

## Guidelines for Business Training Online Requests

### **Training**

The WPWIB has approved funding to support business lead training initiatives.

### **Businesses**

Local businesses may apply for financial assistance to subsidized training for new and existing workers in one or all of the following three programs: On-the-Job Training (OJT), Customized Training (CT), and Business Sector Customized Training (BSCT). All applications must be submitted on line – [www.westchesterputnamonestop.com](http://www.westchesterputnamonestop.com).

### **On-the-Job Training (OJT)**

On-the-Job Training is training provided by an employer for a new hire/employee who is engaged in productive work while receiving training. THE WPWIB will reimburse up to 50% of the wage to compensate the employer for the cost of providing the training and additional supervision related to the training. OJT is limited in duration as appropriate to the occupation for which the new hire/employee is being trained, as well as the prior work experience of the new hire/employee.

### **WHO QUALIFIES?**

**Businesses:** Private sector, for-profit and not-for-profits

\*(Funds cannot be used to support OJT opportunities with public/government entities)

### **OJT REQUIREMENTS:**

- OJT must occur at a physical business location in New York State
- OJT must apply to a full time permanent employment job opportunity for (35 hours or more per week)(Consultants, per diem and/or seasonal opportunities not applicable).
- Position(s) must pay a minimum of \$10 per hour
- Employees cannot not be independent contractors or contracted employees
- OJT does not apply to seasonal positions or positions based on the addition of commission or tips to a sub-minimum wage base salary

### **ELIGIBLE PARTICIPANTS (New Hire/Employee):**

- Must be enrolled as a WIA Dislocated Worker Program with the Westchester One-Stop Employment Center
- Have a date of dislocation of January 1, 2008 or later
- Be long-term unemployed (unemployed for 27 weeks or more)
- No procurement is necessary

### **BENEFITS**

- Hire qualified workers
- Offsets business' cost of training
- Increases business' competitive edge
- Increases customer service delivery

- Increases efficiency and production

**AWARD:**

The maximum award is \$20,000.00 per business applicant

**Customized Training (CT)**

Customized Training relates to the introduction of new technology, product or services that an existing and/or new employee is required to learn in order to perform the job OR to upgrade to a new job that requires new skills, work place literacy or factors to be determined by the Westchester-Putnam Workforce Investment Board. Therefore, the Westchester-Putnam WIB will utilize local funds to provide businesses with funding that will offset the cost of training existing/incumbent workers and/or new employees. Customized Training may be based on an individual, or employer or a group of employers. Eligible businesses in the Westchester-Putnam Workforce Investment area may receive up to a maximum of 50% reimbursement of the cost for training identified employee(s).

**WHO QUALIFIES?**

**Businesses:** Private sector, for-profit and not-for profit.

\*(Funds cannot be used to support Customized Training opportunities for public/government entities)

**CUSTOMIZED TRAINING REQUIREMENTS:**

- Customized Training must occur at a physical business location in New York State
- Employer must pay no less than 50% of the cost of training
- Training may be based on an individual, employer or a group of employers
- Third party training providers must be procured as required by the Workforce Investment Act (WIA) and 29 CFR 97.36 or 29 CFR 95.40-48.

**ELIGIBLE PARTICIPANTS/WORKERS:**

- New employees and/or incumbent workers must meet WIA eligibility requirements
  - Employee's hourly wage cannot exceed \$25 per hour
- \*(Funds cannot be applied to seasonal, part-time, consultants or per diem staff.)

**BENEFITS:**

- Hire qualified workers and/or retain current employees
- Offsets business' cost of training
- Increases business' competitive edge
- Increases customer service delivery
- Increases efficiency and production

**AWARD:**

The maximum award is \$20,000.00 per business applicant

## **Business Sector Customized Training (BSCT)**

The industry-sector customized training a collaboration among three (3) or more businesses in the same and/or varied industries designed to meet/address the skill requirements for existing or newly hired employees of those participating employers. Training is usually provided in partnership with an education or industry training provider. Participating employers are required to contribute a minimum of 50% towards the total cost of a classroom training project. The employer contribution may be in the form of cash, wages of trainees while they are engaged in the classroom training, rental space or the employer's share of other training costs.

### **WHO QUALIFIES?**

**Businesses:** Private sector, for-profit and not-for-profit.

\*(Funds cannot be used to support Business Sector Customized Training opportunities with public/government entities.)

### **BUSINESS SECTOR CUSTOMIZED TRAINING REQUIREMENTS:**

- Business Sector Customized Training must occur at a physical business location in New York State
- Employer to pay/contribute no less than 50% of the cost of training
- Training must be tailored to the needs of at least three businesses in a sector
- One of the three businesses must be the lead agent for the application, administration of training, contractual and fiscal requirements.
- Third party training providers must be procured as required by the Workforce Investment Act (WIA) and 29 CFR 97.36 or 29 CFR 95.40-48.

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### **ELIGIBLE PARTICIPANTS/WORKERS:**

- Full-time existing employees and/or newly hired employees of participating businesses
  - New employees and existing employees must meet WIA eligibility requirements
  - Wage of participating employees cannot exceed 400% of the Federal Poverty Guidelines
- \*(Funds cannot be applied to seasonal, part-time, consultants or per diem staff.)

### **BENEFITS:**

- Hire qualified workers and/or retain current employees
- Offsets business' cost of training
- Increases business' competitive edge
- Increases customer service delivery
- Increases efficiency and production

### **AWARD:**

The maximum award is \$50,000.00 per business sector applicant (a group of 3 or more businesses)