

ALABAMA WORKFORCE STABILIZATION PROGRAM

ALABAMAWORKS EMPLOYER TRAINING ASSISTANCE REQUEST

If you have questions regarding completion of this application, please speak with your regional representative.



Application Date _____ Company Name, Address _____

Parent Company Name, Address _____ County _____ FEIN _____

Company Contact Name _____ Email _____

Office Number _____ Cell Number _____ Company Website _____

Description/Type of Business _____

Number Full-Time Employees _____

Company wage for Occupational Title(s) is \$12.00 per hour or more: YES NO

**Minimum required wage paid to an employee must be \$12 per hour or more. Wages cannot be averaged. Wages and benefits cannot be combined.

Company Provides Benefits: YES NO

Company subject to Collective Union Bargaining Agreement? YES NO

Employer has valid Workman's Comp Coverage: YES NO

AWSP JOB POSITION AND COST OUTLINE

A	B*	C	D	E**	F**	G**	H**	I**	J**
Occupational Title	Type of Training	Requested Start Date	# of Trainees	OJT Hours per Trainee	Total Training Hours	Hourly Trainee's Pay	Total Cost per AWSP Position	Covered Trainee Wages AWSP	Company

*See additional information ****E-J OJT ONLY** TOTALS on training levels on page 2

Proposed Schedule(# of Days/Hours per week in OTJ Training vs. Classroom/Education Theory)

OTJ Training at Company: ___ Days ___ Hours Classroom-Education Theory: ___ Days ___ Hours

Notes:

AGREEMENT TO PARTICIPATE

NAME & TITLE OF EMPLOYER REPRESENTATIVE _____ SIGNATURE _____ DATE _____

Typed name serves as digital signature.

SHADED AREA TO BE COMPLETED BY REGIONAL REP

Training Provider _____ Contact Name _____

Phone Number _____ Email _____

Location of Technical Instruction _____ Physical Address of Training _____

Company [E-Verify](#) Completed YES NO

BSR Case Manager _____ Phone Number _____ Email _____

[NAICS Code\(s\)](#) Assigned to Company: _____
(6 Digit North American Industry Classification System)

Certificate/Credential Achieved from Training _____

How has business been impacted? Check all that apply.

Projects serving existing workers in existing businesses inclusive of consortium-based projects serving multiple businesses

Business recovery from Covid-19

Alabama-based small businesses with less than 500 employees located in rural areas and Alabama Opportunity Zones.

Meets one of long-range goals of the state workforce plan including layoff aversion through incumbent worker training and up-skilling workers dislocated due to Covid-19

Training for businesses and industries previously identified as training providers by the ACCCP

RWC Representative _____ Email _____

NAME & TITLE OF TRAINING REPRESENTATIVE _____ SIGNATURE _____ DATE _____

NAME & TITLE OF REGIONAL REPRESENTATIVE _____ SIGNATURE _____ DATE _____

APPROVAL STATUS: Approved for Training Referred for Technical Assistance

If referred for technical assistance see notes section on reverse.

INSTRUCTIONS

This is a fillable PDF form available at www.alabamaworks.com/awsp.

In the AWSP Job Position and Cost Outline only columns A, B, C, D need to be completed for Classroom/Theory Training.

The area with the light gray background is designated to be completed by the Regional Representative.

The Employer and/or its representative that electronically signs this document has the authority to sign and enter into this participation agreement if approved.

Submit Completed Form To: awsp@alabamaworks.com

A copy of the final application will be provided to the Alabama company participating in the training.

GUIDELINES

Targeted Employer Participants of the AWSP:

- Businesses needing assistance to avoid lay-offs
- Businesses needing upskilling of current employees
- Businesses seeking assistance to develop new employee talent pipelines
- Employer selections are based on:
 1. Projects focused on business recovery from Covid-19.
 2. Workforce development projects that demonstrate a measurable impact on one more of the long-range goals of the state workforce plan, including layoff aversion through incumbent worker training and upskilling workers dislocated due to Covid-19.
 3. Projects serving existing workers in existing businesses inclusive of consortium-based projects serving multiple businesses.
 4. Projects targeted toward training for those businesses and industries previously identified as training providers by the ACCCP.
 5. Priority will be given to Alabama-based small businesses with less than 500 employees located in rural areas and Alabama Opportunity Zones.
- Provides short term education and training targeting the high-demand sectors of Construction, Healthcare, IT, Manufacturing, & Transportation-Distribution-Logistics.

LEVELS OF EMPLOYEE PARTICIPATION IN TRAINING ACTIVITIES:

Level 1 - Alabama citizen, basic skills deficient (No HS Diploma/GED - TABE testing required); (2) is willing to be a CTE student; (3) meets WIOA eligibility criteria; and (4) belongs to one or more designated special populations at the time of enrollment.

Level 2 - Alabama citizen who is an incumbent or unemployed worker who meets all five of the following: (1) possesses a HS diploma/GED; (2) is basic skills proficient (TABE testing required); (3) is willing to be a CTE student; (4) meets WIOA eligibility criteria; and (5) belongs to one or more WIOA special populations at the time of enrollment.

CONDITIONS

- Participating AWSP employers are responsible for per diem expenses of each onsite instructor and additional costs for mileage when travel is incurred
- At a minimum, employees must remain on the job for the same number of hours for which the training took place, classroom or technical training. (if training was 225 hours, employee must remain on the job for 225 hours)
- Employers must provide an explanation/justification for individuals who do not remain on the job for the required minimum number of hours
- Employers must maintain an Employment Retention Rate of 70%, of those individuals who participated in the requested training

DEFINITIONS

ACCPCP - Alabama Committee on Credentialing and Career Pathways

Alabama Citizen - an individual that is born or naturalized in the United States of America and residing in the state of Alabama

AWSP - Alabama Workforce Stabilization Program

BSR - Business Services Representative

CTE - Career and Technical Education

E-Verify - employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form

I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS)

GED - General Equivalency Degree or General Educational Diploma

NAICS - NAICS Code is a classification within the North American Industry Classification System developed for use by Federal Statistical Agencies for the collection, analysis

and publication of statistical data related to the US Economy

TABE - Test of Adult Basic Education

WIOA - Workforce Innovation & Opportunity Act

NOTES