



EMPLOYED WORKER TRAINING (EWT) Application Instructions and Rating Criteria – PY11/12

The purpose of the Employed Worker Training program is to provide training funds to offset up to 50% of the cost of training current employees. Suncoast Workforce allocates EWT funding each program year for short-term, customized training projects that have the intent of upgrading employees' skills, retaining jobs, advancing current employee wages, and creating new entry-level jobs.

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 six (6) months prior to the date of the application and be able to demonstrate fiscal solvency.
- 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 Board of Directors or subcommittee, employee's family member is a Suncoast Workforce employee, etc.) will require board approval of final contract prior to start of training.

Employees Eligible to Participate in Training Must Meet the Following Conditions:

- Employed by the participating employer for at least 90 days prior to the application date.
- Working full-time, at least 18 years of age and meets income eligibility requirements*.
- 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, Form I-9, DD214, etc.
- The employee will be required to complete a EWT Participant Eligibility Pre-Screening form. *This is used to determine eligibility based on family size and household income.

Information about Training Providers:

- Employers have the opportunity to choose the training provider, subject to review by Suncoast Workforce.
- Training Provider must agree to submit invoice and required supporting documentation (certificates of completion, proof of payment from employer, etc.) upon completion of training and within 30 days of training completion.
- Training Providers that are considered related parties (e.g. member of Board of Directors or subcommittee, employee's family member is a Suncoast Workforce employee, etc.) will require board approval of final contract prior to start of training.

Application Instructions:

- It is recommended that applications are submitted at least 30 days prior to the first day of training to allow timely review, related party approval (if required), final agreement negotiations, trainee eligibility validation, etc.
- Requests for additional information and questions may be submitted via email to Anthony Gagliano, Training Services Coordinator at: agagliano@suncoastworkforce.org.

Complete the application, print, sign and submit via email to: agagliano@suncoastworkforce.org

OR Mail to:

**Suncoast Workforce
Employed Worker Training Program Application
Attention: Anthony Gagliano
3660 N. Washington Blvd
Sarasota, FL 34234**



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Applications for EWT Funding will be evaluated on the Following Criteria:

<p>1. Reasonable costs</p> <ul style="list-style-type: none"> • Cost of training reflects reasonable expense for the type and duration of training
<p>2. Promotions and/or significant skills upgrades</p> <ul style="list-style-type: none"> • Training will enable employee(s) to increase current skill level and employee(s) may be eligible for promotions
<p>3. Increase in wages of trainees</p> <ul style="list-style-type: none"> • Training will result in an increase of employees' wages
<p>4. Targeted industry sector and/or occupation(s)</p> <ul style="list-style-type: none"> • The employer and/or occupation(s) are in one of the Targeted Industry Sectors (Health Care, Manufacturing, etc.)
<p>5. First-time applicant for Employed Worker Training funds</p> <ul style="list-style-type: none"> • Employer has never applied for EWT Funding <p align="center">OR</p> <p>Previous Employed Worker Training funding granted with successful outcomes</p> <ul style="list-style-type: none"> • Employer received EWT funding in Program Years 09-10 and/or 10-11 and demonstrated successful outcomes
<p>6. Listing of current and/or future open positions with Suncoast Workforce</p> <ul style="list-style-type: none"> • Training will open replacement jobs within the company and the Employer intends to utilize Suncoast Workforce to fill future open positions
<p>7. Employer is a women/minority owned business</p>
<p>8. Employer is located in an Enterprise or Redevelopment Zone</p>

Funding Conditions:

- Applications are reviewed as received
- Applications meeting five or more of the above criteria may be considered for EWT funding.
- Employer and Training Provider approved for EWT Training funds will each agree to and sign an Employed Worker Training Agreement with Suncoast Workforce.
- Training cannot begin prior to final approval date of the EWT Agreement.
- Employer will be responsible to pay a minimum of 50% of the total cost of training. Matching resources may be included in the employers match (i.e. wages paid to employees during training, etc.).
- Employees participating in training must meet Workforce Investment Act (WIA) eligibility requirements and complete a registration process at least two days, but not more than five days prior to the first day of training. Suncoast Workforce EWT Coordinator will conduct this session at the employer's location.
- Training must begin within 30 days of the final Agreement date, and within 5 days of the trainee registration/intake date.