# Ohio Incumbent Workforce Training Voucher Program

Ohio | Development Services Agency

Ohio MEANS Jobs .com

**John R. Kasich**, Governor

**David Goodman**, Director

## Purpose

A robust, motivated, well-educated, and highly trained workforce is critical for the retention and expansion of all businesses in Ohio. In their efforts to improve their economic competitiveness, employers must find ways to consistently upgrade the skills of their workforce through educational and training opportunities. To this end, the Ohio Incumbent Workforce Training Voucher Program will fill a gap in current workforce development programs by providing needed training dollars to Ohio's incumbent workforce through a unique public-private partnership. The ultimate goal of this program is twofold: allow employers to retain and grow their existing Ohio workforce and create a statewide workforce that can meet the present and future demands in an ever changing economy.

## How it works

This employer-driven program is targeted to provide direct financial assistance to train workers and improve the economic competitiveness of Ohio's employers. The program is designed to offset a portion of the employer's costs to upgrade the skills of its incumbent workforce and will provide reimbursement to eligible employers for specific training costs accrued during training. The program's funding will be used in conjunction with private contribution to fund skill-upgrade training. Eligible employers must demonstrate that by receiving funding assistance through the Ohio Incumbent Workforce Training Voucher Program their business will not only obtain a skilled workforce but will improve their company processes and competitiveness.

### Employee

- The program provides a reimbursement, up to $4,000 per employee per fiscal year, against qualified training costs.
- The employer will be reimbursed for up to 50 percent of the cost of the training after:
  1) The employer pays the full cost of the training, and
  2) The employee successfully completes the training.
- The $4,000 can be utilized in a single training or amassed over several trainings in the fiscal year.

### Employer

- Eligible employers will be capped at the amount of voucher funding they will be eligible to receive in a fiscal year, with the maximum totaling $250,000.
- All reimbursements issued to an employer during the fiscal year, aggregated throughout all of its state of Ohio locations, will be included in this calculation.
- Once this threshold has been met, the Ohio Development Services Agency will not approve any additional applications from either the employer or employee for that fiscal year.

Ohio

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services

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## Eligible Entities

### Employer

An eligible employer must be a for-profit entity in a state-designated target industry with a facility located in Ohio that has been in continuous operation for the 12 months immediately prior to the application submittal. The targeted industries are:

- Advanced Manufacturing
- Aerospace and Aviation
- Automotive
- Back Office
- BioHealth
- Corporate Headquarters
- Energy
- Financial Services
- Food Processing
- Information Technology and Services
- Logistics
- Polymers and Chemicals
- Research and Development

### Employee

An eligible individual must be directly employed by the company at a facility located within Ohio and meet all of the following requirements:

- Employed in any of the following business functions: production, back office operations, information technology, logistics, or research and development.
- Earning an hourly wage of at least 150 percent of the federal minimum wage ($10.88 as of January 1, 2012) plus benefits;
- An Ohio resident;
- At least 18 years of age; and
- Working at least 25 hours per week.

## Training Qualifications

The following training is eligible for reimbursement:

- Classes, either non-credit or credit, at an accredited education institution;
- Training that leads to an industry recognized certificate;
- Training provided in conjunction with the purchase of a new piece of equipment;
- Upgrading of computer skills (e.g. Excel, Access);
- Training for the ICD-10-CM/PCS diagnostics classification system (regardless of whether the employee works for a for-profit or non-profit employer);
- Training from a national, regional, or state trade association that offers an independently certified training curriculum and testing; and
- Training for improved process efficiency (e.g. ISO-9000, Six Sigma or Lean Manufacturing).

## How to apply

1. The employer/employee determines a need in an employee's workforce skill set and identifies a training opportunity to advance the employee's workforce skills.
2. The employer or employee (with the employer's approval) completes the online application at least 30 days, but not more than six months, prior to the start date of the training.
3. The on-line application can be found on the Ohio Means Jobs website at the following link: **OhioMeansJobs.com/omj/employer/home.do**
4. Staff at the Development Services Agency receive and review the application for employer, employee, and training eligibility.
5. If the application meets the program requirements, the process to include the employee and training into a voucher agreement between the Development Services Agency and the employer will begin.

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**For additional program information, please contact:**

**Office of Strategic Business Investments**
77 South High Street, 28th Floor
Columbus, Ohio 43215
Phone: (614) 466-2317 or (800) 848-1300
Email: IncumbentWorkforce@development.ohio.gov