

FREQUENTLY ASKED QUESTIONS

What is the Next Level Jobs Initiative?

Next Level Jobs—part of Governor Holcomb’s Next Level Indiana agenda—aims to equip working-age Hoosiers and Indiana employers with the training and skills they need to succeed in the 21st Century economy. Developed in partnership by the Governor, the Indiana Commission for Higher Education, and the Indiana Department of Workforce Development with support from the Indiana General Assembly, Next Level Jobs features two targeted grant programs: the **Workforce Ready Grant** program for working-age Hoosiers and the **Employer Training Grant** program for Indiana employers.

EMPLOYER TRAINING GRANT

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 in 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?

- Companies may be reimbursed for training costs of up to \$5,000 for newly trained employees that are trained, hired, and retained for 6 months; employees must see a wage gain from the start of training to the completion of training.
- Reimbursement of up to \$50,000 per employer
- Eligible sectors: Advanced Manufacturing, Agriculture, IT & Business Services, Building & Construction, Health & Life Sciences, and Transportation & Logistics
- Must be job skills training that ties to an in-demand occupation; HR training and informal job shadowing do not qualify

Where does my company apply?

Visit **NextLevelJobs.org** to complete a short online application. A representative from the Indiana Department of Workforce Development will follow-up within 2-3 business days.

NextLevelJobs.org



Advanced
Manufacturing



Building &
Construction



IT & Business
Services



Health &
Life Sciences



Transportation
& Logistics

How are employers reimbursed?

Employers complete a valid W9 and Direct Deposit form before submitting an **Employer Training Grant** invoice to their representative. Employers provide employee level data, including information about the newly trained employee, dates and type of training; date of hire; and the 6 month retention period. DWD will match 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.

How does the funding work for employers?

Employers can be reimbursed up to \$5,000 for newly trained employees that are trained, hired and retained for at least six (6) months for 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. Current deadline to invoice on Active agreements is 6/30/2019.

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 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.

Are there restrictions when reimbursement is received?

There are none, employers have already invested money training in Indiana, the **Employer Training Grant** simply reimburses employers.

