker Training Program Guidelines

A proud partner of the AmericanJobCenter® network

CareerSource Escarosa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Telecommunications Relay Service is available using TTY/TDD equipment via the Florida Relay Service at 711.

PURPOSE

The purpose of the Employed Worker Training (EWT) program is to provide grant funding for continuing education and skills upgrade of existing employees in either Escambia or Santa Rosa businesses. The program reimburses companies up to 50% for direct training related costs.

Training funded under the EWT Grant should lead to skill attainment and benefit employees by making them more qualified in their industry and/or by providing them with new skills to meet new product or process requirements. It is desired that the training results in credentials or industry recognized skills that promote the worker's career and increases their overall employability and/or rate of pay.

PROGRAM OBJECTIVES

- To increase Florida businesses' ability to compete, expand, and retain employees
- To improve the effectiveness of the business operations
- To upgrade the skills of existing employees resulting in certificates, increased wages, or career advancements
- To assist companies with layoff avoidance strategies

AVAILABLE FUNDING

Employed Worker Training grants may be up to \$5,000.00 per trainee and will not exceed \$50,000 per employer, unless explicitly authorized by CSE's CEO. Employers must pay (In-kind and/or cash) at least 50% of the total training cost. Once a training agreement has been entered, the employer/provider has 30 days to commence training, otherwise funds will be de-obligated.

EMPLOYER ELIGIBILITY

Employers applying for the EWT program must meet the following eligibility criteria:

- Funding for any Work Based Training may only be accessed every other fiscal year by employers
- Depending upon funding, grants may be issued during a fiscal year to businesses in operation for one year prior to applying in either Santa Rosa County or Escambia County
- Priority is given to private-sector businesses
- Demonstrate a commitment to retain or avert the layoff of employees receiving training
- Demonstrate how the training relates to the competitiveness of both the business and the employee receiving training (i.e. attainment of an Industry-recognized Skills Training Certificate and result in job retention or learning new necessary skills for the business; or wage growth and advancement in career for employees completing training)
- Demonstrate a commitment to paying 50% of the total cost of the training.
- The wages for these positions must be at least \$13 per hour
- The occupation must be listed on the [Local Targeted Occupations Listing](#).
- Have at least one full-time employee (Note: Employee must be a W-2 employee)
- Compliant with the non-discrimination and equal employment opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act of 2014

APPLICATION PROCESS

1. Complete and submit the EWT Employer Grant Application for review no later than 30 days prior to the start date of the training. The Grant Application must include an estimate of the total training cost.
 - Program Manager will review the application for completeness and to ensure that the training meets the objectives and outcomes of the program (avert layoffs, retain trained employees, increase competitiveness of business and trained employees achieve certifications, increased wages, create new jobs, develop transferable skills, increase profitability, etc.)
 - Applications are reviewed and approved on a first-come, first-served basis until funding has been exhausted

2. Upon pre-approval of the EWT Grant Application, the agreement between CareerSource Escarosa and the business will be prepared and sent electronically for signature
3. In addition to the EWT Grant Application, employer will submit an employment verification form for each employee participating in the training at least a week before the start of the training with support documentation (Copy of Social Security Card (SSC), Government ID, DD214 if applicable). Copy of I-9 may be submitted if SSC is not available.

EMPLOYED WORKER ELIGIBILITY

For purposes of the EWT Program, an employed worker must:

- Be a paid employee of the applicant business (W-2 employee)
- Have an established employment history with the employer for six months or more prior to the date of the application (Note: In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort need to have an established employment history with the employer for 6 months or more as long as a majority of the employees being trained do meet the employment history requirement)
- Be at least 18 years of age
- Meet Selective Service registration requirements (Note: Males born on or after January 1, 1960, are required to register with Selective Service within 30 days of their 18th birthday)
- Be a citizen of the United States or a non-citizen whose status permits employment in the United States
- Be working at a physical location in Escambia or Santa Rosa county
- Be registered at the Employ Florida website (<https://www.employflorida.com>)
- If claiming veteran status, have an honorable discharged DD-214
- A copy of I-9 for attendees only if another enrollment documentation is not available

TRAINING SERVICES

One of the great features of the Employed Worker Training (EWT) program is that it provides businesses with the flexibility to choose both the training title and training provider that best meets their individual needs. For training purposes, employers can choose a public or private educational institution; a private training vendor; private instructor; a company employee, or a combination of training providers.

ALLOWABLE TRAINING

For purposes of the EWT program, allowable training includes:

- The introduction of new technologies
- The introduction to a new product or service procedures that may lead to increase competitiveness and improve the efficiency of the business operations
- Upgrading to new jobs that require additional skills
- Professional development
- Occupational skills designed to meet the special requirements of a business or industry
- Other appropriate purposes identified by the employer and approved by CSE Executive Director

ALLOWABLE TRAINING COSTS

Allowable costs may include only costs directly related to training. Examples of allowable costs include, but are not limited to the following:

- Tuition/Training/Course Cost
- Instructor's /trainer's training-related wages (capped at \$35/hour for company employees delivering the training and \$200 per instructor hour for vendor training)
- Curriculum development
- Textbooks, instructional equipment, manuals, materials and supplies
- Examination for certification (If a separate cost)
- Other necessary and reasonable costs directly related to training

UNALLOWABLE TRAINING COSTS

Some examples of unallowable training costs include:

- Employee/trainee wages (Note: May be used as in-kind/matching payments toward total cost of training ONLY if paid while attending the training)
- Employee/trainee fringe benefits
- Compensation or consultant fees not directly related to the provision of training
- Costs incurred prior to the approval date of the application
- Capital improvements
- Travel, food, lodging
- Membership fees and/or dues
- Conferences and training equipment purchase

PAYMENT AND INVOICE INSTRUCTIONS

Businesses will provide a minimum of 50% of the total training costs. Reimbursement normally takes 7 - 10 days to complete from the date of submission.

In order to invoice CareerSource Escarosa, the Employer/Training Vendor must provide at a minimum the following information:

1. Completed CSE Reimbursement Request Form for the entire training amount including:
 - A breakout of the costs as indicated in the EWT Application
 - All costs itemized
 - Proof of payments, such as copy of check stub or credit card statement
 - Copy of pay stubs or timesheet if wages paid during the training as matching cost
2. Documentation from the Employer or Training Vendor to support all costs invoiced:
 - The type of training provided, length of the training, (i.e. agenda and sign-in sheets)
 - Certificate of completion for each attendee, and
 - The invoice from the training provider for the entire training amount with all costs itemized, and proof of payment, such as copy of check stub or credit card statement.
 - If Training is provided by in-house Subject Matter Expert (SME) the following is required:
 - Copy of SME certification in training provided;
 - SME timesheet training hours; and
 - SME detailed hourly cost to include back-up documentation such as payroll reports.
3. A copy of IRS Form W-9 for the Employer or Training Vendor receiving the reimbursement from CSE.
4. A copy of the syllabus used for the training if training was conducted by an employee.
5. Invoices must be submitted no later than 15 days after the end of each month that training is provided.

For additional questions concerning invoicing, please contact
our Accounting department at:

invoices@careersourceescarosa.com.

FOLLOW – UP SERVICES

The Employed Worker Training (EWT) program, funded by the Workforce Innovation and Opportunity Act (WIOA), requires that a Program Manager or Career Advisor follow up with the employer and/or employees for one year following training. The information received from the employer is to document the quarterly employment status of the trainees and other outcomes (i.e., promotions, increased wages, certifications, licenses, etc.) associated with the trainee(s) receiving training under the EWT program.