



EMPLOYEE TRAINING GRANT (Incumbent Worker Training)

ELIGIBILITY QUESTIONNAIRE INSTRUCTIONS

APPLICATION PROCESS

There is a two-step application process.

- Step One is the electronic submission of an **Eligibility Questionnaire Form**.
- Once the Workforce Investment Board of Will County staff confirms eligibility, Applicant will be notified to proceed submitting the program application.

Copies of the Eligibility Questionnaire can be downloaded from the Workforce Investment Board of Will County's website at www.willcountyworkforceboard.com or by calling (815) 727-5679.

The Eligibility Questionnaire provides the following information:

- Company name and address
- Contact person's name and contact information
- Federal Employment Identification Number (FEIN)
- Years in business in Will County
- Current number of full-time permanent employees at Will County location
- North American Industry Classification System Code (NAICS)
- Products manufactured and/or services provided
- Description of skill-related training proposed
- Number of employees to be trained. Employees have to be employed by participating employer for six (6) months or more to be eligible for training.
- Occupations of employees to be trained
- Name and address of training vendor or school
- Estimated cost of training (Up to \$19,500 total)

ELIGIBILITY REQUIREMENTS

All Eligibility Questionnaire forms must be submitted electronically. No handwritten questionnaires will be accepted. All requested information must be provided.

Eligibility Questionnaire forms should be emailed to:

Mary Gajcak, Business Liaison
Workforce Investment Board of Will County
116 N. Chicago Street, Suite 101
Joliet, IL 60432
(815) 727-5679
mgajcak@willcountyillinois.com