

**Financial Assistance for Short-Term Training  
Policy – Approved ~~July 15, 2020~~ <new date>**

**Goals of the Idaho Workforce Development Training Fund (WDTF) Grant Programs:**

- Increase the economic mobility of Idahoans through training that leads to wage gains and retention.
- Provide timely assistance to businesses while shifting focus to broader talent pipeline development strategies that serve multiple employers.
- Support growth of the economy by assisting employers with job creation and integration of technology, specifically through the development of skills in their existing and/or new employees.
- Provide a return on investment to Idahoans as evidenced by increased wages, job creation, capital investment, retention of Idaho’s workforce, credential attainment and/or customer satisfaction (employer and trainee).
- Promote innovation in talent development.
- Encourage replication of best practices in talent pipeline development.

**Individual Eligibility**

Individuals who are seeking employment in high-demand occupations that align to Idaho employers’ needs. Individuals must intend to work in Idaho – the financial assistance may be required to be repaid if employed outside of the state within 1 year after completing training. Individuals may only utilize the program once in their lifetime.

**Training Programs**

The Workforce Development Council Policy Committee updates a list of approved training programs annually. Individuals may not request that programs be added to the list; however, employers may petition for new programs to be added by submitting a request to the Policy Committee.

**Amount & Availability of Funding**

The Workforce Development Council approves an annual allocation of Workforce Development Training Funds to the program. Funds are distributed on a first come, first served basis.

Financial assistance is provided for 75% of the cost of the program, up to \$2,000, whichever is less, unless one of the circumstances below apply.

1. Individuals whose income is less than 200% of the federal poverty level, for their family size, may qualify for up to 90% of the program cost, up to \$2,000, based on a sliding scale:

Annual Household Income (for their family size)	Percentage of Program Cost
Under 149% FPL	90%
Between 150-174% FPL	85%
Between 175-199% FPL	80%

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Above 200% FPL	75%
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2. The training program is available through a license agreement from the vendor at a fixed cost and includes access to a full library of courses for a defined period of time.

3. The training program is related instruction for **registered apprenticeship or commercial drivers** licensing training, in which case the maximum is 75% of the cost of the program or \$5,000, whichever is less.

**Commented [WS1]:** The way to handle multiple years of related instruction would be to include it on the approved voucher. They would still be limited to the 75% or \$5,000.

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### Repayment Requirement

Upon completion of training, it is expected that the individual will become employed in Idaho. As used in this section, the term "employed in Idaho" means the individual, during the taxable year for which the assistance is provided, is subject to Idaho income tax withholding, whether or not any amounts are required to be withheld, and who is covered by the employer for unemployment insurance purposes under chapter 13, title 72, Idaho Code. Wage records will be reviewed one year following completion of training to verify employment in Idaho. If the individual has left the state, or is living in Idaho and working out of state, the financial assistance provided to offset training cost may be required to be repaid.

Note – if the individual works remotely for an out-of-state employer, this provision shall not apply. In addition, if the individual works for a multi-state employer that has a presence in Idaho and the individual moves at the request of the employer, this provision shall not apply.

### Applying for Funds

Individuals shall apply for financial assistance for approved training programs through the Idaho Department of Labor. These funds are designed to be last-dollar assistance when other forms of financial assistance, including scholarships, are not available. Individuals will need to provide the requested information to IDOL staff and a determination will be made on the readiness of the individual and amount of assistance available. If the individual accepts the financial assistance, they will:

- sign an agreement with the Workforce Development Council stipulating that the individual may be required to repay the assistance if the conditions in this policy are not met, and
- be provided with a voucher for the training program.

Funds shall not be disbursed directly to individuals and will only cover the amount of tuition/fees as determined by IDOL staff.