



Provides your business the opportunity to update the skills of one or more of your employees, and to offset a portion of the cost of that training.

Up to 50% of the cost of training for eligible employees may be available for reimbursement.

Step 1: We Need to Do Our Due Diligence

If your business has never worked with CSSWFNY, we need to complete a due diligence process before we can enter into an agreement. This process is renewed with future contracts every 90 days.

Your business will need to complete 2 forms, (Responsibility Questionnaire and Standard Grant Pre-Award agreement) and send to the CSSWFNY Business Services Partner. The Business partner will then submit the forms to NYSDOL. If your business is “found responsible” by NYSDOL we can enter into an agreement.

While waiting for the due diligence process:

Step 2: Tell Us Why You Need Help

Provide Summary Needs Request (basically a cover letter for why these particular employees require this training- see template) Include the elements of our discussion in which the desire to “retain current employment” and “develop skills to support future growth” are important variables in your desire to increase the incumbent workers’ skill set.

The Training Impact must fall within one of the following categories:

- Introduction of new technology
- Introduction to new production or services procedures
- Upgrading to new jobs that require additional skills
- Workplace Literacy

Step 3: Tell Us How You Want to Accomplish Your Goal

Provide the training information; Training Provider, Type of training, brief description of curriculum/skills increase, dates of training, hours of training, cost of training per participant. **(Invoice from training provider is helpful for this step)**

Step 4: Tell Us Who You Want to Train

Have each eligible person complete a “IEP” and “ES102 Sup. Quest” (intake package). Provide a **copy of driver’s license**.

Eligibility:

- Must earn less than \$35.00/hour
- If male born after Dec 31, 1959 registered with selective service
- Registered in the OSOS data base. (If an individual has collected unemployment or utilized our One Stop Career Centers at some point in their history, they are more than likely registered)
- If not, we can have the potential trainee fill out a redacted registration form and enter their information into the Department of Labor OSOS system to make them eligible participants.

Step 5: We Will Generate the Agreement

Return all intake packages for a contract to be generated. The contract will be sent via Adobe for signature and all parties must sign prior to the start of the training.

Step 6: Tell Us How It Went

Upon completion, CSSWFNY will require:

- Invoice from the training provider**
- Copy of Payment to Training Provider**
- Completion Certificates for all eligible trainees**

Step 7: We Will Send You a Check

A check for reimbursement as per the contract will be distributed once the Reimbursement Voucher is completed and signed by the Business, the Business Services Partner and the CSSWFNY Executive Director.