



# Employer Application Instructions

## Customized Training (CT)

CareerSource Suncoast (CSS) provides participating employers training funds to offset up to 50% of the cost of training. Those employers benefit through increased productivity and employee retention, leading them to being able to compete more effectively in the global marketplace by retaining a skilled workforce.

This service is referred to as Customized Training (CT) which provides reimbursement grants for training. Employers may be for-profit, non-profit or governmental organization. The training must be designed to meet the specific requirements of an employer or group of employers with the commitment that the employer(s) hire an individual upon successful completion of the training. The target population for customized training includes adults and dislocated workers.

### **Employers Applying for Funding Must Meet the Following Conditions:**

- Employer may be for-profit, non-profit or governmental organization.
- Employer must be in operation in Sarasota and/or Manatee County for a minimum of one (1) year prior to the date of the application.
- Have at least one full-time employee, other than and not related to the owner.
- Employers that are considered related parties (e.g. member of CSS Board of Directors or subcommittee, employee's family member is a CSS employee, etc.) will require board approval prior to the signing of an agreement.

### **Individuals Eligible to Participate in Training Must Meet the Following Conditions:**

- Either employed by the participating employer/s prior to the training with an employer commitment to retain the employee upon successful completion of the training or offered to an unemployed individual with a commitment from the employer to hire the individual upon successful completion of the training.
- If employed they must be at least 18 years of age and earning less than the local self-sufficiency wage and be determined to be eligible by CSS.
- If unemployed they must be at least 18 years of age and be determined to be eligible by CSS as a low-income adult or dislocated worker.
- If employed, the employer shall submit specific information for each employee participating in the training which includes, but is not limited to trainees' names, social security numbers, dates of birth, wages, DD214, Form I-9, etc. If unemployed, the individual will submit information which includes, but is not limited to name, social security number, date of birth, income, etc.

### **Training Providers Must Meet the Following Conditions:**

- Employers can choose the training provider, subject to review by CSS.
- Training Provider must agree to submit invoice (if necessary) and required supporting documentation (certificates of completion, proof of payment from employer, etc.) upon completion of training.
- Training Providers that are considered related parties (e.g. member of CSS Board of Directors or subcommittee, employee's family member is a CSS employee, etc.) will require board approval of final contract prior to start of training.

An equal opportunity employer/program. 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.

**Funding Conditions:**

- Applications meeting **four or more** of the following criteria may be considered for training funding.
- Applications approved for Training funds will require the employer to sign agreement with CSS.
- The approved training cannot begin, or have taken place, prior to the final approval date of an agreement with CSS.
- CSS payment of training costs are restricted to trainees who meet Workforce Innovation and Opportunity Act (WIOA) eligibility requirements and are participating in WIOA at the time of the training.
- Employers can choose to pay the full training cost with a 50% reimbursement from CSS upon documentation of payment. Or, the employer can pay 50% of the training costs to the training provider, and upon documentation of payment CSS will directly pay the remaining 50%. In either case, CSS will only pay 50% of the training costs for trainees participating in WIOA and CSS payment will not exceed \$3,000 per trainee.
- Covered training related costs include training fees or tuition, curriculum development and textbooks and materials. Examples of things that are not covered by CSS include trainees' wages, travel and lodging costs, meals and purchase of capital equipment.

**Applications for Funding will be evaluated on these criteria:**

<b>1. Reasonable costs</b> Cost of training reflects reasonable expense for the type and duration of training
<b>2. The existence of other training and advancement opportunities provided by the employer</b>
<b>3. Wage and benefit levels of those employees</b> Wage and benefit at present and anticipated upon completion of the training
<b>4. Relation of the training to the competitiveness of a participant</b>
<b>5. Commitment that the employer(s) hire an individual upon successful completion of the training or retain employee</b>
<b>6. Employer has advancement opportunities</b>