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# BUSINESS SERVICES QUICK GUIDE

**Hire. Train. Motivate. Retain.**  
[careersourcepolk.com](http://careersourcepolk.com)



For more information, email us at  
[businessservices@careersourcepolk.com](mailto:businessservices@careersourcepolk.com).

# ABOUT US



The Polk County Workforce Development Board dba CareerSource Polk is a non-profit 501(c)3 that establishes state and federally funded workforce development and training policies for Polk County.

The **Business Services Division** is dedicated to the specific needs of the employer. We offer incentives that are tailored to meet those needs at no cost to local, national and international companies operating in Central Florida.

Our goal is to ensure businesses have access to real-time viable solutions that work in tandem with their objectives. It is a simple, yet effective approach in meeting industry demand. This philosophy is evident in the expertise and resources provided to facilitate a company's short and long-term growth strategy.







# GRANTS



The **Employed Worker Training (EWT) Grant** increases your employees' skills by gaining an industry-recognized certification or averting a layoff. This flexible grant is designed to provide financial assistance to employers that recognize the importance of investing in their employees.

## Benefits include:

- Provides your employees with new skills important to your business success
- Up to 75% of your direct **training costs** are reimbursed
- The flexibility to choose your own trainer and curriculum (or training course)
- We will assist you throughout the grant process

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The **On-the-Job-Training (OJT) Grant** provides an opportunity for your business to train new employees in the skills needed to perform their job effectively. It offers financial reimbursement up to 75% of the OJT **employee's wages** during the contract period.

- Jobs must be permanent full time
- Eligible training hours must be between 160 to 1040 hours
- The employee must be paid an hourly rate of at least \$11 per hour

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The **Quick Response Training Program (QRT)** provides grant funding for customized training for new or expanding businesses that produce an exportable product or service. Companies must be creating full-time, high-quality jobs requiring specialized training that is not available in the local community. Priority is given to businesses in targeted industries and in distressed urban and rural areas of Florida. For additional information contact **Jean Wagner at Polk State Corporate College at 863-669-2933 or [jwagner@polk.edu](mailto:jwagner@polk.edu)**.

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The **Incumbent Worker Training Program (IWT)** offers expense reimbursement grants for customized skills upgrade training available to existing for profit Florida businesses. Businesses with 25 or fewer employees receive priority and, as with the Quick Response Training Program, priority is given to businesses in targeted industries and in distressed urban and rural parts of Florida. For additional information contact **Jean Wagner at Polk State Corporate College at 863-669-2933 or [jwagner@polk.edu](mailto:jwagner@polk.edu)**.





# SERVICES



CareerSource Polk offers a complete range of **recruitment services** that can provide access to candidates for a variety of positions. Our recruitment services include:

- Posting positions on [www.employflorida.com](http://www.employflorida.com)
- Job fairs and special recruiting events at our centers
- On-site recruiting events at your business



CareerSource Polk recognizes companies and organizations in Polk County who have taken the lead in developing quality workplaces by sponsoring the **Best Places to Work Awards**.

This prestigious recognition not only helps advertise and promote the company's unique forward-looking philosophy, it also serves to recognize the exceptional workplaces that improve the quality of life for workers and their families.



Companies who earn the right to display this award are recognized for their innovation in motivating, retaining, training and developing their employees while making a commitment to work/life issues.



We offer **Monthly Employer Roundtable Seminars**, which brings experts to Polk County to speak on relevant topics with a focus on human resources and business management. These cutting-edge roundtable seminars are full of trends and insights you can use to improve your workforce. All programs provide **HRCI approved PHR/SPHR Recertification Credits and SHRM CP/SCP Professional Development Credits**.



The **Annual State of the Workforce Summit** is an expanded version of the monthly roundtable seminars. A morning full of breakout sessions and a keynote speaker focuses on the hot topics that human resource and business managers are facing and how they impact their business in today's economy.





# ADDITIONAL INCENTIVES



**Labor Market Information (LMI)** is available on the state of Florida and, more specifically, the area you are operating a business. We can assist in producing, analyzing, and delivering timely and reliable labor statistics to improve economic decision-making. A variety of labor market, economic, and demographic data can be made available such as Employment and Wages, Labor Force, Economic Indicators and Population.

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The **Work Opportunity Tax Credit (WOTC)** is a federal income tax credit that encourages companies to hire individuals from numerous qualified targeted groups of job seekers. Through WOTC, for-profit employers may receive tax credits as high as \$9,600 per qualified veteran or up to \$6,240 for qualified non-profit organizations. The WOTC program enables the targeted employees to gradually move from economic dependency into self-sufficiency as they earn a steady income, while participating employers are able to reduce their federal income tax liability. The amount of the credit when hiring a Veteran will depend on a number of factors, such as:

- The length of the veteran's unemployment before hire
- The number of hours the Veteran works
- The veteran's first year of wages

We have staff that work directly with our Veteran population and all of the targeted groups by working with their job searches, resumes, and any barriers they may have to employment. For more information, **contact [WOTC@deo.myflorida.com](mailto:WOTC@deo.myflorida.com)**.

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**Florida Ready to Work** is a career readiness and credential program focused on foundational employability and essential soft skills required in today's industries from entry level to professional jobs. It is employer driven and state sponsored by the Florida Department of Economic Opportunity. Florida Ready to Work gives participating employers a competitive-edge in reducing employee turnover and training costs, saving hiring time and money, and increasing productivity and profitability. It is a **free tool that can build the skills of current and new employees, and evaluate employees for promotion**.

The curriculum provides targeted, career contextualized instruction in foundational employability skills including applied Mathematics, Reading for Information and Locating Information. The program also provides a curriculum targeting essential soft skills including conveying professionalism, communicating effectively, promoting teamwork and collaboration, and thinking critically and solving problems.

# GET TO KNOW YOUR BUSINESS SERVICES TEAM



Our team specializes in understanding your needs as an employer and we would be happy to meet with you to discuss the services we can provide.



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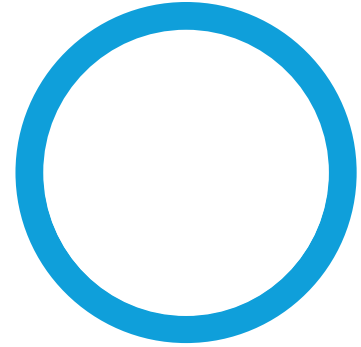


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Polk County

CareerSource Polk is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. For program funding details in compliance with the Stevens Amendment, please visit [www.careersourcepolk.com/about/boardroom/program-funding](http://www.careersourcepolk.com/about/boardroom/program-funding)