



# TRAIN

FOR THE FUTURE OF  
YOUR BUSINESS



IDAHO  
DEPT. OF LABOR

# IDAHO WORKFORCE DEVELOPMENT TRAINING FUND

If your company is expanding, bringing new jobs to Idaho, or retraining existing employees at risk of permanent layoff, Idaho Workforce Development Training Funds may be available to help pay training costs.

## ELIGIBILITY REQUIREMENTS

### To qualify, your company must:

- Produce a product or service sold more than 50 percent outside the region where your business is located
- Pay a starting wage of \$12 an hour or more for new positions OR positions retained
- Provide employer assisted medical benefits
- Increase your current workforce OR retrain existing staff to avoid layoffs

## HOW TO APPLY

Applications and instructions are designed for a quick response and are available online at:

[labor.idaho.gov/wdtf](http://labor.idaho.gov/wdtf)

IDAHO  
DEPT. OF LABOR

C.L. "Butch" Otter, Governor  
Roger B. Madsen, Director

The Idaho Department of Labor is an equal opportunity employer and service provider.

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## FREQUENTLY ASKED QUESTIONS

### What type of training is eligible for reimbursement?

Any skills training your new or existing worker needs to be productive on the job is eligible for reimbursement. Examples include vendor-specific training for new systems or equipment, Lean Manufacturing, skills training provided by local colleges and in-house training on equipment and procedures.

### Can employee wages be reimbursed during training?

No, but your company's training staff wages can be reimbursed for hours spent providing training.

### Can any size company apply for this fund?

Yes, these funds are available to small and large companies.

### How long does a contract last?

Contracts are written for a one- to two-year time period.

**Details on the Workforce Development Training Fund, can be found at:**

[labor.idaho.gov/wdtf](http://labor.idaho.gov/wdtf)



To find a local business specialist near you, visit:

[labor.idaho.gov/business](http://labor.idaho.gov/business)

Publication costs are available from the Idaho Department of Labor in accordance with Section 60-202, Idaho Code.