



## Policy

<b>SECTION: Business Services</b>	<b>POLICY#019-C0020</b>	<b>PAGE: 1 of 5</b>
<b>TITLE: Employed Worker Training</b>		<b>EFFECTIVE DATE: 7.18.19</b>
<b>REPLACES: 2016; PY 18-19</b>		<b>DATED: 2016; PY 18-19; 7.18.19</b>

### **DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF**

**Purpose:** To provide guidance in the utilization of CareerSource Tampa Bay’s Employed Worker Training Program and the established limits on the amount of EWT funds that can be spent per Employer.

#### **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. 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.

Designed to assist existing employees in developing higher technical skills and receiving increased wages, this program is not intended for onboarding, new hire, or soft skills training. This program is also designed to improve workforce availability and skills to support the identified targeted sectors within Hillsborough County. This strategy serves to promote business retention and contribute to the overall economic growth of the region.

**POLICY:** Funding will be limited to an amount not to exceed \$25,000 per qualified organization. However, should funding permit, proposals that exceed \$25,000 will be considered based on the cost per trainee and type of training proposed, up to \$50,000. Training must lead to a certification as defined by the USDOL in the Definitions section on page two of this document. Training in “soft skills” as defined on page three will not be considered for funding.

**Employed Worker** - For the purposes of this program, an employed worker is defined as meeting all of the below requirements:

- At least one employee of the applicant business working at least 37.5 hours per week and receives a W-2;
- At least 18 years of age;

- A citizen of the United States or a non-citizen whose status permits employment in the United States;
- A Florida resident working at a physical location in Florida; and
- Employed six months before the signature date of the application.

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.

CSTB's EWT program will be made available through an Invitation to Negotiate (ITN). The ITN is used to elicit responses from qualified employers, entities that carry out programs under the National Apprenticeship Act, and/or public institutions of higher learning located in Hillsborough County Florida, for the provision of training for their existing workforce in alignment with our organization's workforce initiatives. This program will provide reimbursement to pay for pre-approved, direct training costs of industry and occupation specific training at a rate of up to 50 percent of the actual costs of training.

**OVERVIEW:** Periodically, CareerSource Tampa Bay updates its Employed Worker Training Directive primarily by increasing the per hour threshold of allowable earnings in order for individuals to be served. At any time an updated directive is published by our Administrative Entity, staff will be provided the new policy and will refrain from utilizing previous versions.

The Employed Worker Policy shall only be utilized by front line WIOA staff when completing intake and eligibility for assisted core, intensive enrollments or special training projects such as EWT. Common uses of the Employed Worker Policy are to assist with supportive services in order to retain or upgrade employment. Some of the types of services available are as follows but not limited to: licensure and exam fees, certifications, tools, equipment, supplies, EWT, etc.

This policy is used primarily for Adult but can also be used for Dislocated Workers. No Youth will be served under this policy. The overall use of this policy for training assistance is at the discretion of CareerSource Tampa Bay.

**Credentials and use of the Employed Worker Policy:** It is necessary to reinforce the importance of an Adult employed at enrollment that a nationally recognized-credential is required under TEGL 10-16. The credential for an employed worker must be obtained after enrollment and prior to request for case closure.

In accordance with CareerSource Florida Administrative Policy FG-OSPS 89 – Employed and Incumbent Worker Training, WIOA distinguishes employed worker in several ways.

#### Employed Worker

1. An employed worker is an individual currently working who has been determined by a one-stop operator to be in need of employment and services in order to obtain employment that allows for self-sufficiency, in accordance with locally established guidelines.
2. An employed worker who currently meets the local definition of self-sufficiency, but needs services in order to retain their self-sufficient employment, also may be served if documentation is obtained from the employer that the employee will not be retained unless additional training or services are received.
3. Dislocated workers who have become re-employed in "income maintenance" job (a job with a lower rate of pay than the job of dislocation) if training is determined necessary in order to obtain or retain employment that leads to economic self-sufficiency.
4. Employed workers must have the skills and qualifications to successfully participate in the selected program of training services.

5. CSTB must complete a WIOA application and enter participation information into EmployFlorida (EF), the state's management information system.

### Employed Worker Training

1. WIOA employed worker services primarily are for the benefit of the employed worker but is recognized that these services may also benefit the employer.
2. Employed workers must be given the same customer choice options as other WIOA clients (except for eligible employed workers who are enrolled in customers training with their employers).
3. Training must be provided in compliance with the Eligible Training Provider and Individual Training Account (ITA) requirements unless it is customized training or On-the-Job Training.

**Eligibility:** Validation of current wage rate is of utmost importance when utilizing this policy. A copy of a recent paycheck stub with the customer's name and hourly wage is required. In the absence of a recent pay check stub, validation from the employer would be required. An acceptable document would be written notification on the employer's letterhead stating the customer's name, SSN, their present employment status and hourly wage. A means of last resort would be that of an applicant statement/self-attestation itemizing the name of the employer, address, phone number, contact person and their present employment status along with their hourly wage rate. WIOA staff shall also telephonically validate the required detail when basing eligibility via an applicant statement. Preference is still that of a valid recent pay check stub.

As with all other intake packets requesting services under the WIOA program, all required forms will be necessary, including proof of right to work in the United States and validation of Selective Service for those applicable. A copy of the most recent threshold wage rate will be included in all intake packets when utilizing the Employed Worker Policy.

When intake is based on the Employed Worker Policy, validation of the self-sufficiency wage rate for the given program year will be in the WIOA customer's file. Hourly earnings on behalf of the customer are not to exceed the allowable wage rate.

A waiver may be requested and with appropriate justification be approved by the CEO or designee.

CSTB's definition of self-sufficiency outlined in our local area allowable in WIOA §108(b)(1) is defined as:

- Self-sufficiency for dislocated workers is defined as having a job with a wage that is at least 80% of the dislocated worker's pre-layoff wage. This definition of self-sufficiency does not apply when serving an individual who will lose their job without training as training is integral to job retention. Self-sufficiency for employed adults is defined as a wage that is equal to or above \$26/hour or a family income above 250% of the Lower Living Income Standard Level (LLSIL), whichever is higher. If the self-sufficiency wage level is above 250% of the LLSIL and above the average wage in this region, the Board will include justification in the individual's file that the level is required to provide for the individual and his/her family.

**QUALIFICATIONS:** CareerSource Tampa Bay intends to individually select and negotiate a formal agreement with multiple qualified organizations within the following parameters:

1. Organizations and entities eligible to apply must fall under at least one of the following three categories:
  - Employer
  - Entity that carries out programs under the National Apprenticeship Act
  - Public Institution of Higher Learning located in Hillsborough County.
2. Respondent employers, entities that carry out programs under the National Apprenticeship Act registered apprenticeship programs, and public institutions of higher learning must be approved to do business in the State of Florida and have not been suspended or debarred from doing business with the state or federal government.
3. Training must meet the USDOL guidelines for a certificate/credential. Additional points will be awarded to organizations who will provide training that results in a degree, industry certification, and/or license. Examples of industry certifications include CompTIA certification or NIMS credentials. Examples of occupational licenses include Pharmacy Technician and Registered Nurse.
4. The CSTB board reserves the right to request a detailed curriculum for each proposed training program for evaluation prior to approval of funding.
5. Trainees must be existing full-time employees as specified in the Definitions section above. Trainee wages cannot fall below \$12.00 per hour after training or exceed \$26.00 per hour before training.
6. Adequate documentation of the training is required for all expenses incurred and paid. Organizations will be required to provide a minimum of up to 50 percent of the requested direct training costs, i.e. instructor's wages/tuition, textbooks and manuals.
7. Employers requesting reimbursement for internal training are required to clearly identify how the requested reimbursement amount of direct training costs is determined/calculated with their response. The CSTB board reserves the right to request documentation to support the determination/calculation of the actual direct training costs prior to approval of funding. Proper documentation to support actual direct training costs/expenses will be required to issue reimbursement.
8. Reimbursement is limited to a maximum of 50 percent of direct training costs. All respondents will be required to provide resources and/or leveraged funds equivalent to a minimum of 50 percent of the total funding. With proper documentation, up to 50 percent of direct training costs/expenses are reimbursable through the grant, i.e. instructors' wages, tuition, textbooks, materials and supplies. Additional resources and/or leveraged funds can include trainee wages, facility usage if training occurs at the employer's work site, prorated training equipment purchase, and travel costs if applicable. Proper documentation to support direct training costs/expenses and leveraged resources inclusive of the above items as applicable will be required by the employer with the submission of each invoice.
9. Examples of disallowed costs for reimbursement include:
  - a. Employee/trainee wages and fringe benefits (can be reported as leveraged resources)
  - b. Compensation or consultant fees not directly related to the provision of training
  - c. Costs incurred prior to the date of the contract
  - d. Capital improvements, travel, food, or membership fees/dues
  - e. Purchase of employee assessment systems or systems usage licenses
  - f. Equipment

10. Eligible respondents must be in good financial standing and be able to provide a DUNS number and/or most recent financial statements.
11. The receipt of other local, state or federal training funds through CareerSource Florida or other funders must be disclosed in the respondent's application. Organizations receiving training cannot use grant funds to subsidize other training and/or cover the same training.
12. If awarded, respondents will be required to maintain compliance under the Workforce Innovation and Opportunity Act (WIOA) as guidance and implementation are ongoing.

**SUBMISSION OF RESPONSES:** Qualified employers, entities that carry out programs under the National Apprenticeship Act and/or public institutions of higher learning located within Hillsborough County, Florida interested in submitting a response to an Invitation to Negotiate must submit their proposal electronically via the following link: <https://ewt.careersourcetampabay.com>. Responses submitted in hard copy, email or any other means other than the above link will not be accepted, be considered non-responsive and/or not considered for funding.

Failure to submit the application at least 30 business days prior to the desired start date of training may cause valuable training to be missed. Please note, however, that submittal within this timeframe does not guarantee that the approval date will be on or before your training start date.

Submission of the response is solely and strictly the responsibility of the Respondent. Responses received once funding is obligated will not be funded and the sender will be notified via email.

CareerSource Tampa Bay reserves the right to reject any or all responses, to re-advertise an ITN, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time. Any responses received that do not include resources and/or leveraged funds of a minimum of 50 percent of direct training costs will be considered non-responsive and will not be included with the proposals to be reviewed by the committee.

**SELECTION:** CareerSource Tampa Bay will enter into negotiations with multiple organizations. The selection committee, comprised of CareerSource Tampa Bay staff will review and score each response. Any organization that scores below a 70 will not be considered for funding. Only scores 70 and above will be considered for funding.

The EWT Selection Committee reserves the right to request clarification on submitted responses. Should CareerSource Tampa Bay be unable to negotiate a final contract, negotiations with that organization will be formally ended.

**NOTIFICATION:** Once the application has been reviewed, an email will be sent to the contact listed in the application advising of approval or requesting additional information.

**INQUIRIES:** Any question about this policy should be directed to the CEO, COO, Director of Business Services or his/her designee.