



WorkForce Central Program Policies

Employee Training Grant Program

POLICY #: *P-WFC-1023, Rev. 3*

EFFECTIVE: *July 24, 2026*

SUPERSEDES: *Employee Training Grant Program Policy, Rev. 3 effective October 15, 2024*

PURPOSE:

This policy describes the eligibility, application, and documentation requirements for WorkForce Central's Employee Training Grant program, excluding services provided with Workforce Innovation and Opportunity Act (WIOA) Title I funds.

Employee Training Grant activities funded fully or in part with WIOA Title I funds must follow WorkForce Central's *WIOA Title I Employee Training Grant Policy* located on the WorkForce Central [Policy Library](#) under "WIOA Title I Program Policies".

The purpose of this policy revision is to:

- Remove instructions for recording data into the State's previous management information system (MIS) known as "ETO". Instructions will be included in the new MIS referred to "WA Works".

BACKGROUND:

WorkForce Central's *Employee Training Grant* program is designed to meet the needs of Pierce County employers by responding to business growth and sustainability, and to build a skilled workforce by assisting employees obtain skills necessary to retain and/or advance in their employment. The Employee Training Grant program awards eligible employers funds to train currently employed workers and support the retention of existing businesses to ensure Pierce County's workforce remains competitive.

Ensuring employees have the skills to support and help businesses grow is vital to our local economy. Investing in training helps workers gain skills to keep or advance in a job, saves businesses money by retaining valued employees, and the investments improve our community's



long-term growth and competitiveness. Employee Training Grant funds support employee training that leads to quality jobs and workforce equity.

Employee training funded through the Employee Training Grant is conducted with a commitment by the employer to retain or avert the layoff of the employees being trained.

POLICY:

Employer Application Process

WorkForce Central is committed to ensuring fair and equitable access to its Employee Training Grant. Interested applicants are encouraged to meet with WorkForce Central's Business Solutions team prior to submitting an application to discuss their training needs, ensure eligibility and alignment with funding parameters by submitting a contact request at <https://workforce-central.org/business/training-grants/>.

Applications received will be reviewed within 30 calendar days of submission. Applications meeting the minimum criteria set forth in this policy may be considered for the Employee Training Grant. Applicants may be invited for an interview for further discussion. WorkForce Central will notify applicants of their application award status via email within 30 calendar days of their application submission.

WorkForce Central reserves the right to deny or reject applications without explanation.

Selection Committee

A selection committee will evaluate Employee Training Grant applications based on the criteria outlined in this policy. Selection committee members must attest not to having any conflicts of interest by completing a Conflict of Interest statement. WorkForce Central will retain documentation justifying the selection of employers awarded the Employee Training Grant.

Employer Eligibility Criteria

The employer will be evaluated against the following criteria to determine the appropriateness and allowability for the Employee Training Grant:

1. The business, or department or affiliate of the business that would benefit from reskilling or upskilling their employees must be located in Pierce County.
2. The quality of the proposed training (e.g., industry-recognized credentials, advancement opportunities).
3. The number of employees the employer plans to train.

4. The extent to which the business employs individuals who are furthest from opportunity and who encounter systemic barriers to employment and how they would benefit from retention or advancement.
5. The employer:
 - a. Must be a licensed ongoing concern by all Local, State and Federal Requirements
 - b. Must physically located within Pierce County
 - c. Must not have laid off workers within the last 120 days
 - d. Must demonstrate the ability to retain trained workers.

Employee Eligibility

Employees selected for training must be a current employee of the awarded business and may be required to have been employed with the business for a minimum of three months. If a cohort of employees are provided training, only the majority (51%) of the employees must meet the three-month employment requirement when implemented.

Depending on funding source, employees will need to register with the State's WorkSourceWA account, the State management information system, or WorkForce Central's Monday MIS system, to report participant demographics and training updates. WorkForce Central will provide guidance regarding the specific MIS upon award.

The awarded business will submit documentation verifying the employees to be trained meet the above criteria.

Employee Wages

Employee Training Grant funds cannot pay the wages of employees receiving training. However, if a current employee is also the trainer, the wages of the employee conducting the training may be reimbursed.

Training Requirements

Training provided through the Employee Training Grant must be above and beyond the normal training offered by businesses to their employees and reasonably prepare workers to address skills gaps.

An employer may choose to provide Employee Training Grant funded training through community and technical colleges, vocational-technical centers, state colleges and universities, licensed and certified private entities/institutions, industry specific consulting or training organizations, professional associations or credentialing entities.

WorkForce Central procured training: If contracting directly with training providers on behalf of awarded businesses, WorkForce Central must ensure procurement procedures are allowable and



at a reasonable cost, and consistent with WorkForce Central's Procurement Policy. Specific details about the training provider, training program to be delivered, costs and other information will be requested to support the procurement.

Employer secured training: When the training provider is secured by the employer, WorkForce Central procurement is not required. WorkForce Central enters into a contract with the employer to reimburse the employer eligible costs of training. The contract will include the type and cost of training being provided with assurance that the cost of training is reasonable and the approximate dollar amounts paid by the employer for WorkForce Central's Employee Training Grant reimbursement.

Documentation Requirements

WorkForce Central must collect and document the following:

- Employer application for the Employee Training Grant, including employee eligibility.
- Application review and selection documentation, including evaluation committee members' conflict of interest statements.
- The company name, website, company contact information, training provider or entity providing the training contact information, the training to be provided, intended outcome of the training, cost per participant, total cost, and timeline of training.
- Assurance the training is not funded from another federal, state, local, or other funding source.

Reporting Requirements

WorkForce Central must collect and report certain data elements on employees receiving training through the Employee Training Grant award. WorkForce Central will provide the employer with the required data elements upon award (data elements are dependent on funding source).

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.