

Workforce Development Training Fund

Eligibility Requirements and Application Instructions-Retention

Workforce Development Training Fund (WDTF) can be used to upgrade the skills of current fulltime employees who are at risk of permanent layoff. Employers will be required to document what is occurring in the marketplace and within their company which would require a layoff.

Eligibility Requirements:

In order to qualify, the following must be met:

1. Your company produces a product or service that is mainly sold (>51%) outside the region where your business is located; OR your company is in the Healthcare Industry
2. Position(s) being funded by the Workforce Development Training Fund pay a starting wage of at least \$12 per hour
3. Your company provides employer assisted medical benefits
4. Your company is retraining existing staff in order to avoid layoffs

Application Instructions

Company Background Information

1. **Describe the nature of the company's business, including the type of products and services provided:** Provide detailed information on the nature of your business, what the business does, and markets you serve.
2. **What employee benefits do you offer?** Provide detailed information on the nature of your business, what the business does, and markets you serve.
3. **Number of existing full-time employees:** How many full-time positions are currently available at the site. Do not include part-time, temporary or contract employees.

Business Retention

1. **What is creating the potential reduction in your workforce?** Provide detailed information on why the company might be facing layoffs, why employee training would alleviate the need for layoffs, and how training will make your company more competitive.
2. **How many full-time positions will be retained due to receiving training?** List the number of positions by job titles, corresponding wage of who will receive retraining to retain their position.

Training Description

1. **Proposed contract start date and end date.** Contracts are typically written for a 2 year period and start the month the application is submitted keeping in mind no training can be reimbursed that occurred prior to the contract start date.
2. **Please describe the job specific skill training you will be providing each position.** Provide detailed information on what training each position will receive.

3. **How will you use external or internal trainers?** Do you have onsite trainers that will provide the training? Will you use a vendor and/or local training provider? Please describe.
4. **Where will the training be delivered?** Will you send employees to classes/workshops either in the area or out of the local area? If out of the local area, what cities? Will it be onsite, in the town where the company is located?
5. **Please provide a detailed outline of training examples:** Show class costs, name of vendor, where training is located, travel costs, number of employees receiving training.

Examples of Training Detail:

In house training:

Welding Instruction for 5 workers

5 weeks of training x 40hrs a week x \$20.83 average trainer wage x 2 trainers = \$8,332

Out of area training:

Leadership Development, 2 day seminar located in Phoenix: \$7,500

a. 1295/person x 4 people= \$5180

b. Airfare= 1600

c. Lodging= 360

d. Meals= 360

Vendor training onsite

Lean Series Training provided by Idaho Tech Help onsite

8 participants, flat fee of \$1000/day for 4 days=\$4,000