



# EMPLOYED WORKER TRAINING (EWT) GRANT

## GUIDELINES

Employed Worker Training (EWT) grants reimburse employers for the cost of training current employees. As the employer, you select the training that meets your needs. Your organization could receive up to a 50% or 75% reimbursement of the direct training costs. **The application process, approving trainees, and the generation of the agreement may take up to two weeks, please take this into account when developing your timeline.**

To determine EWT grant eligibility review these guidelines. If you would like to submit an application, contact our Business Services Division at [bsd@careersourcepolk.com](mailto:bsd@careersourcepolk.com).

### Who can apply?

Employers that meet all of the following criteria are eligible to apply:

- Employers in private for-profit, private not-for-profit, non-profit, local governments, or public sectors;
- Employers located in Polk County with at least two full-time (35 h/week) employees
- Employers current on all state and local tax obligations

### What are the award's timeline and structure?

- Applications are accepted July 1<sup>st</sup> through April 30<sup>th</sup>
- Training must be completed within six months from the agreement start date, or by May 30<sup>th</sup>, whichever is earlier. Multiple agreements with an employer can be funded.
- Funds are limited and will be awarded on a first come, first serve basis. Note: Training funds cannot be used to reimburse any training costs incurred before the agreement is signed.

### What will be required of the Employer in order for an application to be approved?

**The employer must agree to pay the employee their wages if training occurs during their normal working hours.**

- The employer must provide, at a minimum, the following for each employee to be trained, prior to the execution of an agreement: a completed customer registration form (individual employment plan); a signed grievance form; legible copies of their social security card and driver's license, and a completed I-9 form. Documents must be submitted before an agreement will be approved.
- The employer must require selected employees to attend and complete the training once scheduled. Voluntary attendance at training is problematic and will not be approved.
- The employer must permit CareerSource Polk to announce and promote your receipt of the award, including the employer name, amount of the award, number of employees to be trained, and type of training. Note, CareerSource Polk does not sell employer contact information.
- Compliance with all applicable state and federal laws as stated in the application, and completion of a grievance form.
- The CEO, COO, Human Resources Director, or a comparable employer officer must sign the application and agreement.
- The employer must submit a Training Progress Report each month throughout the agreement or until training is completed.

**Who can be trained?**

Employees must work in Polk County the majority of time, and work a minimum of 20 hours per week.

- Employees must be authorized to work in the United States.
- Males must be registered for selective service.
- Employees in the training program must be at least 18 years old, be willing to complete and sign a program application and provide the necessary documentation.

**What type of training is authorized?**

Funds may only be used to avert a lay-off or obtain an industry recognized certification, credential or license.

**What will be paid for?**

The grant reimburses up to 50% or 75% of the training costs which may include tuition, textbooks, and other training materials. Your organization, not the trainee, must pay the remaining costs.

**How do I receive the reimbursement?**

You will be required to pay for the training costs up front, and submit an invoice to CareerSource Polk for reimbursement of those costs for trainees that successfully complete training and attain their credential. Information required for reimbursement includes:

- A completed and signed invoice requesting reimbursement, an invoice template will be provided.
- A copy of the credential, certification or license attained.
- A copy of your invoice from the training vendor.
- Proof of payment to the training provider, i.e. a copy of the front and back of your cancelled check; or proof of credit card payment.

Note: CareerSource Polk will not be able to reimburse training costs for employees that do not complete the application process, are determined ineligible or otherwise do not complete the training/certification.