



Employer Reimbursement Policy

Overview

Employer Reimbursements are intended to incent manufacturers located in the 14-county Greater Oh-Penn region to participate in registered apprenticeships. The reimbursement schedule uses staggered rates to encourage early adoption, rewarding those companies that are willing to work with project staff in the early stages of the grant period to provide guidance, test the new program design, and provide information to develop a Return on Investment (ROI) model.

Reimbursements amounts are one time only and per apprentice.

	Year 1		Year 2		Year 3		Year 4 – 5	
	Oct 1, 2015 – Nov 1, 2016		Nov 2, 2016 – Sept 30, 2017		Oct 1, 2017 – Sept 30, 2018		Oct 1, 2018 – March 31, 2020	
	New	Existing	New	Existing	New	Existing	First 75 Apprentices	Final 75 Apprentices
Employer Subsidy for Apprentice	\$6,000	\$3,000	\$5,000	\$2,500	\$4,000	\$2,000	\$3,000	\$2,000

Stipulations:

Manufacturers must contribute to the overall success of the grant program in order to qualify for reimbursement. This includes, but is not limited to:

1. Providing input and feedback on program design (Existing programs only)
2. Contributing to the Return On Investment model (Existing programs only)
3. Capturing data required for USDOL reporting, including demonstrated progress according to the plan (All programs)

The Greater Oh-Penn Manufacturing Apprenticeship Network Advisory Council will review reimbursement commitments against the planned budget no less than annually and may make adjustments to this policy as necessary if the rate of spending is more or less than planned.



Additional Notes:

Early Termination of Registered Apprentice:

Employers may submit for eligible costs incurred for Registered Apprentices who exit their apprenticeship program within 30 days of the apprentice's exit date provided they:

- Have been employed through the full time period (6 month and 12 month) for which reimbursement is requested.
- Complete the Greater Oh-Penn Apprenticeship Network Cancellation Form
- Invoice for all eligible costs according to the instructions in the award email
- Complete the appropriate steps required by the State Apprenticeship Office to cancel the apprenticeship agreement and submit documented evidence

Employer Reimbursement – Allowable Expenses:

- **On-the-Job Learning (OJL):**

OJL combined with job related technical instruction comprise the core training components of any apprenticeship. Grant funds may be used to support the OJL to reimburse employers for extraordinary costs of training not to exceed \$10,000 per apprentice over the period of training. This reimbursement can help offset overhead associated with providing the training, shadowing, mentoring and additional supervision that are part of a quality on-the-job learning. The majority of these training costs are typically borne by the employer.

- **Job Related Technical Instruction (RTI):**

Grant funds may be used to support the RTI (sometimes referred to as classroom training) of an American Apprenticeship. RTI allows apprentices to learn the theoretical aspects of the job. Allowable costs may include (1) the development of courses at the post-secondary level that are integrated into the apprenticeship program; (2) apprentice tuition or other educational fees; (3) and the delivery of instruction requirements (e.g., virtual learning technology, classroom instructors, etc.); and (4) costs for training facilities.



Reimbursement Timeline / Stipulations:

- In order to qualify for grant funding, manufacturers must register each individual apprentice by and enter into a contract with the Network's fiscal agent, West Central Job Partnership, within 30 days of the apprentice's registration date.
- Reimbursements will be distributed in two lump sums. The first will be released six months from the apprentice's registration date; the second will be released twelve months from the apprentice's registration date, assuming the apprentice is progressing according to plan.
- Manufacturers must contribute to the overall success of the grant program in order to qualify for reimbursement, including:
 - Providing input and feedback on program design (Existing programs only)
 - Contributing to the Return On Investment model (Existing programs only)
 - Capturing data required for USDOL reporting, including demonstrated progress according to the plan (All programs)
- Manufacturers also will be required to enter into a contract
- Manufacturers also must have invested a minimum of the reimbursement amount prior to receiving reimbursement

Apprenticeship Program Options:

Employers may take part in the grant based on any one or combination of the following apprenticeship programs:

- Add to your current apprenticeship program
- Add another occupation to your current apprenticeship program
- Start a new individual apprenticeship program
- Take part in the Group Sponsored Model apprenticeship program