

U.S. Dept. of Labor TechHire Grant ITXpress Program FAQ



1. Q. How does the ITXpress program help my business?

A. Qualified businesses are eligible to receive up to **\$5,200** per employee to reimburse the business for costs of training a new hire who is a participant in the ITXpress young adult program. Please contact an ITX representative PRIOR to an employment offer. The grant also offers Incumbent Worker Training: up to **\$2,000** per employee, to reimburse for training that upskills your **current** employees, of any age.

2. Q. What is the TechHire grant?

A. The Northwest Regional Workforce Investment Board received a highly competitive **\$4,000,000** TechHire grant from the U.S. Dept. of Labor. The South Central workforce board (Workforce Alliance) is a partner. ITXpress is the name of Connecticut's local program. This grant funds Information Technology training and career support for both unemployed young adults and for incumbent front-line workers who need additional credentials in order to advance in their careers.

3. Q. Does the ITXpress Program assist businesses that are outside the Northwest or South Central Regions?

A. No. ITXpress assists job seekers and businesses throughout Connecticut.

4. Q. Is there a fee for these services and benefits?

A. No. Businesses and job seekers never pay a fee to Connecticut's workforce investment boards.

5. Q. How many businesses will be served over the life of the grant?

A. There is no set number. There are budgetary and time restrictions however, and the grant ends in 2020.

6. Q. How many young adult job seekers and incumbent workers will be served by the grant?

A. Funds have been set aside for support and I. T. training of about 300 young adults who are unemployed and out of school. In addition, about 100 incumbent workers will be served.

7. Q. Does ITXpress pay the business in advance?

A. No. Payments are made as reimbursements.

8. Q. What exactly is Incumbent Worker Training (IWT)?

A. It is a training program for your current employees who need additional skills or credentials in order to advance. Up to \$2,000 per worker. Workers must, by the way, be employees, not independent contractors. W-2, not 1099. The expectation is that 85% of IWT employees will be promoted, thus potentially opening up vacancies for our Young Adult program participants.

9. Q. Are there any requirements for businesses that want to apply for ITXpress reimbursement funds?

A. The business cannot be:

- In arrears with federal taxes or Unemployment Insurance premium payments in violation of OSHA regulations
- Having difficulty meeting payroll or financially dependent upon anticipated grant reimbursements
- Planning to replace current workers with OJT workers shrinking or stagnant. (ITXpress employee training makes sense only for businesses that are planning to expand and hire.)

10. Q. My company has a job applicant (under 30 years of age) who would benefit from On-the-Job Training in the Information Technology field. Should we hire her, and then later apply for OJT reimbursement funds?

A. No. The job applicant must first be admitted to the ITXpress Program as a young adult participant. The process is quick and simple. We encourage these 'reverse referrals' from businesses.

11. Q. What is the difference between Incumbent Worker Training, On-the-Job Training, and Subsidized Work Experience?

A. Incumbent worker training is for workers –W2 not 1099 - already employed by a business. Usually lower level staff who need upskilling in order for them and the business to be competitive. Reimbursement up to \$2000 per worker. On-the Job Training is for ITXpress Program young adult participants who have aptitude and some skills, but need additional training and skills. OJT funding compensates the business for the costs involved in training the new hire. Reimbursement up to \$5,200 per trainee. The business is expected to hire the participant at the completion of the OJT period. Workers must, by the way, be employees not independent contractors. W-2, not 1099.

Subsidized Work Experience involves paid interns who are supervised and trained by the business but are on the payroll of the workforce board. The business does not make a commitment to hire the intern at the conclusion of training.

12. Q. What do Incumbent Worker Training, On-the-Job Training, and Subsidized Work Experience have in common.

A. All three require that:

- The business submits a training plan.
- The training and employment is focused upon Information Technology skills
- The training and reimbursement arrangements will comply with provisions of the federal Workforce Innovation and Opportunities Act. (ITXpress Program staff will provide details and assistance.)

13. Q. Who do I contact for information and assistance?

A. Angelo SantaMaria, Career Navigator

203-574-6971 ext. 465

angelo.santamaria@nrwib.org

Jim Amis, Project Manager

203-574-6971 ext. 441

james.amis@nrwib.org

Matt Reid, Career Navigator

(New Haven-Middletown area)

203.867.4030 ext. 287

mreid@workforcealliance.biz

14. Q. What are the responsibilities of the business throughout the trainee's On-the-Job Training?

A. Participation in this program, involves entering into a contract with the workforce board. A copy is available upon request. The business is responsible for designing a Training Plan, submitting reports on the trainee's progress, and invoices for reimbursement. The workforce boards are required to comply with provisions of the grant and with the relevant provisions of the federal Workforce Innovation and Opportunity Act. ITXpress staff is available to assist throughout the process.

15. Q. Does the TechHire grant require the ITXpress Program to gather and report information about the trainee to the U. S. Dept. of Labor?

A. Yes, the program is required by the USDOL to gather information about the trainee's progress, earnings, promotions, and other details. Personal information is strictly confidential and protected through compliance with stringent federal regulations. The purpose of our reporting information to the U.S. Dept. of Labor is to assure the USDOL that the grantee complied with federal regulations and grant obligations. Further, the USDOL uses the information to evaluate the usefulness and impact of the grant, and to assess what worked and what didn't.