

Workforce Development Training Fund Guidelines

The directors of Idaho's Departments of Labor and Commerce have been given joint authority to make program guideline modifications when there is a compelling benefit to the state and community to do so.

Eligibility Requirements

1. The company must produce a product or service sold more than 50 percent outside the region where the business is located with exception of companies in the health care industry based on the "high wage/ high growth" concept. The director of the Idaho Department of Labor has the discretion to extend to other "high wage/ high growth" industries in cases where multiple job opportunities will benefit Idaho's economy.
2. Entry level wage must be no lower than \$12 per hour and includes a health benefit plan. "Health benefit plan" means any hospital or medical policy or certificate, any subscriber contract provided by a hospital or professional service corporation or managed care organization subscriber contract. Health benefit plan does not include policies or certificates of insurance for specific disease; hospital confinement; indemnity; accident-only; credit; dental; vision; Medicare supplement; long-term care or disability income insurance; student health benefits; only coverage issued as a supplemental to liability insurance; workers compensation or similar insurance; automobile medical payment insurance; or nonrenewable short-term coverage issues for a period of twelve (12) months or less.
3. Company is increasing its current workforce AND/OR retraining existing workers with skills necessary for specific economic opportunities and industrial expansion initiatives.
4. Company must be registered with the Secretary of State to do business in Idaho and be in "good standing."
5. Third party call centers do not qualify for WDTF funds, based on a policy set in 2003 to no longer award training fund dollars to call centers that are dependent on securing outsource contracts to maintain their business operation. This policy was established based on the unstable nature of the business operations and its impact on maintaining stable employment.
6. The quantitative funding model is used for determining eligibility and the amount of funding per job for new and retained jobs. This funding model is used after it is determined that the company meets the initial guidelines. The funding model uses the starting wage, which is unchanged at \$12 per hour, and other factors which have a direct correlation to the amount of funding per job for new or retained jobs. The other factors include economic impact, unemployment insurance tax rate, county unemployment rate, occupational concentration levels and the nature of training.

Contract Stipulations

7. The Idaho Workforce Development Council authorized the directors of Commerce and Labor to impose a claw back provision when they determine it is in the best interest of the fund. Currently there is a claw back requirement in all contracts that reads:

“Contractor (company) shall retain in full-time employment all trainees successfully completing the training program, provided such trainees are performing in accordance with contractor's company standards. Notwithstanding the foregoing, contractor shall not be obligated to retain employees in full-time employment after a period of one year from the date they completed the training program. Should contractor terminate an employee before the expiration of one year from the date the employee completed the training program for reasons unrelated to employee performance, then contractor shall not be in default of this contract but shall be obligated to repay to the department any training funds received for the terminated employee.”

8. Full-time New Hire Definition: Effective the date an employee is on Idaho's taxable payroll system and the employer is paying wages for full-time 40 hours/ week or 2080 hours/ year.
9. Temporary and contract positions do not qualify for training reimbursement.
10. Contractor (company) agrees to submit all new hires to the New Hire Report at <https://labor.idaho.gov/newhire>. Only Idaho taxable payroll employee training costs which are cross matched and verified on Idaho's Hire Report Data Base are eligible for reimbursement cost (excludes employee's wages during training).

Training Plan

11. Contractor (company) shall provide a list of all positions and average wage, along with individualized skill training plans as required by their job classifications. Training shall be provided to all identified employees and be completed before the expiration of the contract. The training plan should include the training vendor, training title, training description, skills attainment and cost. If the company provides internal training, the training must be a structured on-the-job training with a specific outline of the training curriculum, skills gained, expected outcomes and details on the effectiveness of the training.
12. No individual trainee cost can exceed 200 percent of the average amount as identified in the contract.

Reimbursements

13. Training reimbursements for contract expenditures will be made on a quarterly basis upon submission of training activities and cost, and shall include the following:

A list of the trainees' names and social security numbers.

Number of trainees placed in employment.

Trainee wages.

Actual training costs per trainee.

Training start date.

Training end date.

Employment status.