

SUSQUEHANNA WORKS

WHAT IS SUSQUEHANNA WORKS?

Susquehanna Works is a training grant program that supports employer strategies by upgrading the skills of incumbent workers.

OUTCOMES & BENEFITS

- Regional employees become more productive, profitable, and competitive.
- Employment stability for workers with upgraded skills.
- Career growth and increased wages for workers through training in transferable skills or an industry wide recognized certification or credential program.

Development of promotional tracks and workforce growth within existing businesses

ELIGIBILITY/CRITERIA

- The business must be headquartered or have at least one permanent physical location in Cecil/Harford County.
- Small Business Enterprises employing (50 or less) employees.
- Funds awarded to the business applicants must be expended on workers in Cecil/Harford County.
- Eligible trainees must be a full-time employee with benefits.
- A cap of \$1,000 is in place per trainee for training on or before June 15, 2014.
- There is an annual funding cap of \$2,500 per EMPLOYER.

TRAINING REQUIREMENTS AND USE OF FUNDS

- Training activities must be specific to the job, increase skill levels of existing workers and relate to the strategic goals and objectives of the company. The business must pay the actual training costs and maybe eligible for reimbursement of up to 50%.
- Allowable training costs
 - Classroom, online and onsite contract based training, including training designed to meet the specific requirements of a business
 - Instruction provided by consultants
 - Books and training materials
 - Initial proficiency testing for approved training (ie: certification exam).
- Non-allowable training costs include: transportation, lodging, meals, equipment purchases, capital costs, and payment of employee wages.

- Susquehanna Works funds may not be used for introductory classes, safety or first aid training.
- Training is primarily short term training. Training not to exceed (6) months and must be completed by 6/15/14.
- Full time employees making more than \$80,000 per year are not eligible.

REVIEW AND APPROVAL PROCESS

- The application should be completed at least two weeks prior to the start of training.
- Approval must be obtained before training begins. Proposals seeking retroactive funding will not be approved.

REIMBURSEMENT REQUIREMENTS

- Proof of successful completion of the approved training, for each trainee (certificate, grade, credential, etc.).
- Proof of payment by the employer for the approved training and/or books (copy of check, credit card receipt, copy of vendor invoice, etc.).
- Required documents must be submitted within (45) days of completion of training.
- If required documentation is not submitted within (45) days of completion of training, agreement can be voided.

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