



# **EMPLOYEE TRAINING GRANT (Incumbent Worker Training)**

## **ELIGIBILITY QUESTIONNAIRE INSTRUCTIONS**

203 N. Ottawa Street, Suite 100 · Joliet, IL 60432 · (815) 727-5679  
[www.willcountyworkforceboard.com](http://www.willcountyworkforceboard.com)

## 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](http://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)  
(**Verify** eligibility on Targeted Industry List on Pages 3-4. The first three numbers of company NAICS must match one of the industries listed to be eligible.)
- 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  
203 N. Ottawa Street, Suite 100  
Joliet, IL 60432  
(815) 727-5679  
[mgajcak@willcountyillinois.com](mailto:mgajcak@willcountyillinois.com)

## Will County Targeted Industries

Healthcare and Social Assistance	
NAICS	Description
621	Ambulatory Health Care Services
622	Hospitals
623	Nursing and Residential Care Facilities
624	Social Assistance

Manufacturing	
NAICS	Description
311	Food Manufacturing
312	Beverage and Tobacco Product Manufacturing
321	Wood Product Manufacturing
322	Paper Manufacturing
323	Printing and Related Support Activities
324	Petroleum and Coal Products Manufacturing
325	Chemical Manufacturing
326	Plastics and Rubber Products Manufacturing
327	Nonmetallic Mineral Product Manufacturing
331	Primary Metal Manufacturing
332	Fabricated Metal Product Manufacturing
333	Machinery Manufacturing
334	Computer and Electronic Product Manufacturing
335	Electrical Equipment, Appliance, Component Manufacturing
336	Transportation Equipment Manufacturing
337	Furniture and Related Product Manufacturing

Transportation/Warehousing/Wholesale Trade	
NAICS	Description
423	Merchant Wholesalers, Durable Goods
424	Merchant Wholesalers, Nondurable Goods
425	Wholesale Electronic Markets and Agents and Brokers
482	Rail Transportation
484	Truck Transportation
485	Transit and Ground Passenger Transportation
488	Support Activities for Transportation
492	Couriers and Messengers
493	Warehousing and Storage

Professional/Scientific/Technical	
NAICS	Description
5411	Legal Services
5412	Accounting, Tax Preparation, Bookkeeping, Payroll Services
5413	Architectural, Engineering, and Related Services
5414	Specialized Design Services
5415	Computer Systems Design and Related Services
5416	Management, Scientific, and Technical Consulting Services
5418	Advertising, Public Relations, and Related Services
5419	Other Professional, Scientific, and Technical Services

Finance/Insurance	
NAICS	Description
522	Credit Intermediation and Related Activities
523	Securities, Commodity Contracts, and Other Financial Investments and Related Activities
524	Insurance Carriers and Related Activities

Information Technology (Industry/Occupation Hybrid)	
SOC	Description
11-3021	Computer and Information Systems Managers
15-1121	Computer Systems Analysts
15-1131	Computer Programmers
15-1132	Software Developers, Applications
15-1133	Software Developers, Systems Software
15-1134	Web Developers
15-1141	Database Administrators
15-1142	Network and Computer Systems Administrators
15-1143	Computer Network Architects
15-1151	Computer User Support Specialists
15-1152	Computer Network Support Specialists
15-1199	Computer Occupations, All Other