

Mass Workforce Issuance

Workforce Issuance No. 13-47

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Nancy Snyder, President
Commonwealth Corporation

Date: August 26, 2013

Subject: **Workforce Training Fund Program Changes**

Purpose: To provide program updates to Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners regarding changes to the Workforce Training Fund Program.

Background: The [Workforce Training Fund Program](#) (WTFP) provides matching training grants, ranging from \$2,000 to \$250,000 to employers, groups of employers and labor organizations. Grants are for customized training to achieve outcomes as determined by the applicant. There are four types of grants within WTFP – Express Program Training Grant, General Program Training Grant, Technical Assistance Grant, and Hiring Incentive Training Grant (HITG), each with a set of employer eligibility criteria regarding size, training duration and available funding.

1. The WTFP Advisory Board voted to make the following changes to WTFP programs:
 - The Express Program Training Grant eligibility criteria have been broadened. Formerly, businesses and labor organizations with 50 or fewer employees were eligible to apply for training grants. Effective May 2013, organizations with **100** or fewer employees are eligible to apply.
 - An additional change to the HITG Program will be implemented in September 2013. Currently HITG requests cannot exceed \$2,000 per eligible new employee or \$30,000 per company. The Advisory Board has approved an increase to \$5,000 per eligible new employee and maximum of \$75,000 per company in a one year period. Applications are in the process of being updated; notification will be issued when this change takes effect.
 - The following new policy applies to General Program Training Grants and will be effective upon announcement in September: Adult Basic Education (ABE) and English for Speakers of Other Languages (ESOL) are priorities of the Workforce Training Fund. In support of these priorities, the Workforce Training Fund Advisory Board may consider waiving the requirement that 100% of time spent in training must be paid at the workers' regular rates. Such waivers may be considered when each of the following requirements has been met:
 - Training consists of Adult Basic Education (ABE) and/or English for Speakers of Other Languages (ESOL);
 - Trainee participation must be completely voluntary. No aspect of trainees' employment will be put at risk by participating. There will be no penalty or repercussion for participation or lack of participation;
 - At least 50% of time spent in ABE/ESOL training must be paid at a regular rate;
 - All other WTF requirements (e.g. eligibility, 1-to-1 match requirement, etc.) must be met; and
 - Additional monitoring, including participant interviews may take place.
2. Commonwealth Corporation has assumed responsibility for program administration for all new Workforce Training Fund grant applications and grant awards. Commonwealth Corporation and DCS staff are continuing to work together to ensure a seamless transition for prospective and current grantees.

Action

Required: Local areas working with businesses should be aware of the update to the Express Program Training Grant and the impending changes to the HITG and General Program Training Grants.

Inquiries: For more information contact Mike Corcoran at (617) 626-7112 or at MCorcoran@detma.org.