



Issuance Date: September 4, 2014
Effective Date: Immediately upon Issuance
To: All CareerSource Tampa Bay staff, DEO staff and partner agencies located in CareerSource offices
Subject: Training Provider Funding Cap for Employed Worker Training

PURPOSE:

The purpose of this policy is to establish limits on the amount of Employed Worker Training funds that can be spent per Training Provider.

BACKGROUND:

The Employed Worker Training (EWT) Program is a training strategy designed to meet the special requirements of a single employer or group of employers. As such, it may be provided to a single employee or a group of employees. The program is designed to assist employees in developing higher skills and receiving increased wages. This program is also designed to improve workforce availability and skills to support targeted sectors identified in the Tampa Bay Partnership's Regional Business Plan for Tampa Bay. The employer may be in the for-profit, the non-profit, or the public sector, and are required to provide a minimum of a 50% match to be eligible for funding.

Recently staff identified that there was a need to ensure that a variety of trainings are provided through the program and a range of industries and employer needs are being served.

POLICY:

It is the policy of CareerSource to track the training providers being used under the EWT program and to limit the amount of funds to \$250,000 being paid to a single training provider per program year. Established training providers, which have been previously contracted by employers for EWT services, may receive up to \$250,000 through the program. New training providers, which have not served employers under the EWT program in the past, may only receive up to \$100,000 for the first program year of use to ensure that the training is of the highest quality. All training provided through the program must continue to meet the U.S. Department of Labor Employment and Training Administration's definition of a certificate or credential.

RESULTS OF FAILURE TO COMPLY WITH POLICY:

Failure of CareerSource Tampa Bay staff to comply with this policy on annual limitations to EWT training providers may result in disciplinary action in accordance with the Personnel Handbook.

ACTION STEPS:

Notice of the policy will be posted on our website with EWT application package and sent to all training providers listed in approved applications. Reports on amounts of funding obligated per training provider will be available to interested employers upon request.

INQUIRIES: Any question about this policy should be directed to Julie Rathwell, Project Director.