

## QUICK FACTS

### Employee Training Grant

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#### WHAT IS THE EMPLOYEE TRAINING GRANT PROGRAM?

- Incumbent Worker Training Funds available to a company to train its employees so the company is more efficient, productive and profitable
- Wages paid to employees in training count toward company's match
- Training not limited by list of pre-approved providers or classes
- Company decides type of training needed and which employees and occupations to train

#### COMPANY ELIGIBILITY

- Businesses only (not government or educational institutions)
- Must have at least one facility or office operating in Will County, and it is the employees of the Will County site that are eligible for training under this grant
- Any size company is eligible. Company size is determined by the number of full-time employees on your Will County payroll
- Companies in the following industry sectors:
  - Healthcare
  - Manufacturing
  - Professional/Financial/Information Technology Services
  - Transportation/Distribution/Logistics (TDL)Industry sector exceptions will be considered on a case by case basis.

#### COMPANY'S SHARE OF THE COST

Company match is based on the following percentages:

- 1-50 full-time employees = 10% company match
- 51-100 full-time employees = 25% company match
- 101 or more full-time employees = 50% company match

Wages you pay your employees while they are in training count toward your match. In many cases, those wages will be enough on their own for you to make your match.

#### ELIGIBLE TRAINING

- You decide what you need, what will help your employees get the job done better
- Not tied to any particular schools, trainers or courses
- Individual employees in different classes, or groups spending time on the job training at your own shop
- Tailored to your industry and company, or "off-the-shelf" educational program
- Non-eligible: no personal development, no self-paced learning, no "Outward Bound" or experiential training, no "off the shelf" computer software training, no safety or regulatory compliance training mandated for the workplace (i.e. OSHA)

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#### ELIGIBLE TRAINING SITES/EMPLOYEES/TRAINERS

- At your facility, in a school classroom, at a vendor's training facility or other specialty location as dictated by the type of training. It does not have to occur in Will County.
- Only full-time employees on your Will County payroll are eligible. Part-timers, seasonal help, temps and contract employees are not eligible. Employees have to be employed by participating employer for six (6) months or more to be eligible for training.
- Trainers can be contracted professional trainers, public or private schools, or a manufacturer's rep that can train on new equipment just purchased. The trainers do not have to be from Will County.

#### APPLYING FOR A GRANT

- You may apply any time. There are no application deadlines. Grants are available on a first-come-first-serve basis until funds are depleted.
- Companies may apply for up to \$19,500 total for employee trainings.
- Complete the Application form and electronically submit it to us.
- We will convene our review panel as needed to process applications as quickly as possible.
- You can download the fillable Application from our website: [www.willcountyworkforceboard.com](http://www.willcountyworkforceboard.com).

#### ONCE GRANT IS APPROVED AND CONTRACT EXECUTED

- Proceed with the training once all employee information is uploaded in the Illinois workNet Incumbent Worker Tracking System (IWTS) with assistance from Workforce Investment Board staff. Training should be completed within twelve (12) months of date of approval unless an exception is made to the length of training.
- When training is done, a final report is submitted on how many were trained, who they were and their occupations, and how the employees and company benefited.
- Apply for reimbursement. Submit paid receipts from schools or trainers, calculate total cost and your match, including how wages you paid the workers apply to your match, and submit all with a reimbursement form (available online).
- Your costs of administering the grant or training are not reimbursable. We cannot reimburse you for the wages you paid employees while in training, but remember, that cost is deductible from your match.