



MISSOURI CUSTOMIZED TRAINING PROGRAM

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT • DIVISION OF WORKFORCE DEVELOPMENT

PURPOSE

The program provides assistance to eligible Missouri businesses to reduce training costs and improve productivity.

AUTHORIZATION

Sections 620.470 to 620.480, RSMo (2004)
Regulations: 4 CSR 195-2.010 to 2.030

ELIGIBLE AREAS

An eligible project may be located anywhere within the state of Missouri.

ELIGIBLE APPLICANTS

Individual businesses creating net new jobs in the state or retaining existing jobs in Missouri as a result of a substantial capital investment.

ELIGIBILITY CRITERIA

The company must be:

- creating new jobs in the state above their peak employment level in the past year; or
- retraining existing employees as a result of a substantial new capital investment.

Other eligibility criteria may apply, such as types of jobs, type of industry and wage rates.

PROGRAM BENEFITS/ELIGIBLE USES

Customized Training is available for businesses to help train their workers through skill training. Skill training may take place in a classroom setting, at the business facility or at one of more than 80 educational facilities throughout Missouri.

This program is administered by the Missouri Department of Economic Development's Division of Workforce Development, in cooperation with the Department of Elementary and Secondary Education. Local educational agencies implement the program locally. Training may include technical or soft skills. Instruction may be provided by local educational agencies, vendor trainers or employees of the business involved. Training assistance may be available for training costs such as curriculum development, instructional salaries, and training materials. The company should consult with the customized training staff or the local educational agency to determine appropriate eligible training costs.

FUNDING LIMITS

Funding for this program is contingent on the availability of funds.

APPLICATION/APPROVAL PROCEDURE

To be determined eligible for training assistance, the business must submit an "Employer Request for Training" application 30 days prior to hiring or incurring training costs. The appropriate local educational agency will assist with preparing and

submitting the "Employer Request for Training" application on behalf of the business.

Local educational agency contacts may be obtained through the Division of Workforce Development's Customized Training Unit at (800) 877-8698 or e-mail at: wfdcusto@ded.mo.gov.

REPORTING REQUIREMENTS

The local educational agency will assist the company in documenting and submitting all reporting requirements for this program.

SPECIAL PROGRAM REQUIREMENTS

Only Missouri residents who are full-time, permanent employees are eligible for this program. Full-time jobs are defined as those jobs averaging 35 hours per week or more. Funding is not available for contract or temporary employees. In addition, certain industries and occupations are not eligible for training assistance. Wage requirements must also be met to qualify for assistance.

If the company or its other Missouri sites have workers on active layoff, eligibility may be affected.

If applicable, union consultation is required.

This program is subject to "clawback" legislation. If any jobs for which training assistance has been received are moved out of Missouri or eliminated within five years of the date the project is approved, the company may be responsible for repayment of all training assistance received through the program. The Director of the Department of Economic Development has the authority and discretion to determine any exemptions from the repayment requirement.

Any proposed amount is an estimate based on the assumptions provided by the company. Any variation in the actual salaries or number of jobs created could affect the proposed amount and possibly invalidate the proposal. This summary is for guidance only and does not state the complete program requirements

CONTACT

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