

What's the Process?

1. Call your local Department of Labor office to have your business and job opening pre-screened over the phone.
2. Complete our one-page worksheet to find out your reimbursement level.
3. Allow us to connect with your potential employee by phone to determine eligibility. A Department of Labor consultant will complete all the paperwork for the employee's enrollment. This must happen prior to the first day of work.
4. A local workforce consultant will complete a short worksite visit during the contract period.
5. Submit your invoice for payment.



Need More Information?

Contact your local Idaho Department of Labor office. An office directory can be found on our website, labor.idaho.gov/OfficeDirectory.



Idaho Department of Labor

Central Office
317 W. Main St.
Boise, ID 83735
(208) 332-3570

labor.idaho.gov/OfficeDirectory

The Idaho Department of Labor is an Equal Opportunity Employer and Service Provider. We are committed to providing employment services and programs and will not discriminate on the basis of race, color, national origin, religion, political affiliation or belief, sex, age or disability
October 2010

You Hire You Train We Pay



FUNDS ARE AVAILABLE TO HELP
IDAHO EMPLOYERS TRAIN
NEW EMPLOYEES

IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

Save a substantial amount of money in training costs



Training dollars available

Thinking of hiring a new employee? We just made it more affordable. Funds are available to help you hire and train a screened applicant.

With this training method, you plan, organize and conduct the training at your workplace. An “earn as you learn” model is a great benefit to your new employee, too.

Benefits to businesses

- Training costs are free to you
- Customized training, your way
- Simple process, minimal paperwork

Benefits to employees

- Practical hands on training
- Employment

About the program

Is every job seeker and local business eligible?

No, but you can find out right over the phone.

Can I choose who to hire or do you send me someone?

It's your choice. Send us someone to pre-screen for you, or ask who we might already have available to interview.

How long does it take to set up the contract?

Just a few business days depending on the employer/employee response time.

Who pays the employee during the training period?

You do. We help pay the training costs for the employee you've hired.

How is the reimbursement calculated?

Reimbursement is based on wage level and training difficulty as determined by the Department of Labor.

When do I receive the training reimbursement?

Submit an invoice to receive payment within approximately three weeks.

What else should I know?

The written contract **must** be established between the employer and the Department of Labor before the first day of work.

Qualifying job openings must be full time, non-seasonal, paying a minimum of \$10 per hour.

Find out if your business qualifies.
(208) 332-3570 ext. 3398

