

Workforce Training Fund Program

Training Grant Opportunities for Massachusetts Businesses

Kristen Rayne

**Outreach Manager, Workforce Training Fund
Program**

Commonwealth Corporation

2 Oliver Street - 5th Floor

Boston, Massachusetts 02109

www.commcorp.org

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**THE COMMONWEALTH OF MASSACHUSETTS
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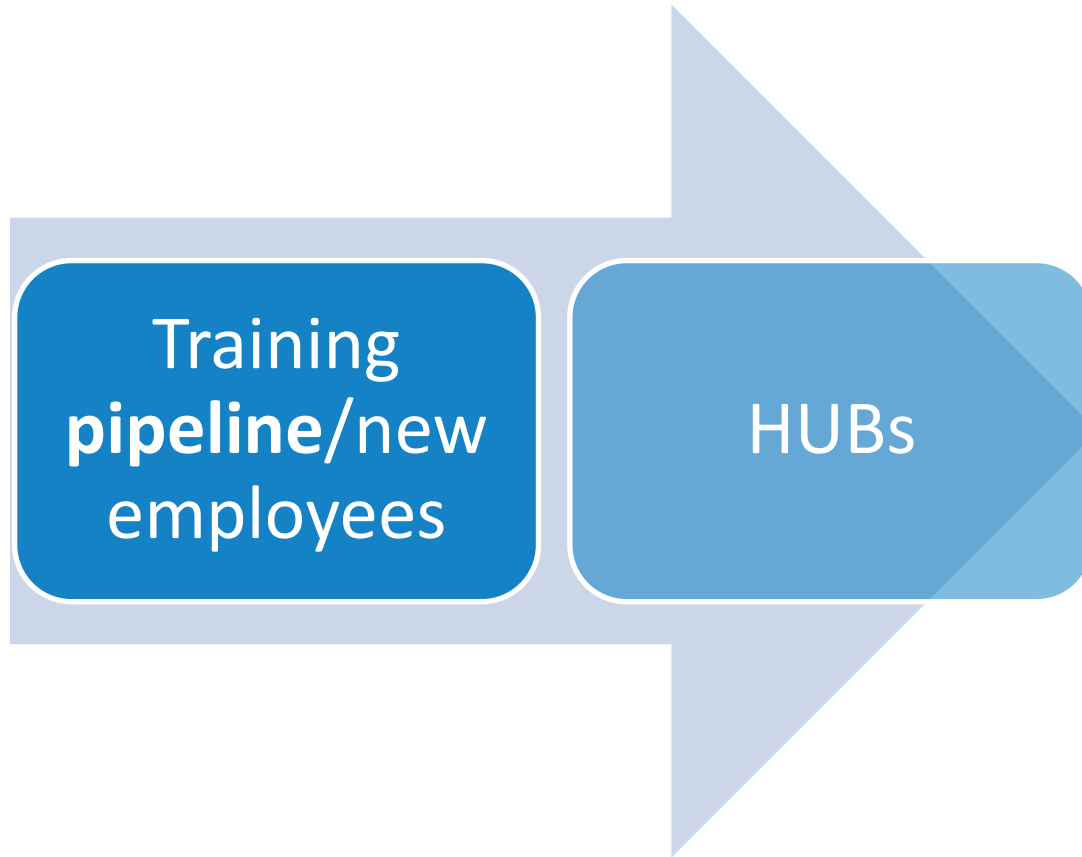
**WORKFORCE
TRAINING FUND**

Knowledge is Power

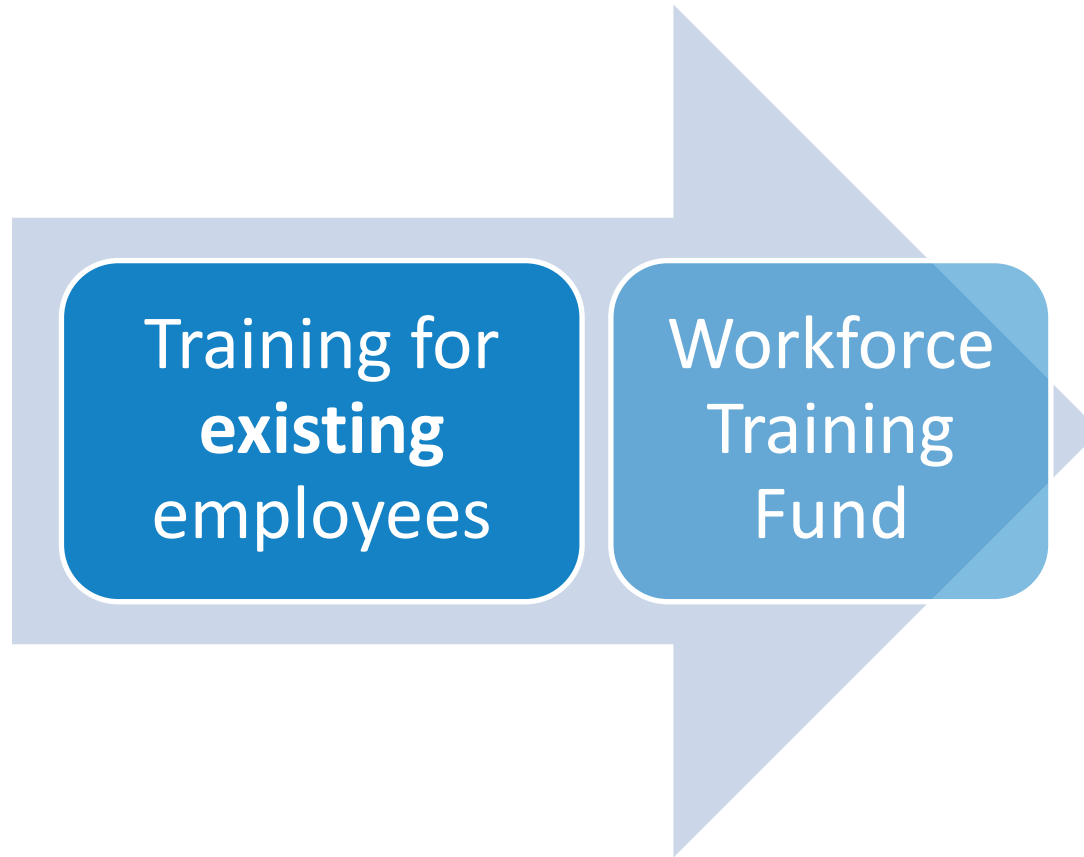
Whether you need the Workforce Training Fund *now, or in the future*, just knowing about the program gives you a competitive advantage...



Workforce Training resources:



Workforce Training resources:



Workforce Training Fund Program (WTFP)

- Gives Massachusetts employers the \$\$ resources to **invest** in workforce, **improve** employee skills, and **maintain** the economic strength and viability of the Commonwealth's businesses.
- FY 2020 the WTFP approved **\$20+ million** to over **700+** businesses to train more than **16,000+** workers
- Paid by MA employers through surcharge on Unemployment Insurance



Eligibility Requirements

- Employees must be paid regular wages during training
- All trainees must be W2 payroll employees
- Applicants **must** contribute to the fund via Unemployment Insurance (UI):

Eligible

- All for-profit companies
- **Non-profits who make regular, quarterly UI payments using a 'contributory method'**

Not Eligible

- Federal, State, or municipal government
- **Non-profits who make UI payments using the 'reimbursable method' (i.e. self-insured)**

WTFP Programs: snapshot

Express Program

- **Business of any size**
- **50%** reimbursement for 'off the shelf' training
- Individual or group training

Small Business Direct Access Program

- **Small businesses only** (w/ 100 or fewer MA employees)
- **Free** training in set list of pre-approved courses
- Good for any one-off needs

General Program

- **Business of any size**
- Up to \$250,000 for two-year, customized training plans
- Requires 1:1 matching funds (wages and benefits count)

Express Program

- Available to businesses of **any size**
- Choose course from Express Course Directory
 - Training providers can add courses to the Directory, i.e. Community College, Providers Council, Community Based Organizations...
- Grants pays 50% of total costs
 - Up to \$3K per person, per course
 - Up to \$30K per year, per company

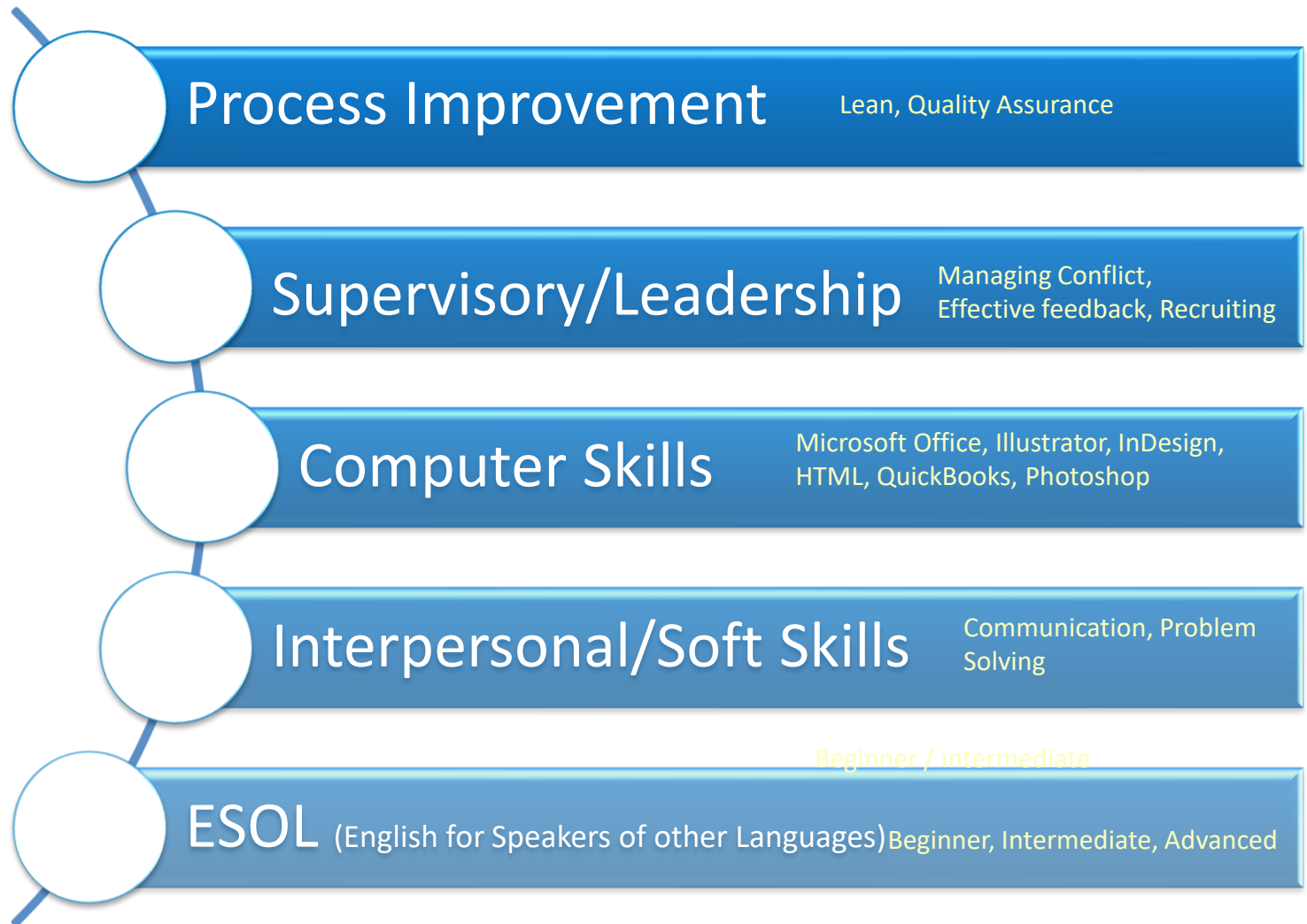
Express Program-*examples*

- Customer Service
- Business writing, Technical writing
- Supervisory Skills, Leadership
- Food Service & Nutritional fundamentals
- Cultural Competency
- Software Training (Microsoft Office, Excel)
- Training for Professional Certification:
 - Substance Abuse Counselor (CSAC)
 - Human Resources Management (SHRM)
 - Certified Nursing Assistant (CNA)
 - Medical Assistant Certificate

Small Business Direct Access Program

- Available to businesses w/ 100 or fewer MA employees
- Provides free access to pre-approved courses on most popular training topics
- Grants have been awarded to training providers themselves to cover all training fees
- There are 23 training providers to choose from (*trainers/topics cannot be added*)

Small Business Direct Access Topics



<http://workforcetrainingfund.org/programs/direct-access-program/>

General Program

- Business of any size may receive grants **up to \$250,000** to deliver customized training to incumbent employees.
- Companies **must** match grant funds \$1-to-\$1 with training-related expenses
 - wages & benefits paid to employees during training counts towards the match
 - Policy change re: ESOL—doesn't have to meet 1:1
- Training may last up to 2 years.

Consortiums

- **General** grants may be awarded to a *consortium* of multiple companies w/ similar training needs.
- Consortiums may be led by:
 - individual companies
 - labor organizations
 - MassHire workforce boards 
 - community colleges
 - chambers of commerce
 - industry associations

or

some qualified convening body to handle administration of the grant

General Program Application



Objective:



We need to **upgrade the skill level** of our certified nursing assistants to meet the needs of working in an **acute care setting**. The state requirements focus on the long-term care environment **resulting in a skills gap** for CNAs working in acute care. The training we propose will support CNAs to **upgrade their skills, strengthen the support they offer to nursing and medical staff, and improve the overall patient experience.**

Training:



Combination of classroom and clinical practice to prepare CNAs to work in the hospital acute care environment:

Courses:

- Roles and responsibility for acute care Nursing Assistants
- Communication
- Infection Control
- Body Mechanics
- Oxygenation
- Interpersonal Skills

Success Metrics :



- Improve CNA retention rates; reduce turnover from X% to Y%
- Have higher levels of patient satisfaction measured by X% fewer complaints
- A 10% increase of CNA effectiveness as reported by nursing staff in pre/post training surveys
- Implement 5% wage increase for trainees

Contact Information

www.WorkforceTrainingFund.org

Kristen Rayne

Outreach Manager, Workforce Training Fund Program

(617) 717-6915

krayne@commcorp.org



wtfp@commcorp.org

@MassWTFP

THANK YOU