

## EMPLOYER TRAINING GRANT 5.0

### What type of employers can apply for training reimbursement?

Indiana-based employers of any size are encouraged to apply, occupational skills training must directly correlate with middle skill, high-demand jobs in our 6 priority sectors, newly-trained employees could live outside Indiana but the company itself must be Indiana.

### What type of training is eligible?

Occupational skills training must directly correlate with middle skill, **high-demand jobs in our 6 priority sectors; HR training and job shadowing without structure does not qualify**; must be greater than 40 hours. Employer submits training plan to DWD prior to approval to verify it is: (1) occupational skills training and (2) aligns to one of the approved middle skills occupations. This occupation listing is found in the “About” tab on NextLevelJobs.org.

### What are the Employer Training Grant requirements?

- Employers may be reimbursed for training of up to \$5,000 for new or current employees; a wage increase is to result from training - no specific percentage or amount mandated at this time
- Reimbursement of up to \$50,000 per employer
- Eligible sectors: Advanced Manufacturing, Agriculture, IT & Business Services, Building & Construction, Health & Life Sciences, and Transportation & Logistics

### Where does my company apply?

Visit NextLevelJobs.org to complete a short online application. A member of the DWD Business Services team will follow-up within 2-3 business days.

### How are employers reimbursed?

Employers complete a valid W9 and Direct Deposit form **before** submitting an **Employer Training Reimbursement** invoice to their representative. Employers provide employee level data, including information about the newly trained employee, dates and type of training with data of hire. DWD matches this information against data collected in the agency’s new hire and wage record database to verify that requirements of the grant program were met, payment to the employer is net 35 days. On active agreements, one invoice should be submitted once all participating employees have reached 6 months retention from the start of training. This must be done within 14 days of agreement end date.

### How does the funding work for employers?

Employers can be reimbursed up to \$5,000 for newly trained employees up to \$50,000 in reimbursements per employer. Occupational skills training must directly correlate with middle skill, high-demand jobs in our six (6) priority sectors. All invoices must be submitted by **31 May 2022**. There are no restrictions to employers once reimbursements are received.

### What is the actual process for the Employer Training Grant?

**Employer Training Grant** is easy, simply complete the quick application to discuss your plans with the DWD team, supply the HR Job Description, salary range and training plan. DWD shares an agreement summarizing the details and employers train their employees. Midway through the training DWD shares a W9 and Direct Deposit Form for the employer to complete and return. After that, employers will receive the invoice to send to DWD upon completion and then payment to the employer is net 35 days.



Advanced  
Manufacturing



Building &  
Construction



Health &  
Life Sciences



IT & Business  
Services



Transportation &  
Logistics



Agriculture