



**The Massachusetts Workforce Training Fund**

**A STRONGER WORKFORCE FOR THE 21ST CENTURY**

## **HITG Program Guidelines**

- ❖ Grant must be used to train newly hired Massachusetts resident(s) that were unemployed for at least one year, or, if unemployed for less than one year, permanently separated from their prior employment;
- ❖ Grants up to \$2,000 per new hire not to exceed \$30,000 per company;
- ❖ Grant may be used for job-related, skills training that is not mandated or part of employer's normal orientation program;
- ❖ Employee must be paid regular wages while in training --- and these wages will be considered as the employer's match; no additional cash match required;
- ❖ Grant may be used to pay for in-house training or for training provided by an outside training provider;
- ❖ Trainee must be employed for at least 60 days and at least 50% of training completed before grant payment is disbursed to employer;
- ❖ Employer may be eligible for pro-rated grant if the trainee is not employed for at least 90 days if: 1) employee is terminated because of misconduct as determined by the unemployment insurance law in Massachusetts; and 2) 50% of training has been completed prior to employee's termination;
- ❖ Training grant may not be used to train any new employee who is: a government employee; a relative or dependent of the employer; owns 50% or more of the company; or, if the employer is a corporation, the individual is an officer of the corporation;
- ❖ Except as referenced above, employer must meet all pre-existing criteria of the Workforce Training Fund program, including being an employer that is: subject to the Workforce Training Fund contribution; and current on all taxes due to the Department of Revenue and Division of Unemployment Assistance.
- ❖ Training may start on the date of application approval and up to 6 months after the application approval date. Training should not last any more than 12 months;