

# EMPLOYED WORKER TRAINING POLICY



# Employed Worker Training Policy

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SFW #PY'07-01

## I. Of Interest to

The Employed Worker Training Program (EWTP) Policy should be of interest to employers, workers in Miami-Dade and Monroe counties, training vendors, Career Center contractors, the South Florida Workforce Investment Board (SFWIB), and South Florida Workforce (SFW) staff.

## II. Subject

Employed Worker Training Program

## III. Purpose

The purpose of the Employed Worker Training Program is to provide SFW stakeholders with parameters regarding the use of training funds for Employed Worker Training.

## IV. Background

The EWTP is a vehicle through which SFW can expend training dollars from various funding streams. The EWTP may be funded with Workforce Investment Act (WIA), Temporary Assistance to Needy Families (TANF), and any other SFW available funding where EWT is allowable. This policy does not address the unique performance, participant eligibility and compliance requirements of these funding streams.

Employed Worker Training may be in the form of Customized Training or On-the-Job Training (OJT). Separate policies and procedures address the operational parameters for these two designs.

## V. Funding Availability

Funding for the EWTP is subject to the availability of funds from the region's allocation for training. Funds are allocated by the SFWIB on a yearly basis; therefore all training activities commencing at the beginning of the program year (July 1<sup>st</sup>) under the EWTP must be completed prior to June 30<sup>th</sup> of the following year. Commitments for training services beyond June 30<sup>th</sup> will not be made by the SFW until the SFWIB has allocated new program funding for training.

Funds for training are made yearly to Career Centers. When funding is available the SFWIB may specifically designate funds for EWTP as well as issue RFP's for available funding.

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## VI. Eligibility

### A. Employers:

1. The employer must have been operating continuously in Miami-Dade and/or Monroe county for a minimum of one (1) year prior to the date of the application,
2. Must be fully licensed to conduct business in Miami-Dade or Monroe county,
3. Must have at least one full-time employee,
4. Must demonstrate financial viability in meeting two of the four requirements below:
  - A favorable report from Dun and Bradstreet,
  - SEC 10K schedule,
  - Current financial audit or financial compilation prepared and signed by a Certified Public Accountant, or
  - Two years of Federal Income Tax Returns.
5. Must be current on all federal, state and/or local tax obligations,
6. Temporary employment agencies, employment agencies, or employee leasing agencies may not serve as the Employer of record.

### B. Training Providers:

Training Providers are selected by the employer.

### C. Career Center Contractors:

Entities that have a current Career Center Contract are eligible.

### D. Other Providers of Services:

In the event that SFWIB issues an RFP for EWTP, other providers of services may be eligible to receive funds. Eligibility criteria will be detailed in the RFP.

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## **VII. Funding Requests**

### **A. Employers**

Companies in need of training funds to introduce new technologies, advance employees positions and wages, or retain employees who are at risk of losing their self-sufficient employment unless additional training services are received, may apply for the EWTP.

Employers can apply for training assistance for their workforce by contacting any of Region 23's Career Centers, contacting an Eligible Training Provider, or by contacting the SFW.

### **B. Training Vendors:**

Training Vendors may choose to assist the employer in completing the application for EWTP. Training Vendors will be chosen by the Employer. Training Vendor information is part of the EWTP application. Training Vendors are paid by the employer for training costs, the Employer may be reimbursed under the EWTP for up to 50% of training costs.

### **C. Career Center Contractors:**

Career Center Contractors may assist the employer in completing the application for EWTP. Career Center Contractors allocated training funds can be used to cover the EWTP request. SFW will have set aside a pool of training funds that will be used for EWTP initiatives.

## **VIII. Priority of Service**

During the application process SFW will give priority to those programs that:

- A. Request funding in occupations and industries that have been prioritized by the SFWIB.
- B. Request to upgrade skills of employees in the region's targeted occupations, and/or in an occupation that is vital to the economic viability of the community.
- C. In their grant proposal demonstrate an upgrade in employee skills that will therefore lead to their employees retaining self-sufficient employment or obtaining self-sufficiency as applicable.
- D. Provide training at a cost that is reasonable as set by SFW EWTP Review Sheet.
- E. In order to allow both large and small employers to have access to EWTP funds, SFW will try to maintain a balance of 60% of funding for large employers (25 or more employees) and 40% for small employers with 24 employees or less. Career Centers serving large employers will be encouraged to balance services to bring in small employers with 24 employees or less.

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### IX. Funding Conditions

In order to receive funding, employers approved for funding by SFW must enter into an Agreement with a SFW funded Career Center that commits the employer to complete the training project as proposed in their application and/or as negotiated with SFW and/or Career Center Contractor.

- A. All employees selected by the employer for training must complete the SFW enrollment process (as applicable for the program funds being utilized) prior to the commencement of any training or the provision of any services. *Final approval of the application is contingent on employee(s) being determined eligible.*
- B. The training provided to eligible employed adults, must lead the participant to self-sufficiency as defined by SFWIB.
- C. OJT or Customized Training conditions must be met as applicable.
- D. Employers shall keep accurate records during the lifetime of the project. Records shall be kept for five (5) years after the expiration of the contract. If any litigation, claims, or audit findings commenced before the retention period expires, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and a final disposition made or until the end of the five (5) year period, whichever is later.
- E. Employers must certify that all information provided for the purpose of requesting reimbursements and reporting training activities is true and accurate.
- F. Employers that fail to achieve the required employee credentialing and retention, or those that fail to promote employees that complete the training and achieve the credentials, may not be considered for future EWTP funding.

### X. Application Submission

The EWTP is open to all employers in Miami-Dade and Monroe counties that meet the eligibility criteria outlined in **Section VI** above. Applications must be submitted to SFW as outlined in SFW EWTP procedures, utilizing the application forms provided. These funds can be used to train all its employees. (Including employees that live outside of Region 23).

### XI. Application Review

- A. Applications that fail the SFW team review process will not be recommended for approval.
- B. The SFW Executive Director will have the authority to approve applications requesting funding for less than \$50,000. Awards of less than \$50,000 will be included in the Executive Director report to the SFWIB.

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- C. Applications requesting funding of \$50,001 or more will be included in the next SFWIB or appropriate committee meeting agenda for action.

### **XII. Project Completion**

- A. All EWTP projects shall be performance based with specific measurable performance outcomes, including the completion of the training project and the number of employees trained.
- B. Final payment for employers receiving EWTP funds will be withheld until the final report is submitted and all performance criteria specified in the grant have been achieved. All final reports and invoices are due to SFW no later than fifteen (15) business days after the completion of the project. All invoices received after the closeout dates are subject to disallowance.
- C. Employers must provide sufficient documentation in order to calculate the performance measures required by SFW.

### **XIII. Project Outcomes**

Training must result in the attainment of a credential by the employee, as established during the contract negotiations, retention for a minimum of six (6) months (or negotiated period) in the self-sufficient employment of individual employees who have obtained a new skill set in new technologies, or new production or service procedures, and/or must lead to a promotion and/or an increase in wages earned.

### **XIV. Application Denial**

If the application is not approved, the appropriate SFW staff will notify the employer in writing. All applicants denied funding can appeal the decision to the SFWIB in accordance with SFWIB appeal process.