



Customized training provides businesses the opportunity to update the skills of one or more employees, by offsetting a portion of the cost of training.

Earn as you learn.

Benefits to business

- Reimbursement offsets training costs
- It's customized training - your way
- Simple process with minimal paperwork

Benefits to employee

- Get training to upgrade their skills
- Retain employment

Can it be any training?

No, the training impact must fall within one of the following categories:

1. Introduction of new technologies
2. Introduction to new production or services procedures
3. Upgrading to new jobs that require additional skills
4. Workplace Literacy
5. Other appropriate purposes identified by the Local Workforce Development Board including Lean Manufacturing, Six Sigma per Finger Lakes Workforce Investment Board Director approval.

What can be reimbursed?

1. 50% cost of training could include such elements as: cost of the instruction, cost of the instructor, cost of curriculum development associated with the training course, training materials, employee wages during training and books as needed for the course.

What's the process?

- Call your local Finger Lakes Works Office to have your business prescreened.
- Fill out the training application. Your Business Service Representative (BSR) can assist you with this paperwork.
- Allow us to connect with your employee to determine eligibility and complete paperwork. This must happen prior to the first day of the training.
- Submit your invoice/paystubs for reimbursement.

Who may qualify?

- Employee must be making less than \$25/hour
- Employee will need to register with local career center. The BSR will assist you and the employee with doing this.

What else should I know?

- The written contract must be established between the employer and Finger Lakes Works **before** the first day of training
- Trainings can be online, by a hired professional or someone within your organization.
- The Finger Lakes Workforce Investment Board will reimburse 50% of the training cost up to \$3,000.00 per company per year (July 1st to June 30) *funding is competitive and may not always be available

Need More Information? Contact:

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