

The Federal Resources Playbook for Registered Apprenticeship



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



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Introduction

Registered Apprenticeships represent a valuable investment in the skills that can put a worker on a proven path to the middleclass and get the job done for employers and businesses looking to grow and expand.

Federal workforce and education funds can help many businesses undertake new investments in apprenticeship, encourage more employers to provide high skilled training opportunities for apprentices, and assist educators and intermediaries in strengthening the tie between training and employment through apprenticeship.

This quick guide provides information for companies, employers, labor, apprenticeship sponsors, educators, workforce professionals, intermediaries and community-based organizations on using the following Federal funds and resources to support registered apprenticeship:

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If you are:

- A company or an employer hoping to make starting or expanding an apprenticeship more affordable
- A college or training provider looking to strengthen partnerships or to build new partnerships with employers in your area
- A state or local workforce system looking to expand apprenticeships in your area and increase the number of workers on a path to the middleclass
- A community-based organization or nonprofit intermediary looking for resources to assist workers in entering and excelling in an apprenticeship

This guide is for you!





U.S. Department of Education:

Federal Student Aid Funds, Title IV Student Aid including Pell Grants and Federal Work Study

Recognizing the value of Registered Apprenticeships – which tie higher education and technical instruction directly to on-the-job training and employment – the Administration is issuing new guidance to the postsecondary education community on the various ways that colleges and universities can use federal student aid to support the creation and development of apprenticeship training programs, including by assisting with the costs of tuition and wages.

Overview

The Federal Student Aid (FSA) office in the U.S. Department of Education provides billions of dollars each year in Federal grants and work-study funds that can be used to help workers pursue higher education through an apprenticeship.

These uses include:

- Apprentices who qualify for Federal Pell Grants can receive funding to cover all or most of the cost of tuition and fees, and books and supplies for the students' enrollment in the technical instruction portion of an apprenticeship if part of an eligible academic program.
- Institutions can use Federal Work Study (FWS) funds to pay a portion of the training wages of eligible students who are apprentices while they are enrolled in eligible certificate or degree programs.
- Institutions can leverage their FWS funds, individually or as part of a group of institutions, to create a Job Location and Development (JLD) program to help identify and support employers in creating apprenticeships for enrolled students.

Employers and apprenticeship sponsors should work with their local higher education institutions, including colleges and community colleges, on aligning their apprenticeship programs with these sources of Federal Student Aid and helping student-apprentices assess the amount of Federal Student Aid for which they qualify.

Program Eligibility

Providing federal student aid to student-apprentices to meet the educational and training expenses of the student

- ◆ To be eligible to receive a Federal Pell Grant and other forms of federal student aid, the student-apprentice must be enrolled in an eligible (credit-bearing) certificate or degree program at a participating postsecondary educational institution.
- ◆ For students similar to many apprentices, the average Pell award is \$3,400 and the average Federal Work Study award is close to \$2,000.
- ◆ Federal student aid funding is used to meet some or all of the student's costs for tuition and fees, and any related equipment or supplies for enrollment in the eligible apprenticeship aligned academic program.
- ◆ Federal Work Study (FWS) to fund training wages of student-apprentices. To be eligible for a student-apprentice to have a portion of the training wages paid out of the FWS Program, the student must be enrolled in an eligible certificate or degree program at a participating postsecondary educational institution and demonstrate financial need.
- ◆ The amount of FWS funding a student-apprentice qualifies for is determined by the student's institution under Federal guidelines, based on the student's financial need, enrollment status, and cost of attendance.

Creating a Job Location and Development (JLD) Program to support the creation or expansion of apprenticeship with FWS funds

- ◆ Institutions can use a portion of their FWS funding received from the Federal government, either individually or as part of a group of institutions, to create a Job Location and Development (JLD) program for the development of job opportunities for their enrolled students, including student-apprenticeships.
- ◆ When using FWS funds to establish or expand a JLD program to locate apprenticeships for enrolled students, an individual institution may use up to the lesser of \$75,000 or 10 percent of its total FWS allocation. Multiple institutions can come together to use their FWS funds to create a joint JLD program.
- ◆ Institutions may not use JLD Program funds to pay for the wages of students or to locate jobs for students after their graduation.

Innovative Use of Federal Funds to Support Apprenticeship

South Carolina Technical College System. South Carolina's *Apprenticeship Carolina* and the financial aid office at its technical colleges work with dozens of employers statewide to design apprenticeship programs where the technical training component is aligned with academic coursework provided by the college. By having the technical colleges provide the related supplemental instruction for apprenticeship programs within their certificate and degree programs, the students are eligible for Federal Student Aid for the college provided coursework.

Qualifying apprentices enrolled in these programs are able to use federal student aid to help pay for tuition, fees and supplies at their technical college, minimizing the student's out-of-pocket expenses and helping more small businesses afford to offer apprenticeships. South Carolina's technical colleges have also leveraged Department of Labor Workforce Investment Act (WIA) funds and state funding from the Lottery Tuition Assistance Program (LTAP) to further offset the costs of college courses for apprentices.

Resources

Interested postsecondary institutions, training providers, employers, and individuals can find more detailed information and instructions using the following resources:

- ◆ Overview of institutional eligibility requirements to participate in Title IV federal student aid programs:
<http://www.ifap.ed.gov/fsahandbook/attachments/1415FSAHbkVol2Ch1.pdf>
- ◆ Overview of program eligibility requirements for federal student aid:
<http://www.ifap.ed.gov/fsahandbook/attachments/1415FSAHbkVol2Ch2.pdf>
- ◆ Overview of student eligibility requirements to receive federal student aid:
<http://www.ifap.ed.gov/fsahandbook/attachments/1415Vol1Master.pdf>
- ◆ Overview of requirements for institutions participating in the FWS Program, including JLD Programs:
<http://www.ifap.ed.gov/fsahandbook/attachments/1415FSAHandbookVol6Ch2.pdf>
- ◆ For general information about the federal student aid programs, please visit <https://studentaid.ed.gov/> or visit the Information for Financial Aid Professionals website at <http://www.ifap.ed.gov/ifap/>.



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U.S. Department of Labor:

Federal Workforce Funds for Registered Apprenticeship:

The Workforce Investment Act and the Workforce Innovation and Opportunity Act

Overview

Federal workforce development funds can be used to encourage more employers to invest in Registered Apprenticeships (RA), and to prepare and support workers in RA. While workforce development funds are limited, employers and RA programs are eligible to receive these funds. Actual funding decisions are made at the state and local levels.

Today, the Workforce Investment Act (WIA) encourages the workforce system to work with employers to use apprenticeships to put workers on a path to a high-skill, middleclass career.

Workforce system resources that can be used to support Registered Apprenticeships include:

- **Assistance with training and tuition costs.** Individual Training Accounts (ITAs) can cover the amount allowable in a local workforce investment area of job-related instruction costs (i.e., classroom instruction, distance/online learning, etc.) for eligible dislocated workers or employed workers determined to be in need of training according to their local American Job Center's procedures. Similarly, Customized Training Contracts between local Workforce Investment Boards or American Job Centers and employers can pay for apprenticeship instructional costs.
- **Support for training expenses.** On-the-Job-Training Contracts can reimburse employers up to 50 percent of wage rates paid to participants for up to six months. For the average Registered Apprenticeship, this could mean up to \$8,580 for most employers, in reimbursement for extraordinary training costs.¹
- **Coverage for supervision and extraordinary training costs.** On-the-Job-Training Contracts can also cover a portion of the supervision and extraordinary training costs associated with overseeing a new apprentice, equivalent to 50 percent of the apprentice's wage rate.
- **Provision of additional recruiting, placement, and support services.** The workforce system can also cover a range of supportive services – including pre-apprenticeship training, assistance in recruiting and placing apprentices, and tools, books, and other individual supplies for apprentices.

¹ Reimbursement rates based on DOL national data for average apprentice wages \$16.50 per hour calculated at 40 working hours per week for 6 months.

And, starting in 2015, the Workforce Innovation and Opportunity Act (WIOA) will deepen the connection between Registered Apprenticeships and Federal workforce development resources:

- **Higher reimbursement for on-the-job training expenses.** On-the-Job-Training contracts can be developed to cover the employer's extraordinary costs of training. WIOA will pay for a maximum employee wage rate that will increase from 50 percent today up to 75 percent² of wages for up to six months to cover employer's extraordinary training costs. Businesses will be able to hire more apprentices and train them for higher-wage occupations at a significantly reduced cost.
- **Automatic eligibility for Registered Apprenticeship sponsors.** All Registered Apprenticeship programs that request to be included on the Eligible Training Provider List will automatically be eligible to receive Federal workforce funding as pre-approved training providers for the workforce system.
- **Increased flexibility for up-skilling incumbent workers, which may be leveraged by Registered Apprenticeship.** WIOA permits local workforce investment areas to use a small percentage of their funds for incumbent worker training. Employers operating Registered Apprenticeship programs can leverage these dollars to help train their current workers.

Program Eligibility



WIA may be utilized to pay for training apprentices. An organization may be eligible for funding under WIA, including:

- ◆ Incumbent Worker Training (to pay for training/instruction of current apprentices);
- ◆ Customized Training (for eligible instruction costs);
- ◆ On-the-Job Training (OJT) contracts (to pay for employer's extraordinary costs of training);
- ◆ Individual Training Accounts (to pay for training/instruction of new apprentices).

Under WIA, a Registered Apprenticeship program seeking funds to support participants must apply to be on the Eligible Training Provider List (ETPL).

Today, to become an eligible training provider, Registered Apprenticeships can apply with the local workforce investment board in their local area. When WIOA goes into effect during the course of 2015, all Registered Apprenticeship programs that request to be included will be automatically on the ETPL, and have an opportunity to use WIOA funding to support their apprenticeships.

- ◆ Any funding amount is determined by the local workforce area One-Stop Career Center (American Job Center) or Workforce Investment Board.
- ◆ Contact your local American Job Center for more details on availability of funding to support your Registered Apprenticeship program and to find the talent your organization needs. <http://jobcenter.usa.gov/>

² WIOA allows up to 75 percent wage rate reimbursement rate, but is not guaranteed across all local workforce areas.

For local workforce system entities – including Workforce Investment Boards and American Job Centers – Registered Apprenticeship programs can help meet important workforce system performance metrics.

Registered Apprenticeship (RA) is a proven model to help job seekers immediately start working and increase their skills and earnings. RA is an effective strategy for connecting with businesses in diverse fields and meeting their workforce needs. In addition to successfully meeting the needs of employers and job seekers — partnerships with Registered Apprenticeship programs can positively impact workforce system outcomes across many key measures.

- ◆ **Employment** – Registered Apprenticeship is a job, so job seekers enter employment when they begin an apprenticeship program.
- ◆ **Retention** – Registered Apprenticeship programs have high retention rates. 91 percent of apprentices retain employment after the program ends.
- ◆ **Earnings** – Average starting wages for Registered Apprentices are \$16.50 per hour. Graduates earn an average of \$59,900 per year.³
- ◆ **Credential Attainment** – All Registered Apprentices earn a national, industry-recognized credential upon completion.

Please see the **Section for Workforce Professionals** for examples of how registered apprenticeship can strengthen workforce system performance.



Innovative Use of Federal Funds to Support Apprenticeship

Vermont HITECH (Vermont and New Hampshire) has placed more than 1,200 workers in apprenticeships with companies in healthcare, information technology, and advanced manufacturing. Vermont HITEC provides a front-loaded apprenticeship (for business such as GE Healthcare, Dealer.com, and Dartmouth-Hitchcock Health System) where the classroom training is provided in the ten weeks before the workers join the company as full-time apprentices. Vermont HITEC utilizes WIA funding to pay for on-the-job training contracts and support services for program participants during their education and apprenticeship. As a result, the companies that partner with Vermont HITECH and WIA spend little or no extra money to get apprentices that meet their expectations on the job.

For more information see: [Center for American Progress Report on Innovative Apprenticeships](#)

The Michigan Workforce Development Agency, the State Office of Apprenticeship and the City of Detroit Workforce Investment Board established the Detroit Registered Apprenticeship Program, known as D-RAP, in 2012. D-RAP recruits and prepares Detroit residents with marketable skills leading to quality employment opportunities. Qualified participants attend a 60-hour pre-apprenticeship and soft skills training program that provides a \$10 an hour stipend. Once this program is completed, participants are eligible to enroll in Registered Apprenticeship (RA) programs with participating employers such as CVS, United Autoworkers, and Hart & Associates. For each Detroit resident placed

³ Department of Labor FY 2013 Registered Apprenticeship data.

into an RA program, the state and local workforce agencies provide the apprenticeship sponsor with \$5,000 to use for classroom training and tools. Planning and close coordination across partners have been key to this new program's success. As of June 2014, more than 100 Detroit residents had entered RA programs.

For more information see: [Information on the D-RAP program](#)

Once the state of South Carolina identified RA as an important strategy for building a skilled workforce, the state began taking significant steps to support apprenticeship. For local workforce systems to be eligible to receive WIA incentive funds, the State Workforce Investment Board (WIB) required that they include RA among their training strategies. Additionally, the WIB has made statewide WIA funds available for competitive local grants to support RA. This collaborative approach continues to be very successful for South Carolina's businesses and workforce.

For more information see: the [Training and Employment Notice](#) and [NPR story on South Carolina apprenticeships](#)

The South Central Kansas WIB places RA sponsors on the Eligible Training Provider List by request. The WIB has embraced RA as a valuable strategy to provide businesses with the trained workforce they need. WIA funds may cover an RA participant's support services. When wages are reported by the sponsor for the individual, the WIB receives placement credit for its services. The local WIB also demonstrates its strong support for RA through the American Job Center's business team, which works with RA sponsors to help them find and screen potential apprenticeship candidates. Additionally, regional RA staff are housed in the center.

For more information see: [Training and Employment Notice](#)

Workforce Professionals

Using Federal Workforce Funding to Support Participants in Registered Apprenticeship

Apprenticeships are a proven training strategy that helps businesses thrive by creating highly skilled, productive employees – and helps workers start new careers that offer higher wages.

In addition, by connecting workers and employers through a proven training strategy, apprenticeship can strengthen local workforce systems overall – significantly increasing performance on critical metrics like employment, retention, and wage growth.

The following illustrations are just a few examples of how Registered Apprenticeship can help improve workforce system performance outcomes (see [Training and Employment Guidance Letter 2-07](#) and [Training and Employment Notice 44-11](#) for further discussion).

For example – a Workforce Investment Board or American Job Center could provide services leading to placement in a Registered Apprenticeship Program

- ◆ A WIA participant could receive any combination of core, intensive, pre-apprenticeship, training, and support services leading to placement in a Registered Apprenticeship.
- ◆ Upon entering the Registered Apprenticeship program, the individual could be exited and counted as a positive placement for the Entered Employment Rate.

Or – a Workforce Investment Board or American Job Center could provide continuing services after placement in a Registered Apprenticeship program.

- ◆ Once placed into a Registered Apprenticeship, grantees may continue to help aid the individual through support services or covering the costs of classroom training.
- ◆ Grantees may also incentivize a Registered Apprenticeship employer/sponsor's participation to hire dislocated workers by reimbursing the employer/sponsor for a portion of the OJT, per WIA guidelines. The length of the OJT contract will not cover the entire apprenticeship duration; however, they do help offset the initial extraordinary costs.
- ◆ Once the WIA/WIOA-funded services (OJT, supportive, classroom, etc.) have ended, the individual would be exited and counted as a positive placement for the Entered Employment Rate. Only credentials that are earned by an apprentice while they are enrolled in the WIA/WIOA should be tracked. "Where tracking of earned credentials is required, the workforce system [WIA/WIOA grantees] should track the interim credential earned by the apprentice while co-enrolled." (TEGL 02-07).

NOTE: An individual that is already enrolled in a Registered Apprenticeship PRIOR TO being determined eligible by the WIA/WIOA would be considered an incumbent worker and would not meet the dislocated worker participant eligibility requirement.



Resources

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions:

- American Job Centers (One-Stop Career Centers): <http://jobcenter.usa.gov/>
- WIA and Registered Apprenticeship Guidance: http://wdr.doleta.gov/directives/corr_doc.cfm?docn=2491
- WIOA resource page: www.doleta.gov/wioa
- WIA and Registered Apprenticeship Webinars:
Part 1: <https://www.workforce3one.org/view/5001423143986500443/info>
Part 2: <https://www.workforce3one.org/view/5001422640210900510/info>
- [Workforce System and Registered Apprenticeship Partners Overview Resource](#)

Or contact the **Registered Apprenticeship Specialists** at (202) 693-2700 or find more information at www.dol.gov/apprenticeship



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U.S. Department of Veterans Affairs: GI Bill® and Veterans Programs in Registered Apprenticeship

Did you know that Veterans have the opportunity to “earn and learn” in a Registered Apprenticeship, and may receive their GI Bill® Educational Benefits?

Overview

Companies that want to hire Veterans can provide an added incentive to attract skilled veterans as Registered Apprentices. By becoming “Approved for GI Bill®”, Registered Apprenticeship programs can assist their current and future Veteran apprentices with the benefits they’ve earned. Veterans who have existing benefits under the GI Bill®, may qualify for a monthly stipend (paid by the Department of Veterans Affairs (VA)), in addition to their wages they receive in an apprenticeship, to help them meet their monthly expenses.

- **Incentive to Hire Veterans.** Companies hiring Veterans can help provide them with the GI Bill® as an added incentive to attract the veterans they seek in a Registered Apprenticeship. The benefit could add as much as \$16,000⁴ to your veteran’s income paid by the VA in the first year of their apprenticeship.
- **Certification.** You can ensure that your organization can be certified by the VA to provide GI Bill® benefits to future Veterans you hire in your Registered Apprenticeship program. Office of Apprenticeship representatives can help you get started when you register your apprenticeship program.
- **What the GI Bill® Offers.** Veterans using the GI Bill® entitlement for formal classroom instruction may receive a percentage of tuition and fee payments (paid directly to the school on the Veteran’s behalf) while participating in an employer’s apprenticeship. Veterans participating in a VA approved apprenticeship program that does not align with a college credential may use their GI Bill® entitlement to receive a Monthly Housing Allowance (MHA) and Books & Supplies Stipend.
- **Tuition and fee payments for classroom instruction.** A Veteran apprentice enrolled in credit-bearing classroom instruction at a higher education institution as part of their apprenticeship may elect to use their GI Bill® benefits to pay a percentage of tuition and fees (i.e., all tuition and fee payments for an in-State student or up to \$20,235.02 per year for a private/foreign institution for a maximum of 48 months). The GI Bill® benefits will be paid directly to the school on the Veteran’s behalf.
- **Monthly Housing Allowance for living expenses.** A Veteran apprentice can use their GI Bill® benefit and receive a tax-free stipend of up to \$1,509 (\$750.50 for online instruction) while participating in a Registered Apprenticeship program. The Post-9/11 GI Bill® stipend is the equivalent of the MHA of an E-5 with dependents, which is paid in addition to the employer paid wage. Recipients receive 100 percent of the

⁴ Based on \$1509 for first 6 months and following the GI Bill® guidelines for MHA for Registered Apprenticeship.

applicable MHA during the first six months of training. The stipend is reduced 20 percent every six months thereafter as the Veteran's wages regularly increase until the Veteran has attained journeyman status and pay. For all other GI Bill® programs, the payment rates are as follows:

- ◆ 75 percent of the full-time GI Bill® rate for the first six months of training
 - ◆ 55 percent of the full-time GI Bill® rate for the second six months of training
 - ◆ 35 percent of the full-time GI Bill® rate for the remainder of the training program
- **Book and Supplies Stipend.** Post-9/11 GI Bill® recipients may receive up to \$83 per month for books and supplies in addition to their VA housing stipend.



Program Eligibility

Registered Apprenticeship program sponsors (and employers) are provided a streamlined process for being certified under the GI Bill® – typically within 30 days. Upon approval, Registered Apprenticeship sponsors are encouraged to promote their apprenticeships as Approved for the GI Bill® – to inform Veterans about their eligibility for benefits as an apprentice with their organization. [About the Streamlined Process for Approval](#)

Innovative use of Federal Funds to Support Apprenticeship

Blackstone and its portfolio company, Hilton Worldwide have partnered with Kendall College to offer a unique opportunity for Veterans to receive necessary education and experience that can lead to a meaningful career in hospitality management. This educational program offers enrollment in courses at Kendall College's School of Hospitality Management, the cost of which can be covered by GI Bill® funds, and a competency-based apprenticeship at a Hilton Worldwide property. Students who successfully complete the necessary coursework and apprenticeship will receive a Department of Labor Certification of Completion, college credit toward a degree, and experience that positions them to transition into full-time employment with Hilton or other hospitality companies.

Additional information about the Blackstone Hilton Apprenticeship is located here: [Blackstone Hilton Apprenticeship Program](#)

Other VA Services

Vocational Rehabilitation & Employment (VR&E) Apprenticeships. The Vocational Rehabilitation and Employment (VR&E) program helps Servicemembers and Veterans with service-connected disabilities and an employment handicap prepare for, find, and maintain suitable careers. Beneficiaries of the VR&E program may receive vocational rehabilitation and employment services that can help with job training, workplace accommodations, and employment placement services, such as resume development, interview coaching, and direct job development. In addition, the VR&E program may support an on-the-job training (OJT), Special Employer Incentive (SEI), or Non-Paid Work Experience (NPWE) Program for an entitled Veteran. Additional information about the VR&E program is located here: http://www.vba.va.gov/bln/vre/emp_resources.htm

- ◆ **Special Employer Incentive (SEI).** Under the SEI program, employers hiring Veterans approved for VR&E services may receive a reimbursement of up to 50 percent of the Veterans' salary for six months. Reimbursements help employers offset costs associated with a loss of production, training instruction, and training materials.
- ◆ **VR&E Program.** VA's VR&E program provides subsistence payments to eligible Veterans when they participate in an approved Registered Apprenticeship program. Veterans who participate in an approved program may be eligible to have all books, fees, and supplies, to include tools required by the training organization, paid for, or procured by VA's VR&E program.

Resources

Interested higher education institutions, training providers, employers, and individuals can find more detail information and instructions:

- **Guide for Registered Apprenticeship Employers.** Employers looking to help their Veteran apprentices qualify to receive their GI Bill® benefits can find a step-by-step guide for approval: [Benefits for Veterans in Registered Apprenticeship](#).
Already a Registered Apprenticeship Program? Find your quick start guide for GI Bill® approval here: [Quick Start Guide](#)
- **GI Bill® Information.** Further GI Bill® information can be found at VA's home for all information related to the GI Bill® at www.benefits.va.gov/gibill.
- **GI Bill® Comparison Tool.** VA released an updated version of the GI Bill® Comparison Tool. This tool provides a personalized estimate of Post-9/11 GI Bill® tuition and fees, housing, and book stipend payments to the student. In addition, the tool displays school level complaint data compiled from the GI Bill® Feedback System, an improved search capability to search for schools and employers, the ability to compare benefits of multiple GI Bill® programs and information for over 30,000 approved programs, including apprenticeships. [Comparison Tool](#)
- **Veterans Employment Center.** A key resource to support successful Veteran employment is the Veterans Employment Center on eBenefits (www.ebenefits.va.gov/jobs). The First Lady and Dr. Biden announced the VEC as the first government-wide product providing job seekers the tools to translate military skills into plain language and build a profile that can be shared instantly with public and private employers offering real internships, OJT, apprenticeships, and job opportunities. Currently, there are over 1.7 million jobs listed on the VEC, and hundreds of employers have made commitments to fill more than 170,000 positions throughout the country with Veterans, transitioning Servicemembers, Guard and Reserve members, and their families.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs. The absence of the registration symbol ® does not constitute a waiver of VA's trademark rights in that phrase.





4

U.S. Department of Agriculture:

Supplemental Nutrition Assistance Program – Employment and Training Programs

Overview

State agencies administering Supplemental Nutrition Assistance Program (SNAP) (i.e., food stamps) receive Federal funding for employment and training (E&T) programs that help SNAP recipients gain skills, training, work, or experience that will lead to employment. Community-based organizations, apprenticeship sponsors, community colleges, training providers and educators, and employers can partner with their state SNAP agencies to provide Registered Apprenticeships and pre-apprenticeships as part of a state's SNAP E&T plan.

- State agencies receive an annual grant between \$50,000 and \$10 million for SNAP E&T programs, depending on the size of their SNAP population subject to work requirements. In addition, U.S. Department of Agriculture (USDA) reimburses 50 percent of the additional State agency costs that are over and above its Federal E&T grant. USDA also reimburses 50 percent of State agency costs for dependent care, transportation, and other participant expenses.
- State agencies have a great deal of flexibility in designing SNAP E&T programs, which can include pre-apprenticeships and Registered Apprenticeships. E&T programs may include also: job search and job search training programs, workfare and work experience, education programs, self-employment training programs, and job retention services.
- In FY 2013, more than \$300 million in Federal funds went to States for [SNAP E&T services](#).

In addition, the 2014 Farm Bill provided \$200 million for innovative SNAP E&T pilots. States applying for these pilots are encouraged to include pre-apprenticeship and apprenticeship training programs in their pilot designs. More information about the SNAP E&T pilots can be found here: [SNAP E&T Pilots](#)

Program Eligibility

- **Use of Funds.** With regard to pre-apprenticeship and apprenticeship activities, SNAP E&T funds may be used to pay for training and education expenses, participant reimbursements for dependent care, transportation and other expenses directly related to participation in a pre-apprenticeship or apprenticeship program, and for case management.
- **Eligibility.** To be eligible for funding, activities must be included in the State's SNAP E&T plan. States submit SNAP E&T plans by August 15 and plans are effective October 1 through September 30 of each Federal fiscal year. State agencies may amend their E&T plan at any point during the fiscal year.
- **Awards.** The award amount is determined by a formula allocation of the 100 percent grant, based on the size of the SNAP population in each State subject to work requirements. USDA approves the 50 percent reimbursement of State or local spending beyond the 100 percent grant for additional administrative expenses and for participant reimbursements through the State's E&T plan.
- **Limits on Funding.** There is no ceiling on the availability of these reimbursement funds and USDA does not set limits on the amount of participant expenses. However, States may establish their own limits, such as \$50 per month for transportation reimbursements. All participant reimbursements must be reasonably necessary and directly related to participation in a SNAP E&T program.
- **Eligible Participants.** The award must be used on individuals receiving SNAP benefits. Some SNAP household members must participate as a condition of eligibility for SNAP, while others may volunteer for SNAP E&T services.

Innovative Use of Federal Funds to Support Apprenticeship

Connecticut's partnership with community colleges and non-profit organizations:

The Connecticut Department of Social Services collaborates with community colleges and non-profit organizations to provide short-term vocational training programs leading to full-time employment or continued training in programs like Registered Apprenticeship. Programs include: Certified Nursing Assistant, Emergency Medical Technician, Certified Pharmacy Technician, Medical Billing and Coding, Massage Therapy, Culinary Arts, Safe Food Handling, Water and Waste Management, Precision Manufacturing, and other in-demand or emerging occupations. Partners may provide case management, support services, and job placement to SNAP E&T participants. In this partnership, the colleges and organizations are able to use local funding for the State's share of E&T funding and are reimbursed with 50 percent Federal funds. For more information, please see:

<http://www.ct.gov/dss/cwp/view.asp?a=2353&q=531148>

Wisconsin's partnership with community based organizations: The Dane County Department of Human Services and the Urban League of Greater Madison partner to provide a range of short-term, industry-specific training and coaching services for low-income households, including SNAP recipients. Industry-specific trainings include the Customer Services and Sales Academy, the Health Care Administrative Training Academy, the IT Career Academy, and the Foundations for the Trades Academy. The Urban League is able to leverage foundation support and local funding to put up the State's share of funding for these programs and is reimbursed with 50 percent Federal funds. For more information, please see: <http://www.ulgm.org/work>



Resources

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions:

- The Employment and Training Resource Center includes links to State training programs, including SNAP E&T programs:
<http://www.fns.usda.gov/employment-and-training-et-resource-center>
- The E&T Toolkit provides an overview of the SNAP E&T program and guidance for innovative SNAP E&T programs and partnerships:
http://www.fns.usda.gov/sites/default/files/ET_Toolkit_2013.pdf
- The E&T Plan Handbook outlines the requirements for a State E&T plan:
<http://www.fns.usda.gov/sites/default/files/handbook-2003.pdf>

Or contact the following program specialists **Moira Johnston** at moira.johnston@fns.usda.gov and **Jackie Windfeldt** at jackie.windfeldt@fns.usda.gov or visit <http://www.fns.usda.gov/>.



5

U.S. Department of Transportation:

Federal Highway Administration

On-the-Job Training and Supportive Services Program

Overview

The Federal Highway Administration (FHWA) On-the-Job Training and Supportive Services (OJT/SS) Program requires State Transportation Agencies (STAs) to establish apprenticeship and training programs to prepare women, minorities, and disadvantaged individuals for journey-level positions. The program is intended to ensure that a skilled workforce is available to meet highway construction hiring needs, and to address the historical under-representation of these groups in highway construction skilled trades. This program is managed by FHWA's Office of Civil Rights.

FHWA provides funding and technical assistance for state OJT/SS program through the following programs:

- **Grant Funding.** The first program provides a maximum of \$10 million in grant funding to states each year for OJT/SS, including Registered Apprenticeship programs, for selected surface transportation projects.
- **Highway Workforce Funding.** The second program is a discretionary program that may be used by State Transportation Directors under SAFETEA-LU. At the discretion of the Secretary of Transportation, States may use up to ½ of 1 percent of their federal apportionment for selected highway transportation programs to fund transportation workforce development, including Registered Apprenticeship programs.
- **Regional Workforce Centers.** In October 2014, FHWA awarded nearly \$5 million in grants to fund five Regional Surface Transportation Workforce Centers. A central focus of these workforce centers is to assist STAs in using the OJT/SS program by developing and supporting workforce programs, including apprenticeship programs, in partnership with community colleges, private industry, community-based organizations, and workforce agencies. They include:
 - ◆ University of Vermont,
 - ◆ University of Memphis,
 - ◆ University of Wisconsin-Madison,
 - ◆ Montana State University, and
 - ◆ California State University-Long Beach.

Program Eligibility

- Individual OJT/SS programs must be formally approved by STAs. **Registered Apprenticeship programs used by a highway contractor or subcontractor receive automatic approval as an OJT/SS program by the STA.** Programs may also provide supportive services that can include: recruitment, counseling, transportation assistance, basic education, and ongoing training during seasonal work stoppages.
- **OJT/SS programs reimburse 100 percent of on-the-job training and supportive services costs.** Occupations eligible under OJT/SS training programs are construction trades and certain management positions where the training is oriented toward construction applications.

Innovative Use of Federal Funds to Support Apprenticeship

Oregon Legislation: In 2009, Oregon passed legislation requiring their STA to use ½ of 1 percent of eligible FHWA funds for OJT/SS, with a focus on apprenticeship, and is now providing up to \$2.1M per biennium. Oregon's Bureau of Labor and Industries Apprenticeship Section administers the OJT/SS program, and also maintains a database of available workers. The State has seen a steady increase in the diversity within the ranks of registered apprenticeship since the law's enactment.

Resources

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions:

- The Federal Highway Administration OJT/SS web resource at <https://www.fhwa.dot.gov/civilrights/programs/ojt.cfm>.

Or contact **Michael Caliendo** at Michael.Caliendo@dot.gov or (208) 334-9180 ext. 131.



6

U.S. Department of Housing and
Urban Development

Section 3 Covered Housing and Urban Development Financial Assistance Programs

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster community economic development and good jobs. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training and employment opportunities arising in connection with certain HUD-funded projects and activities to low and very low-income residents of the community where the funds are spent (i.e., Section 3 residents).

Overview

HUD provides financial assistance to entities (“grantees”) such as Public Housing Authorities (PHAs), local government agencies, multi-family property owners, and non-profit organizations that, in turn, are responsible for awarding contracts to businesses that are owned by, or substantially, employ Section 3 residents (i.e., Section 3 businesses). These Section 3 businesses perform contracted work on the following types of projects: a) public housing operations and maintenance; and b) housing rehabilitation, housing construction, and other public construction projects.

HUD grantees must meet the following minimum targets for Section 3 covered projects:

- At least 30% of the aggregate number of new hires on a project must be Section 3 residents;
- At least 10% of the total dollar amount of all Section 3 covered contracts for building trades work must be awarded to Section 3 businesses; and
- At least 3% of the total dollar amount of Section 3 covered professional service contracts must be awarded to Section 3 businesses.

To meet Section 3 requirements, HUD grantees and their contractors can partner with and recruit workers from pre-apprenticeship programs, such as YouthBuild programs, and participate in Registered Apprenticeship programs that prepare and train Section 3 eligible residents for jobs. HUD and DOL recently issued a [joint letter](#) encouraging HUD funded entities and their contractors to partner with Registered Apprenticeship sponsors and YouthBuild programs in order to meet Section 3 requirements. By employing HUD residents or YouthBuild graduates as apprenticeships, contractors can receive a preference for HUD projects totaling over \$19 billion annually.

Program Eligibility

- Eligible Section 3 residents must meet at least one of the following criteria: (1) public housing residents; (2) participants in a DOL YouthBuild program; or (3) persons who live in the area where a HUD-assisted project is located and who have a household income that is 80% or below the median income of that area.
- Eligible Section 3 businesses must meet at least one of the following criteria: (1) 51 percent or more owned by Section 3 residents; (2) at least 30 percent of permanent, full-time employees qualify as Section 3 residents; or (3) can provide evidence that 25 percent of the total dollar amount of subcontracts will be awarded to other Section 3 businesses.
- Firms that meet one of the definitions of a Section 3 business, including Youthbuild partnerships, receive preference when bidding on HUD-funded contracts. Eligible businesses can self-certify that they meet HUD's criteria on the National Section 3 Business Registry.
- Section 3 applies to up to 40 percent of HUD's annual budget, or nearly \$19 billion.

Innovative Use of Federal Funds to Support Apprenticeship

Oakland Housing Authority: In order to meet Section 3 requirements, the Oakland, CA Housing Authority (OHA) has partnered with an umbrella organization for a small group of pre-construction training programs that are recognized by local construction unions as an effective source for recruiting low-income Oakland residents into the trades. Through the collaboration, OHA program participants have been provided with valuable pre-apprenticeship training and placement services for various construction sector jobs on Section 3 covered projects.

Jersey City Housing Authority: The Jersey City Housing Authority (JCHA) has a dedicated Section 3 coordinator responsible for connecting contractors with Section 3 residents and training and apprenticeship programs. The Section 3 Coordinator works closely with the Jersey City Employment and Training Program (JCET) to develop these partnerships. JCHA and JCET recently partnered with the New Jersey Laborers' Union to recruit Section 3 residents for the union's Apprenticeship Program. Following the pre-apprenticeship training components, successful graduates are admitted into the Registered Apprenticeship program and placed into Jersey City development project construction jobs with contractors.

Resources

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions:

- HUD's Section 3 web resource at: <http://www.hud.gov/section3>
- HUD-DOL partnership to promote Section 3 and Registered Apprenticeship partnerships:
http://portal.hud.gov/hudportal/documents/huddoc?id=HUD-DOL_FACTSHEET.PDF
- Section 3 Business Registry: www.hud.gov/sec3biz





WWW.DOL.GOV/APPRENTICESHIP