



DuPage County Workforce Development Division
 Daniel J. Cronin, Chairman, DuPage County Board



Worker Training Grants

	Incumbent Worker Training	On-the-Job Training	New Hires Training
Purpose	To prevent layoff of existing employee(s).	To provide necessary skill(s) to new hires so that they may become fully qualified for the job for which they were hired.	To provide occupational skills training to new hires before they begin employment to ensure that their skill level is adequate.
Eligibility	Eligible industries only: Information Technology, Healthcare, Transportation/Distribution/Logistics, Manufacturing, Green.	New hire must meet WIA eligibility criteria and must be only partially qualified for the position he/she is being hired for.	New hire must meet WIA eligibility criteria.
Training	Occupational skills training provided by 3rd party vendor; no "soft skills" training is permitted.	Training provided while new hire is on the job by company's own staff / trainer, excluding standard orientation-type training that all employees receive.	Occupational skills training provided by a 3rd party vendor from the DuPage County approved training provider list; no "soft skills" training is permitted.
Grant Amount	Company reimbursed for cost of training, up to \$25,000.	Company paid up to 50% of wages for the new hire throughout training period; the company is expected to retain the employee following the completion of the training period (up to six months).	Payment made to training institution, with a cap of \$7,000 per new hire; the company is expected to retain the employee once training has been successfully completed.
Typical Scenario	A manufacturing company is upgrading a line of production equipment with new machinery. Rather than lay off existing employees who lack training on the new equipment, the company receives an IWT grant to cover the cost of training necessary to upgrade those employees' skills, thus saving their jobs.	A company routinely has trouble finding candidates to fill a particular position because the skills involved are "niche" and not widely held. The company enters into an OJT agreement with a job seeker who possesses the necessary aptitudes and desired "soft skills," but not the technical qualifications, for the position. Training is provided by a senior staff member who possesses the hard-to-come-by skills. Half of the trainee's wages are paid for by us until the agreed upon training period has come to an end. By that point, the new hire is a fully functional, productive full-time employee.	A company is looking to hire an Office Manager, but they want to make sure that he/she has completely up-to-date, advanced Microsoft Office skills. The company selects a WIA eligible individual from our Career Center after a regular interviewing process, and he/she receives a voucher to cover up to \$7,000 of the costs associated with a Microsoft Office Specialist training program. The new hire can begin employment during training or once it is successfully completed.

To Learn More, contact:

Lisa Schvach
 630.955.2066 / lschvach@worknetdupage.org

