



The Workforce Tool Kit

A RESOURCE FOR EMPLOYERS

2005 Spring Edition



Produced by

KENTUCKY WORKFORCE INVESTMENT BOARD



**For more information call (502) 564-5331
Or visit <http://www.oet.ky.gov>**

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INTRODUCTION

The Workforce Tool Kit is a guide to many employment services offered by Kentucky state government agencies. Information is provided about services that are available to employers who want to hire additional employees, improve the performance of their employees, find ways to finance training of current and new employees, or restructure their business.

The Workforce Tool Kit is organized in sections about services for:

Finding Qualified Workers

This section explains how employers can find and hire qualified workers. Employers team with state and local service providers to recruit workers who match the employer's needs. In addition to recent graduates and individuals seeking new or different employment, employers can access untapped populations that are looking for jobs such as youth, older workers, welfare recipients, veterans, and persons with disabilities. Labor market information is available at national, state, and local levels.

Employee Training

This section shows how various types of training can upgrade employee skills, thereby maintaining and improving business productivity. Available training options, such as on-the-job and apprenticeship training, are described.

Managing Workforce Change

This section describes strategies and programs that are available to assist communities in preparing for economic growth, encouraging job retention and creation by working with existing businesses and industry. If a business has to restructure, downsize, or close, information is provided on managing a layoff or closing, the legal requirements of implementing a layoff or closing, and assistance that is available to employers and employees. In addition, employee assistance in making the transition to a new job is available.

Financial Incentives

This section provides information on using tax credits for hiring job seekers from various target groups and examines other programs to financially assist the employer and the workforce.

Accessing Workforce Resources

This section provides information on employment and training programs that meet a variety of needs and helps employers locate the nearest one-stop career center through America's Service Locator (<http://www.servicelocator.org>) or the toll-free help line (877-US-2JOBS [877-872-5627]).

Workforce Glossary

The Workforce Glossary defines terms and lists key services offered by the Office of Employment and Training and its partners.

FINDING QUALIFIED WORKERS

RECRUITING SKILLED EMPLOYEES

Through Kentucky's one-stop career center system, the Office of Employment and Training and its partners make convenient, no-cost resources available in local communities and on the Internet to help employers find qualified workers.

One-Stop Shopping for Qualified Employees

The local one-stop career center is the focal point of Kentucky's workforce system, where workers and employers connect. The centers provide recruitment services to employers and job search and skill training services to workers. One-stop career centers match companies that need employees with workers who need jobs. Here, employers will find applicants who have the qualifications they need.

The one-stop career center can:

- assist employers in locating qualified job applicants;
- screen and test job seekers to match their needs;
- fund eligible on-the-job training and customized training needs;
- arrange space for job interviews, and in some areas, schedule interviews via video conferencing;
- provide access to detailed labor market information for the local area, Kentucky, and the nation;
- give WARN and Rapid Response information and services;
- offer unemployment insurance information and contacts; and
- assist in contacting vocational rehabilitation services and services for the blind.



Where to Go for Assistance —

- To find the one-stop career center nearest you, use America's Service Locator at <http://www.servicelocator.org> or call the toll-free help line (877-US-2JOBS [877-872-5627]).
- For more information on services offered by Kentucky's one-stops, visit the Kentucky Office of Employment and Training Web site at <http://www.oet.ky.gov>.
- Using the chart on the following page, locate your Workforce Investment Area and contact the area director.

Go to the Internet for More One-Stop Services

Kentucky participates in America's Job Bank, one of the most active job search sites on the Web. This service is free.

Through America's Job Bank, <http://www.ajb.org>, or Kentucky's Job Bank, <http://www.ajb.org/ky>, employers can:

- post job listings that get national exposure;
- search over 700,000 active resumes;
- reach thousands of workers who access the Job Bank daily; and
- link to local one-stop career centers and local Office of Employment and Training offices to create interactive, instantaneous job listings.

Kentucky Workforce Investment Areas

Each of Kentucky's Workforce Investment Areas maintains one or more one-stop career centers. To locate the nearest one-stop career center, contact the director in your area.

Barren River — Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalf, Monroe, Simpson, Warren

George E. Leamon
(270) 781-2381
(270) 782-6141 (fax)
george.leamon@bradd.org
<http://www.bradd.org>

Cumberlands — Adair, Casey, Clinton, Cumberland, Green, Laurel, McCreary, Pulaski, Rockcastle, Russell, Taylor, Wayne, Whitley

Darryl McGaha
(270) 866-4200
(270) 866-2044 (fax)
darryl@lcadd.org
<http://www.lcadd.org>

Greater Louisville — Jefferson, Bullitt, Henry, Oldham, Shelby, Spencer, Trimble

Michael Gritton
(502) 574-2500
(502) 574-4288 (fax)
michael.gritton@kentuckianaworks.org
<http://www.kentuckianaworks.org>

Lincoln Trail — Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, Washington

Sherry Johnson
(270) 769-2393
(270) 769-2993 (fax)
Sherry@ltadd.org
<http://www.ltadd.org>

TENCO — Bath, Boyd, Bracken, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson, Rowan

Marlene Duffy
(606) 564-6894
(606) 564-0955 (fax)
mduffy@btadd.com
<http://www.tenco-onestop.ky.gov>

Bluegrass — Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford

Lori Collins
(859) 269-8021
(859) 269-7917 (fax)
lcollins@bglife.org
<http://www.bgadd.org>

EKCEP — Bell, Breathitt, Carter, Clay, Elliott, Floyd, Harlan, Jackson, Johnson, Knott, Knox, Lawrence, Lee, Leslie, Letcher, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike, Wolfe

Mable Duke
(606) 436-5751
(606) 436-5755 (fax)
mduke@ekcep.org
<http://www.jobsight.org>

Green River — Daviess, Hancock, Henderson, McLean, Ohio, Union, Webster

Sonya Fife-Howard
(270) 926-4433
(270) 684-0714 (fax)
sonyahoward@gradd.com
<http://www.gradd.com>

Northern Kentucky — Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Pendleton

Barbara Stewart
(859) 283-1885
(859) 283-8178 (fax)
Barbara.Stewart@nkadd.org
<http://www.nkadd.org>

West Kentucky — Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, Muhlenberg, Todd, Trigg

Sheila Clark
(270) 886-9484
(270) 886-3211 (fax)
Sheila.Clark@ky.gov
<http://www.peadd.org>



Where to Go for Assistance —

- Link to Kentucky's Job Bank at <http://www.ajb.org/ky> or to America's Job Bank at <http://www.ajb.org>.
- A toll-free help line (877-US-2JOBS [877-872-5627]) has information on America's Job Bank and its services.

HIRING WORKERS FROM UNTAPPED SOURCES

Locating, Screening, and Matching Services

The one-stop career centers provide access to workers who have been trained in skills that are in demand by local labor markets. Through local one-stop career centers, employers can find qualified workers.

The Office of Employment and Training (OET) is a multi-functional agency that:

- assists employers in locating and selecting the best qualified workers for their job openings;
- helps individuals prepare for, secure, and maintain employment; and
- provides income maintenance to ease the financial burden on individuals who are out of work through no fault of their own.

The Office of Employment and Training offers employers Kentucky's largest pool of employment-seeking individuals and the means to recruit workers nationally, if necessary. The applicant pool includes individuals with a broad range of skills and all levels of education and training. OET job matching services are provided free-of-charge to all job seekers legally qualified to work in the United States. Many individuals registered for employment with OET already have jobs but are seeking other employment.



Where to Go for Assistance –

- Go to <http://www.oet.ky.gov> and select on-line services or contact the Office of Employment and Training at (502) 564-5331, FAX (502) 564-7452.
- Contact your local one-stop career center to find out more or visit <http://www.dws.ky.gov> and select One-Stop Career Centers.

One-Stop Centers

The one-stop career center training and reemployment services help workers who lack the skills, particularly the high-tech skills, to succeed in the workplace. Many individuals referred through the one stops have considerable work experience. The one stops put employers in touch with these prepared workers that include:

- youth;
- laid-off workers;
- older workers;
- welfare recipients;
- veterans;
- persons with disabilities; and
- ex-offenders.

Youth

Kentucky's one-stop career centers provide academic and occupational training for youth as well as connections to employers with unfilled labor needs. The one stops connect employers to youth through a variety of national and state operated programs. Employers reduce recruiting, training, and supervising costs by working with the available pool of youth.

The Job Corps is the nation's largest and most comprehensive residential education and job training program for at-risk youth, ages 16-24. Since 1964, the program has provided more than 1.7 million disadvantaged young people with the integrated academic, vocational, and social skill training they need to gain independence and to get good quality, long-term jobs, or further their education. The Job Corps provides employers with individuals who are technically competent and knowledgeable about the workplace.



Where to Go for Assistance —

- Go to <http://jobcorps.doleta.gov/> for more information on the Job Corps programs.
- Contact your local one-stop career center to find out more about youth programs.
- Contact the toll-free help line (877-US-2JOBS [877-872-5627]) or America's Service Locator at <http://www.servicelocator.org>.

Laid-Off Workers

By connecting with the local one-stop career center, employers can tap into a source of qualified job applicants who are pre-screened and ready for an interview. One-stop career centers serve laid-off workers by helping them find new jobs or learn new skills to move into different careers. Many laid-off workers receive skills assessment and training before searching for new employment. Because laid-off workers file for unemployment insurance benefits, OET has a large pool of available employees.



Where to Go for Assistance —

- Contact your local one-stop career center or visit <http://www.dws.ky.gov/one-stops.htm>.
- Contact the toll-free help line (877-US-2JOBS [877-872-5627]) or America's Service Locator at <http://www.servicelocator.org>.

Older Workers

The one-stop career centers work with older workers by providing direct employment services and referring them for training.

The Alternative Trade Adjustment Assistance (ATTA) program assists older workers who have lost their jobs due to foreign trade. Those who do not want to go back to school can elect to take a job for less pay than they were making at the trade affected business and the ATAA program will make payments of 50 percent of the difference between pre-layoff wages and their reemployment wages. The maximum allowable for a two-year period is \$10,000.



Where to Go for Assistance —

- Contact your local one-stop career center for information on programs for older workers and how employers can hire them.
- Contact the toll-free help line (877-US-2JOBS [877-872-5627]) or America's Service Locator at <http://www.servicelocator.org>.

Welfare Recipients

OET administers the Kentucky Works Program which provides intensive services to Kentucky Transitional Assistance Program (KTAP) recipients referred by the Department for Community Based Services. Core services include work registration, work readiness classes, group job search, work experience, and subsidized employment. The program goal is to help individuals, most with few skills and little work history, transition from welfare to employment and self sufficiency. Most employers who hire welfare recipients report positive experiences, including the following benefits:

- reduced employee turnover;
- good, productive workers;
- access to a larger, more diverse labor pool;
- subsidies and tax credits; and
- improved human resource policies and morale for all entry-level staff.



Where to Go for Assistance —

- Contact your local one-stop career center.
- Contact the toll-free help line (877-US-2JOBS [877-872-5627]) or America's Service Locator at <http://www.servicelocator.org>.
- Go to the Cabinet for Health and Family Services Web site <http://www.chfs.ky.gov>.

Veterans

American veterans have had rigorous training in a variety of fields from computers and cooking to mechanics, music, and more.



Where to Go for Assistance —

- Go to <http://www.dol.gov/vets/> for more information on how you can recruit veteran workers.
- Contact your local one-stop career center about hiring veterans.
- Contact the toll-free help line (877-US-2JOBS) or America's Service Locator at <http://www.servicelocator.org>.
- Enter a job order with the Office of Employment and Training at <http://www.oet.ky.gov> (Veteran Services) or <http://www.des.ky.gov/des/veteran/veteran.asp> for additional information about veterans.

Persons with Disabilities

The **Kentucky Office of Vocational Rehabilitation (OVR)** and the **Kentucky Office for the Blind (OFB)** work with businesses to place and retain people with disabilities in the workforce. OVR and OFB offer:

- skill assessment and referral of qualified workers;
- on-site job trainer and support services;
- job restructuring/work site adjustment;
- accessibility survey of work sites for ADA compliance;
- assistive technology devices and specialized equipment to assist in job success;
- employee assistance and/or advisory programs for individuals with disabilities;
- disability awareness and sensitivity training for co-workers; and
- follow-up services.

Each office also assists businesses in maintaining valued workers who may become disabled, thus minimizing the cost of training new employees.

For business owners and business operators, there are tax incentives for hiring workers with disabilities:

- **Deduction for Removal of Barriers (IRS Code Section 190).** Employers may deduct expenses for making a business facility or business vehicle more accessible to persons with disabilities.
- **Accessibility Credit (IRS Code Section 44).** An eligible small business that pays or incurs expenses for providing access to persons with disabilities is allowed a tax credit.
- **Work Opportunity Tax Credit (WOTC).** This federal income tax credit encourages private sector employers to hire eight targeted groups of job seekers, one of which is individuals with disabilities. The WOTC can reduce employers' federal tax liability by as much as \$2,400 per new hire.



Where to Go for Assistance —

- Contact the Office of Vocational Rehabilitation at 800-372-7172 / 502-564-4440 (voice/TTY).
- Go to <http://www.ovr.ky.gov> or <http://www.disability.gov> for more information on how you can recruit workers with disabilities.
- Contact the Kentucky Business Leadership Network, 1 Quality Street, Suite 722, Lexington, Kentucky 40507. Phone: 859-257-3586; Web site: <http://www.kybln.org>.
- Contact the Job Accommodation Network, a no-cost service of the Office of Disability Employment Policy, U.S. Department of Labor via phone at 800-526-7234 (V/TTY) or on the Internet at <http://janweb.icdi.wvu.edu/>.
- Contact your local one-stop career center about hiring persons with disabilities.
- Contact the toll-free help line (877-US-2JOBS) or America's Service Locator at <http://www.servicelocator.org>. When you contact these sources, ask about other community resources available to assist in recruiting persons with disabilities.

The **Kentucky Office for the Blind** works with employers to fill jobs with blind and visually impaired workers. Most services are provided at no cost and include a pool of qualified employees, job placement services, job assessment, provision of assistive technology, medical evaluation and assistance, rehabilitation engineering, on-the-job training, job coaching, employer awareness training, and follow-up services to ensure employer satisfaction with the employees' performance.



Where to Go for Assistance —

- Contact the Office for the Blind at 800-321-6668 or 502-564-4754 or <http://www.blind.ky.gov>.
- Contact your local one-stop career center about hiring persons with disabilities.
- Contact the toll-free help line (877-US-2JOBS) or America's Service Locator at <http://www.servicelocator.org>. When you contact these sources, ask about other community resources available to assist in recruiting persons with disabilities.

Ex-Offenders

Many ex-offenders who are released every year seek jobs and the stability that a job brings.

The **Federal Bonding Program (FBP)**, which enables ex-offenders to successfully transition back into the world of work, is a business insurance policy that protects the employer in case of any loss of money or property for which the employee is responsible. The bonds, usually for \$5,000, are given to the employer free-of-charge for six months, and serve as an incentive to the company to hire a job applicant who is an ex-offender or has some other risk factor in his background such as addiction rehabilitation, poor credit record, or dishonorable military discharge. If the worker demonstrates job honesty during the Federal Bonding Program coverage, that worker can become bondable for life under commercial bonding made available to the employer for purchase following the six-month period. About 40,000 applicants have obtained jobs due to being bonded and 99 percent have proven to be productive employees.



Where to Go for Assistance —

- Visit <http://www.doleta.gov/wtw/documents/fedbonding.cfm>
- Contact your local one-stop career center about the Federal Bonding Program.
- Contact the toll-free help line (877-US-2JOBS) or America's Service Locator at <http://www.servicelocator.org>

UNDERSTANDING THE LOCAL LABOR MARKET

The Kentucky Office of Employment and Training develops, collects, and distributes labor market information and population and economic statistics that profile local labor markets and economies. The Research and Statistics Branch produces Labor Market Information through cooperative agreements with the U.S. Bureau of Labor Statistics and the U.S. Department of Labor Employment and Training Administration. Kentucky's Research and Statistics Branch also shares a wide range of demographic, labor force, economic, social and other related statistics and information.



Where to Go for Assistance —

- The Research and Statistics Branch can be reached by calling 800-542-8840 or (502) 564-7976 or visiting <http://www.oet.ky.gov>.
- Visit <http://www.workforcekentucky.ky.gov>.

Accessing Economic and Occupational Information

Understanding the economic and occupational climate helps employers plan for and meet workforce needs. Information about industry trends, unemployment rates, occupational wages and projections is available from several sources. The U.S. Department of Labor's Bureau of Labor Statistics (BLS) collects, processes, analyzes, and distributes statistical data. The BLS Web site (<http://www.bls.gov>) includes:

- employment and unemployment statistics;
- prices and living conditions;
- compensation and working conditions;
- productivity and technology;
- employment projections; and
- international programs.



Where to Go for Assistance —

- Go to <http://www.workforce.ky.gov> or <http://www.oet.ky.gov> to locate Kentucky labor market information.
- Go to <http://www.bls.gov> for more information on how you can access up-to-date and relevant labor market information.
- Contact the Research and Statistics Branch, at 800-542-8840 or (502) 564-7976.
- Contact your local one-stop career center or the local Office of Employment and Training offices about labor market information.
- Contact the toll-free help line (877-US-2JOBS) or America's Service Locator at <http://www.servicelocator.org>.
- Use the *Occupational Outlook Handbook* (<http://www.stats.bls.gov/oco>).

Web Tools for Accessing Labor Market Information

O*NET Online (<http://www.onetcenter.org>) is a comprehensive source for information about jobs and occupations. It includes a database of worker attributes and job characteristics that can be used for career exploration, vocational counseling, and a variety of human resources functions, such as developing position descriptions and aligning training with current workplace needs. O*NET can be used by businesses to:

- develop concise, targeted job descriptions;
- refine recruitment and training goals;
- attract qualified workers; and
- define success factors for promotion and advancement.

America's Career InfoNet (<http://www.acinet.org/acinet>) provides information about wages and employment trends, occupational requirements, state by state labor market conditions, millions of employer contacts nationwide, and the most extensive career resource library online.



Where to Go for Assistance —

- Access the following Web sites and other relevant labor market information at your local one-stop career center:
 - <http://www.acinet.org/acinet>
 - <http://www.oet.ky.gov>
 - <http://www.workforcekentucky.ky.gov>
 - <http://www.bls.gov>
 - <http://www.servicelocator.org>
 - <http://www.stats.bls.gov/oco>
 - <http://www.onetcenter.org>

EMPLOYEE TRAINING

IMPROVING EMPLOYEE SKILLS

Where is your industry going? Do your employees or potential employees have the skills needed to help your business grow? From frontline workers to professional and management staff, the demand for training increases as industries and companies expand. While large corporations may develop in-house training to have the skilled employees required to stay competitive, small businesses and firms also face a need for skilled employees.

The following public programs are available in Kentucky to help train the current workforce, sometimes with funding provided either to the employer or directly to the employees.

Workforce Investment Act (WIA)

The **Workforce Investment Act** provides incumbent worker training, on-the-job training, work experience, apprenticeships, and Individual Training Accounts. Training is usually offered through community and technical colleges, universities, private for profit organizations, and businesses. Through a variety of training programs, WIA helps eligible individuals find self-sustaining employment.

The state is divided into ten local workforce investment areas (LWIAs). Each area has one or more one-stop career centers to assist individuals and to provide information about available WIA programs and eligibility requirements. WIA eligibility standards include age, income level, education and skills, and work circumstances. For example, an individual who has been laid off or who has received notice of a lay-off as a result of a permanent closure or substantial lay-off at a plant, may be eligible for special assistance. Some programs are designed especially for youth who are between 14 and 21 and have very limited income. Other programs are designed for adults 18 years of age and older.



Where to Go for Assistance:

- For more information on Workforce Investment Act (WIA) programs, visit <http://www.oet.ky.gov> and select Training and ReEmployment.
- Visit <http://www.dws.ky.gov> to find the one stop nearest you.
- Contact your local one-stop career center.
- Call the toll-free help line (877-US-2JOBS [877-872-5627]) or visit America's Service Locator at <http://www.servicelocator.org>.

Kentucky Workforce Investment Network System (KY WINS)

Through **KY WINS**, the Kentucky Community and Technical College System (KCTCS) assists employers in developing high-performance organizations and helps workers gain world-class, transferable skills. Its goal is to boost Kentucky's economy by improving the earning power of individuals and by building a skilled workforce that will attract high-skill, high-paying jobs.

KY WINS provides instructional services, employee assessment and testing, curriculum development, consulting, and job profiling. Training programs are designed to meet the needs of business and industry and are not limited to specific training categories.

KY WINS focuses on services that have an economic impact in Kentucky. It supports projects for:

- existing Kentucky companies that are expanding and creating new jobs;

- existing Kentucky companies that are requiring employees to learn new skills in order to retain their jobs; and
- new companies that are contributing to Kentucky's economic development.



Where to Go for Assistance —

- Contact your local one-stop career center about incumbent worker training.
- Contact KCTCS for more information on **KY WINS** (859-256-3249) <http://www.kctcs.edu>.
- Call the toll-free help line (877-US-2JOBS) or access America's Service Locator at <http://www.servicelocator.org>.

Adult Education

Kentucky Adult Education, Council on Postsecondary Education, offers custom designed training programs to eligible employers through the **Workplace Essential Skills** program. All businesses and industries located in Kentucky and employing workers who live in Kentucky are eligible for funding.

Trainees must be at least 16 years old; not enrolled in a high school; lack the basic educational skills to function effectively in society; not have a high school diploma, a GED, an equivalent level of education; or are unable to speak, read, or write English.



Where to Go for Assistance —

- Contact your local one-stop career center about incumbent worker training.
- For more information on the **Workplace Essential Skills Program**, call Kentucky Adult Education at 502-573-5114.
- Call the toll-free help line (877-US-2JOBS) or access America's Service Locator at <http://www.servicelocator.org>.

Workforce Alliance

The Workforce Alliance supports workforce education and training services by Kentucky state agencies. It helps avoid duplication and coordinates resources to increase the number of adults and employers served. Its responsibilities include workplace distance learning, skill standards, and assessment. Projects are financed through Kentucky Adult Education, Council on Postsecondary Education.

The alliance is made up of the Department for Workforce Investment, the Council on Postsecondary Education, Kentucky Adult Education, the Kentucky Community and Technical College System (KCTCS), the Cabinet for Economic Development, and Bluegrass State Skills Corporation.



Where to Go for Assistance —

- Kentucky Adult Education at 502-573-5114 or <http://adulthood.state.ky.us/index.htm>
- Bluegrass State Skills Corporation at 502-564-2021 or <http://www.thinkkentucky.com/bssc>.
- KCTCS at 859-256-3249 or <http://www.kctcs.edu>.

GED Incentives: Employee Tuition Discount, Employer Tax Credit

Employers can receive a state income tax credit for a portion of the paid release time given to an employee to study for the GED. The tax credit is calculated at half of the employee's hourly salary for release time, for a

maximum of \$1,250. Employees can earn a tuition discount of \$250 per semester for a maximum of four semesters at a Kentucky public postsecondary institution.

Employers who provide paid release time are eligible for the tax credit. Full-time employees who enter a learning contract with the adult education program and their employer and who earn a GED within one year are eligible for tuition discounts.



Where to Go for Assistance —

- Contact Kentucky Adult Education at 502-573-5114.
- Visit the Kentucky Adult Education Web site at <http://adulthood.state.ky.us/index.htm>.

Bluegrass State Skills Corporation (BSSC)

The basic purpose of the Bluegrass State Skills Corporation is to improve and promote employment opportunities for Kentucky residents through training grants that create partnerships with business and industry. The BSSC is attached to the Cabinet for Economic Development for administrative purposes in recognition of the relationship between economic development and skills training efforts.

Through BSSC's Grant-In-Aid program, 50 percent of an employer's eligible costs are covered for training Kentucky residents in entry-level to advanced-job skills, including pre-employment training for prospective employees and retraining, and occupational and skill upgrades of existing employees.

BSSC also administers the Skills Training Investment Credit program, an economic development initiative that helps existing companies to develop a skilled workforce. This program allows existing companies to recover 50 percent of approved costs for occupational and skills upgrade training through an income tax credit. The BSSC Board of Directors is authorized to award the investment credit to an existing business or industry seeking to sponsor an eligible training program for the benefit of one or more of its employees.



Where to Go for Assistance —

- For more information on the Bluegrass State Skills Corporation, call 502-564-2021, fax 502-564-4669, or <http://www.thinkkentucky.com/bssc>.
- Contact your local one-stop career center.
- Contact the **Dislocated Worker Unit** at 877-US-2JOBS [877-872-5627] about incumbent worker training.
- Call the toll-free help line (877-US-2JOBS [877-872-5627]) or access America's Service Locator at <http://www.servicelocator.org>.

The Center for Rural Development C-TRAIN Grant Program

The C-TRAIN Grant Program encourages businesses to strengthen the technology skills of the workforce in southern and eastern Kentucky. Grants are available in the 40-county region served by the Center for Rural Development. This allows businesses to raise the skills of their workforce, promote from within, and create new opportunities for employees.

The flexible structure of the C-TRAIN Grant Program gives employers a menu of grant options so they can apply for the type that offers the greatest benefit to their business situation and their employees. Grants range from \$500 to \$25,000 per year. Funds are authorized by the U.S. Small Business Administration through 2005.



Where to Go for Assistance —

- For a grant application, eligibility details, and other requirements, go to <http://www.centertech.com/programs/ctrain.php> or
- Request the C-TRAIN information packet by phone at (606) 677-6000.

Training Through Apprenticeships

Registered apprenticeship is a formalized career-training program that offers a combination of structured on-the-job training and related theoretical instruction. Apprenticeship training standards are industry-driven and businesses play a major role in identifying the skills that build and sustain a high-quality workforce.

Apprenticeship sponsors include individual employers, associations of employers, and labor and management partnerships. Individual applicants for apprenticeship programs must be at least 16 years old and meet the program sponsor's qualifications. Generally, applicants must convince the sponsor that they have the ability, aptitude, and education to master the essentials of the occupation and complete the related required program instruction.



Where to Go for Assistance —

- Contact your local one-stop career center about apprenticeship opportunities for your business.
- Contact the toll-free help line (877-US-2JOBS) or America's Service Locator at <http://www.servicelocator.org>.

ON-LINE SOURCES FOR WORKFORCE TRAINING AND EDUCATION

Kentucky offers on-line training and education through the Kentucky Virtual University, Kentucky Virtual Adult Education, and KCTCS.



Where to Go for Assistance —

- Go to <http://www.kyvu.org> to access Kentucky Virtual University.
- Go to <http://www.kyvae.org> to access Kentucky Virtual Adult Education.
- Go to <http://www.kctcs.edu/distancelearning> to access KCTCS distance learning programs.
- Contact your local one-stop career center about on-line training opportunities.
- Call the toll-free help line (877-US-2JOBS) or access America's Service Locator at <http://www.servicelocator.org>.

MANAGING WORKFORCE CHANGE

BUSINESS RETENTION AND EXPANSION

Kentucky's Cabinet for Economic Development assists communities in preparing for economic growth and encouraging job retention and creation by working with existing businesses and industry. The Department for Workforce Investment helps workers prepare for existing jobs and to manage changes that come because of changing technology and industry fluctuations and to lessen the negative impact on employees and their communities.



Where to Go for Assistance —

- The Department for Existing Business Development is responsible for assisting communities in preparing for economic growth, encouraging job retention and creation by working with existing businesses and industry (<http://www.thinkkentucky.com/kyedc/aboutus.asp>).
- Contact the Kentucky Manufacturing Assistance Center at <http://www.kmac-mep.org> or call 1-800-637-4634.
- For more information on customized training, contact KCTCS (300 North Main Street, Versailles, Kentucky 40383; <http://www.kctcs.edu>; 859-256-3100 or toll free in Kentucky only: 877-528-2748).
- For more information on the Bluegrass State Skills Corporation, call 502-564-2021; fax 502-564-4669; Web site <http://www.thinkkentucky.com/bssc>.

Rapid Response — Finding Help for Employers and Employees

If a business is changing its skill mix, reducing the size of its workforce, or anticipating a closure, Rapid Response services can help meet the businesses' needs while addressing the needs of employees and the community. The Rapid Response team is sensitive to concerns for maintaining confidentiality and productivity and transitioning employees to new jobs or training.

The Rapid Response team provides:

- possible options to reduce or avoid layoffs;
- an initial meeting with the employer to plan transition services for employees;
- presentations to employees on available services;
- an on-site career center for employees, when needed;
- employee skill assessments, both in groups and individually;
- coordination with other outplacement services;
- access to one-stop career center services; and
- applications for federal funds for employees.

The Rapid Response team helps transition employees into new jobs or training to ensure positive, productive stability in the community.



Where to Go for Assistance —

- Call 502-564-5360 and ask for Kentucky's Rapid Response Team.
- Contact a local one-stop career center or visit <http://www.dws.ky.gov/one-stops.htm>.
- Call 877-US-2JOBS [877-872-5627] and ask for Kentucky's Dislocated Worker Unit.
- Access <http://www.doleta.gov/layoff/workers.cfm>, the U.S. Department of Labor Employment & Training Administration Web site for more information on layoff-related services.

Understanding the Responsibilities of an Employer During a Layoff

In general, if a business employs at least 100 full-time workers and plans a layoff of at least 50 workers, the business may be required by the Worker Adjustment and Retraining Notification Act (WARN) to provide 60 days written notice to employees, the state Dislocated Worker Unit, and the chief elected official. This notice triggers Rapid Response services.



Where to Go for Assistance —

- Call 502-564-5360 and ask for Kentucky's Rapid Response Team.
- Call the toll-free help line (877-US-2JOBS [877-872-5627]) to locate the closest one-stop career center or visit <http://www.servicelocator.org>.
- Check out <http://www.doleta.gov/programs/factsht/warn.htm> for detailed information on WARN.

Financial Assistance for Employees

During a layoff, a business can help its employees make the transition to new jobs or training by providing information on income support assistance that is available to them.

Unemployment Insurance (UI) at <http://atlas.doleta.gov/unemploy/aboutui.asp> or <http://www.oet.ky.gov>. The UI program pays benefits to eligible workers who are unemployed and meet specified requirements. Also known as unemployment compensation, UI can help preserve the economic health of communities by maintaining the purchasing power of these workers.

Trade Act Programs at <http://www.oet.ky.gov> or <http://www.doleta.gov/tradeact/>. The Trade Act programs help trade-affected workers return to suitable employment as quickly as possible. They assist individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries.

Health Benefit Options at <http://www.dol.gov/dol/topic/health-plans/cobra.htm> or <http://www.oet.ky.gov>. Under what is known as COBRA (the Consolidated Omnibus Budget Reconciliation Act), employees and their families may be able to purchase extended health coverage up to 18 months after a layoff. Another law, the Health Insurance Portability Accountability Act (HIPAA), provides for laid-off workers who may be eligible to enroll in a spouse's health plan under a special enrollment period. http://www.dol.gov/ebsa/faqs/faq_consumer_hipaa.html

Pension Benefits Options at <http://www.dol.gov/ebsa/publications/wyskapr.html>. Employees who have been laid off but were active participants in a company's pension plan may be eligible to roll over vested pension benefits to an Individual Retirement Account (IRA).

Disaster Unemployment Assistance (DUA) provides financial assistance to individuals whose employment or self-employment has been lost or interrupted as a direct result of a major disaster declared by the President of the United States. Before an individual can be determined eligible for Disaster Unemployment Assistance, it must be established that the individual is not eligible for regular unemployment insurance benefits (under any state or federal law). The program is administered by states as agents of the federal government. <http://workforcesecurity.doleta.gov/unemploy/disaster.asp>



Where to Go for Assistance —

- Call 502-564-5360 and ask for Kentucky's Rapid Response Team.
- Call the toll-free help line (877-US-2JOBS [877-872-5627]) for more information and to contact your state's Dislocated Worker Unit.

UNDERSTANDING TRADE LAWS

The Office of Employment and Training administers the services and benefits under the Trade Adjustment Assistance (TAA) program. If a business is laying off workers due to import competition or because of a shift in production to another country, individualized assistance is available at no cost to help employees under the TAA program. A business may file a TAA petition on behalf of its employees to certify them for benefits beyond those normally available under regular unemployment insurance.

Trade Adjustment Assistance (TAA)

A business can help its employees if they have been laid off or if their hours and wages have been reduced due to foreign competition. The Trade Adjustment Assistance (TAA) program is a federal program established under the Trade Act of 1974. It provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. It provides affected workers with the opportunity to engage in long-term training while receiving income support.

The TAA program provides a comprehensive, timely array of retraining and reemployment services to all affected workers. Services to eligible workers might include:

- income support;
- reemployment services;
- job search allowance;
- subsistence allowance;
- relocation allowance;
- transportation allowance; or
- training (on-the-job or in the classroom).



Where to Go for Assistance —

- Call 502-564-7456 or 502-564-5360 for the State TAA Coordinator with the Office of Employment and Training.
- Call 502-564-5360 and ask for Kentucky's Rapid Response Team.
- Access <http://www.doleta.gov/layoff/workers.cfm>, the U.S. Department of Labor Employment & Training Administration website for more information on layoff-related services.
- Contact your local one-stop career center or your state's Dislocated Worker Unit by calling the toll-free help line (877-US-2JOBS [877-872-5627]) or find them at America's Service Locator at <http://www.servicelocator.org>.

FINANCIAL INCENTIVES

EMPLOYER TAX CREDITS

Tax credits may be available if a business hires low-income workers such as welfare recipients, high-risk youth, veterans, food stamp recipients, vocational rehabilitation referrals, and ex-felons.

Work Opportunity Tax Credit (WOTC)

The Work Opportunity Tax Credit program is administered by the Office of Employment and Training. It is a federal income tax credit that encourages businesses to hire eight targeted groups of job seekers. The WOTC can reduce a business's federal tax liability by as much as \$2,400 per new hire. To qualify for the tax credit, the new hire must belong to one of eight WOTC target groups:

- welfare recipients;
- 18- to 24-year-old food stamp recipients;
- veterans receiving food stamps for a three-month period or belonging to a family who receives food stamps;
- vocational rehabilitation referrals;
- 16- to 17-year-old residents of Empowerment Zones or Enterprise Communities hired as "Summer Youth Employees" who work between May 1 and September 15;
- 18- to 24-year-old residents of Empowerment Zones or Enterprise Communities;
- ex-felons or work-release inmates from low-income families; or
- recipients of Supplemental Security Income benefits.

The credit for new hires employed 400 or more hours is 40 percent of qualified wages for the first year of employment; the credit for new hires employed 120 to 400 hours is 25 percent. Qualified wages are capped at \$6,000 for all WOTC target groups except Summer Youth, whose wages are capped at \$3,000.



Where to Go for Assistance —

- Contact Kentucky's WOTC Coordinator with the Office of Employment and Training by calling 502-564-7456.
- Access the U.S. Department of Labor Web site for information on the WOTC.
<http://www.doleta.gov/Programs/WOTC.cfm>
- Contact your local one-stop career center by calling the toll-free help line (877-US-2JOBS [877-872-5627]) or find it at America's Service Locator at <http://www.servicelocator.org>.

The Unemployment Tax Credit Program

The 1982 Kentucky General Assembly enacted KRS 141.065, which provides an Unemployment Tax Credit against the income tax liability of Kentucky employers who hire qualified unemployed individuals.

Employers may claim a \$100 credit for each eligible individual who has been certified by OET as unemployed for 60 days prior to being hired into full-time employment. Each individual must remain employed fulltime for 180 consecutive calendar days in the tax year in which the credit is claimed.



Where to Go for Assistance —

- Contact the Office of Employment and Training, Unemployment Tax Credit Program, at 502-564-7456.
- Call the State Tax Credit Unit at 502-564-7456.

- Contact your local one-stop career center by calling the toll-free help line (877-US-2JOBS [877-872-5627]) or find it at <http://www.servicelocator.org>, America's Service Locator.

GED Incentives: Employee Tuition Discount, Employer Tax Credit

Employers can receive a state income tax credit for a portion of the paid release time given to an employee to study for the GED. The tax credit is calculated at half of the employee's hourly salary for release time, for a maximum of \$1,250. Employees can earn a tuition discount of \$250 per semester for a maximum of four semesters at a Kentucky public postsecondary institution.

Employers who provide paid release time are eligible for the tax credit. Full-time employees who enter a learning contract with the adult education program and their employer and who earn a GED within one year are eligible for tuition discounts.



Where to Go for Assistance —

- Contact Kentucky Adult Education, 502-573-5114.
- Visit the Kentucky Adult Education Web site at <http://adulthood.state.ky.us/index.htm>.

Tax Credits for Hiring Persons with Disabilities

In addition to tax credits for businesses that hire individuals who are referred from vocational rehabilitation agencies, two other business tax incentives are available:

- **Deduction for the cost of removing barriers to the disabled and elderly.** A business can take this deduction if the facility or transportation vehicles are made more accessible to and usable by workers who have disabilities or who are elderly.
- **Disabled Access Credit.** This is a tax credit for an eligible small business that pays or incurs expenses to provide access to persons with disabilities. However, the expenses must be to enable the business to comply with the Americans with Disabilities Act.



Where to Go for Tax Credit Assistance -

- Contact the Office of Vocational Rehabilitation at 800-372-7172 / 502-564-4440 (voice/TTY).
- Access <http://www.dol.gov/dol/topic/disability/index.htm> for more information on these tax credits.
- Contact your local One-Stop Career Center by calling the toll-free help line (877-US-2JOBS [877-872-5627]) or find it at America's Service Locator at <http://www.servicelocator.org>.

ACCESSING OTHER FINANCIAL TOOLS

Other assistance may be available for a business in an industry experiencing workforce fluctuations or a small business that is trying to compete and grow. Businesses located in a rural area or inner city may receive assistance to enable growth in production and jobs.

Help for Manufacturers

The Kentucky Manufacturing Assistance Center (KMAC) helps small manufacturing business that may face limited budgets, lack of in-house expertise, and lack of access to the newest technologies overcome these barriers. KMAC, a private, not-for-profit corporation aligned with the National Institute of Standards and Technology's Manufacturing Extension Partnership (NIST/MEP) and with the Kentucky's Cabinet for Economic Development, operates statewide.

KMAC assists small and medium-sized manufacturers (under 500 employees per facility) in advancing technical capabilities, production methods, and business practices through an assortment of best business practices and state-of-the-art technology. Because KMAC receives partial public funding, services are provided at affordable rates.



Where to Go for Assistance —

- Contact the Kentucky Manufacturing Assistance Center at 1-800-637-4634 or <http://www.kmac-mep.org>.

Organizational Development and Customized Training

The Kentucky Community and Technical College System (KCTCS) is dedicated to serving Kentucky's employers through the delivery of programs and services designed to improve organizations' performance. Through the Office of Workforce and Economic Development, employers have access to training courses customized to support the work environment and unique needs of businesses. Available training includes:

- job analysis and human resource services;
- strategic management and organizational development;
- continuous improvement;
- information technology;
- manufacturing technology and technical training;
- leadership and management;
- workplace essential skills; and
- health and safety.

KCTCS has 16 college districts with over 150 staff dedicated to providing services to business and industry. The KCTCS Community and Economic Development Coordinators work with companies to conduct needs analysis and develop customized training programs targeting the specific needs of a company's workforce.



Where to Go for Assistance —

- Contact KCTCS, 300 North Main Street, Versailles, Kentucky 40383; phone: 859-256-3249 or Web site <http://www.kctcs.edu>.

Small Business Growth

For small-business owners, the U.S. Small Business Administration (SBA) can provide financial, technical, and management assistance. SBA is the nation's largest single financial backer of small businesses.

The SBA can assist in finding:

- loans to start, run and maintain a business;
- government contracting opportunities through PRO-Net;
- subcontracting opportunities through SUB-Net;
- venture capital opportunities through ACE-Net;
- international trade and export assistance through TradeNet;
- technology-based business information on Tech-Net; and
- updated laws and regulations affecting small businesses.



Where to Go for Assistance —

- All of these SBA programs can be accessed at <http://www.sba.gov>, recognized by *Forbes* magazine in its *Best of the Web* issue, or by calling 800-UASK-SBA (800-827-5722).
- Contact the Kentucky Small Business Development Center at 859-257-7668 or <http://www.ksbdc.org>.

Assistance for Employers in Rural and Inner-City Areas

If a business is located in one of America's federally designated inner cities or distressed rural communities, it may be eligible for federal tax incentives or grants through the Empowerment Zone/Enterprise Community (EZ/EC) or the Renewal Community program.

EZ/EC targets billions in federal tax incentives and flexible grant assistance to distressed urban and rural areas. Rather than imposing restrictive federal mandates on America's communities, this effort recognizes that local residents know best how to solve their neighborhood's problems. It rewards communities that bring together multiple local partners — residents, business people, state and local government, nonprofit institutions — to make these solutions a reality.

EZ/EC designations have helped more than 100 communities in more than 40 states to empower their residents and implement their visions for a better future.



Where to Go for Assistance —

- Contact the Cabinet for Economic Development at 502-564-7670, <http://www.thinkkentucky.com>.
- Go to <http://www.ezec.gov> or call (202) 619-7980 to locate the EZ/EC closest to you.

ACCESSING WORKFORCE RESOURCES

THE TOLL-FREE HELP LINE (877-US-2JOBS [877-872-5627] or 877-TTY-JOBS [877-889-5627])

As a part of the one-stop concept, a toll-free help line was launched to assist employers and workers in finding the necessary resources for their workforce needs in their state and local areas. Businesses and individuals may call this number and receive general information about all major programs and services including:

- youth employment;
- apprenticeship training;
- employment of persons with disabilities;
- Rapid Response services;
- training programs;
- Unemployment Insurance; and
- restructuring/layoff services.

State and local contacts also provide information about services available in your area. America's Service Locator, <http://www.servicelocator.org>, has all of these contacts in an easily searchable database. The toll-free help line helps employers find information about the dislocated worker programs and services and other workforce development programs across the country. States and other agencies supply information that is stored in an automated database and is used by customer service representatives at a state-of-the-art national call center to provide answers to questions and to connect customers to the appropriate resource at the state or local level for accessing services.

Information is available in multiple languages and TTY. (For TTY, call 1-877-889-5627)

THE ONE-STOP WEB SITE

America's Career OneStop (<http://www.careeronestop.org>)

With more than seven million user sessions a month, employers wanting to stay competitive in the digital age are discovering America's Career OneStop. With just a few clicks, all the resources needed to support recruiting efforts and stay competitive are available.

America's Career OneStop is made up of:

America's Job Bank (<http://www.ajb.org>)

America's Job Bank provides access to over 700,000 resumes online. A business person or employer can type in criteria including job title, skills required, and geographic location. The search can be saved through the AJB Job Scout feature and reports will be sent to the business when candidates matching the criteria enter their resumes. AJB is also the Web site for posting business job listings. Businesses can find qualified applicants to fill critical job vacancies or new positions quickly.

America's Career InfoNet (<http://www.acinet.org>)

America's Career InfoNet (ACINet) is an electronic storehouse of comprehensive state and local labor market data not available anywhere else. Employers can review prevailing salaries and living costs in other markets to see if the salaries and benefits they are offering are competitive and find information on general trends in the job market, such as what industries are the fastest growing, what occupations are declining in employment opportunities, and what occupations are the highest paying. ACINet also provides information on what skills are necessary to perform specific jobs and what specific tasks are involved in the job.

America's Service Locator (<http://www.servicelocator.org>)

America's Service Locator (ASL) gives employers a map and driving directions to the public service offices with information on career planning, recruiting employees, locating training, helping employees deal with job loss, finding child care facilities and more. By entering the employer's address and specifying what information they are looking for, employers are given contact information, a map and driving directions to the location nearest to them.

KENTUCKY'S ONLINE RESOURCES

- Bluegrass State Skills Corporation (<http://www.thinkkentucky.com/bssc/>)
- Cabinet for Economic Development (<http://www.thinkkentucky.com>)
- Cabinet for Health and Family Services (<http://www.chfs.ky.gov/>)
- Council on Postsecondary Education (<http://www.cpe.ky.gov>)
- Department for Workforce Investment (<http://www.workforce.ky.gov/>)
- Kentucky Cares (<http://kycares.ky.gov/>)
- Kentucky Community and Technical College System (<http://www.kctcs.edu>)
- Kentucky Electronic Government (<http://www.kentucky.gov/>)
- Kentucky Office of Employment and Training (<http://www.oet.ky.gov>)

WORKFORCE GLOSSARY

Adult Worker

An adult worker is age 18 or over and is eligible for employment and training services.

America's Career OneStop

America's Career OneStop is an integrated suite of Web sites that include America's Job Bank, America's Career InfoNet, and America's Service Locator. <http://www.careeronestop.org/>

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability. Employers with 15 or more employees and state and local government are subject to ADA requirements. In addition, the ADA prohibits discrimination on the basis of disability in privately operated public accommodation facilities, including all hotels, restaurants, retail stores, places of recreation, and in transportation services. State and local governments also are prohibited from discriminating against individuals with disabilities when providing programs, activities, or services.

Apprenticeship Training

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by individual employers, employer associations, and joint labor and management partnerships.

Alternative Trade Adjustment Assistance (ATAA)

The Alternative Trade Adjustment Assistance (ATAA) program assists older workers who have lost their jobs due to foreign trade. Those who feel they are too old to go back to school, can elect to take a job for lesser pay than they were making at the trade affected business, and the ATAA program will make payments of 50 percent of the difference between pre-layoff wages and their reemployment wages. The maximum allowable for a two-year period is \$10,000.

Assessment

Assessment is the gathering, analyzing, and interpretation of information about the person's employment potential. The process includes the review of the individual's employment goals, strengths and skill deficits in relation to employer hiring requirements in the community. Information obtained from assessment is used to improve service delivery.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers who lose their health benefits under certain circumstances the right to choose to continue group health benefits provided by the plan of a previous employer.

Disaster Unemployment Assistance (DUA)

The Disaster Unemployment Assistance (DUA) program provides for the payment of unemployment assistance to individuals not otherwise eligible for unemployment compensation, whose unemployment is the direct result of a major disaster as declared by the President of the United States.

<http://workforcesecurity.doleta.gov/unemploy/disaster.asp>

Dislocated Worker

A dislocated worker is an adult who has been permanently laid off or has received a notice of termination or layoff from employment due to no fault of his/her own.

Dislocated Worker Unit

Kentucky's Division of Workforce Services in the Office of Employment and Training is responsible for ensuring effective Rapid Response services for workers, employers, and communities affected by plant closings and mass layoffs and for connecting those groups to other available services.

Federal Bonding Program

The Federal Bonding Program offers services to employers free-of-charge and serves as an incentive to the company to hire a job applicant who is an ex-offender or has some other risk factor in his/her personal background.

General Education Development Certificate (GED)

The General Education Development (GED) is a certificate earned by an individual who has passed an examination, which indicates that the individual has the basic skills equivalent to those of a high school graduate.

Health Care Tax Credit (HCTC)

The Health Coverage Tax Credit (HCTC) is a program that can help pay for 65 percent of monthly health plan premiums for individuals and their qualified family members who are eligible for the Trade Adjustment Assistance (TAA) Program. Certain beneficiaries of the Pension Benefit Guaranty Corporation (PBGC) may also be eligible.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) offers protection that improves portability and continuity of health insurance coverage to American workers. <http://www.cms.hhs.gov/hipaa/>

Job Corps

The Job Corps is the nation's largest and most comprehensive residential education and job training program for at-risk youth, ages 16 through 24. Since 1964, the program has provided more than 1.7 million disadvantaged young people with the integrated academic, vocational, and social skills training they need to gain independence and get good quality, long-term jobs, or further their education.

<http://jobcorps.doleta.gov/>

Job Readiness Training (JRA) / Work Readiness Training (WRA)

Job Readiness Training (JRA) / Work Readiness Training (WRA) centers on pre-employment preparation and helps prepare participants for work by ensuring that participants are familiar with general workplace expectations. The training helps ensure the participant exhibits appropriate work behavior, attitudes, life skills, and personal hygiene.

Kentucky Transitional Assistance Program (K-TAP)

The Kentucky Transitional Assistance Program (K-TAP) is the monetary assistance program Kentucky established from the federally funded Temporary Assistance for Needy Families (TANF) block grant. K-TAP is provided to families with dependent children who meet technical and financial criteria.

Kentucky Works Program (KWP)

The Kentucky Works Program (KWP) assists recipients of K-TAP obtain gainful employment leading to self-support.

Labor Market Information (LMI)

Labor Market Information provides statistics on occupational trends, unemployment rates, and other economic statistics. <http://www.workforcekentucky.ky.gov/>

Manufacturing Extension Project (MEP)

The Manufacturing Extension Project (www.mep.nist.gov) is a nationwide network of not-for-profit centers in over 400 locations, whose purpose is to provide small and medium-sized manufacturers with the help they need to succeed.

Older Workers

Older workers are 55 years old or older. Those who have a low income may receive services such as government subsidized jobs and assistance in finding job opportunities in the private sector.

<http://www.dol.gov/dol/topic/discrimination/agedisc.htm>

On-The-Job Training (OJT) / Wage Subsidy Program (WSP)

On-The-Job Training (OJT) / Wage Subsidy Program (WSP) provides training and supervision at the job site for a specified period of time in exchange for wage subsidy (50 percent of hourly wages). The participant has employee status and is provided the same benefits as other employees in the same position.

One-Stop Career Center

A one-stop career center provides employers and individuals with access and resources to obtain employment and training services at a single neighborhood location. <http://www.dol.gov/dol/topic/training/onestop.htm>

Pension Benefits

Workers who were active participants in an employer's pension plan may be eligible to roll over vested pension benefits to an Individual Retirement Account (IRA) or to a new employer's retirement plan.

<http://www.dol.gov/ebsa/> and <http://www.dol.gov/dol/topic/retirement/consumerinfpension.htm>

Rapid Response

Rapid Response is a program that provides early intervention services designed to respond to layoffs before they occur. Rapid Response helps transition workers into new jobs or training opportunities.

<http://www.doleta.gov/layoff/employers02.cfm> and <http://dtr.ky.gov/rapidresponse.htm>

Temporary Assistance For Needy Families (TANF)

TANF was established by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996. TANF replaced the federal entitlement program of Aid to Families with Dependent Children (AFDC). TANF provides a block grant to each state to develop its own assistance plan.

Trade Adjustment Assistance (TAA)

The Trade Adjustment Assistance program provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. Workers may be eligible for training, job search, and relocation allowances, income support and other reemployment services. <http://www.doleta.gov/tradeact/>

Trade Readjustment Allowance

The Trade Readjustment Allowance is an income support benefit available to those workers who were laid off or who had hours reduced because their employer was adversely affected by increased imports from other countries. <http://www.doleta.gov/tradeact/>

Unemployment Insurance (UI) (also known as Unemployment Compensation)

Unemployment Insurance is a federal-state program that pays benefits to eligible workers who are unemployed and who meet other state requirements. <http://www.oet.ky.gov>

U.S. Department of Labor (DOL)

The U.S. Department of Labor is charged with preparing the American workforce for new and better jobs and ensuring the adequacy of America's workplaces. It is responsible for a wide variety of workplace activities for nearly 10 million employers and well over 100 million workers. <http://www.dol.gov> and <http://www.doleta.gov>

U.S. Small Business Administration (SBA)

The U.S. Small Business Administration provides financial, technical, and management assistance to help Americans start, run, and grow their businesses. <http://www.sbaonline.sba.gov/>

Unemployment Tax Credit (UTC)

The 1982 Kentucky General Assembly enacted KRS 141.065 which provides an Unemployment Tax Credit against the income tax liability of Kentucky employers who hire qualified unemployed individuals.

Veteran

Veterans, individuals who have served in the U.S. armed forces, have solid training through their military experience. Veterans are often directed to transition services that enhance the skills they acquired in the military. <http://www.dol.gov/vets/>

Wagner-Peyser Act

The Wagner-Peyser Act of 1933 provides for the establishment of a national employment service system and for federal-state cooperation in the promotion of such system. <http://www.usese.doleta.gov/wp.asp>

Work Opportunity Tax Credit (WOTC)

The Work Opportunity Tax Credit provides federal income tax credits for new hires from among eight target groups. An employer's federal income tax liability can be reduced by as much as \$2,400 per eligible new hire. <http://www.usese.doleta.gov/wotcdata.asp>

Worker Adjustment and Retraining Notification Act (WARN)

The Worker Adjustment and Retraining Notification Act offers protection to workers, their families, and communities by requiring employers to provide written notice 60 days in advance of covered plant closings and covered mass layoffs. This notice must be provided to either affected workers or their representatives (e.g., a labor union), to the Dislocated Worker Unit, and to the appropriate unit of local government. <http://www.dol.gov/dol/compliance/comp-warn.htm>

Workforce Investment Act (WIA)

The Workforce Investment Act of 1998 provides the framework for a national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers.

Workforce Investment Board (WIB)

In partnership with state and local elected officials, WIBs plan and oversee the state and local workforce investment system. At least 50 percent of the members on each board must be representatives of private industry and business.

Youth

Youth who qualify for services are those who range from age 14 to 21, are in low-income families, and face challenges in becoming self-sufficient and stable in their careers. <http://www.youthrules.dol.gov/index.htm> and <http://www.dol.gov/dol/topic/youthlabor/index.htm>

Kentucky State Agency Services

Connecting Kentucky to Employment, Workforce Information, Education, and Training

The Office of Employment and Training (OET), its divisions, and partner agencies offer the following services.

For job seekers, the OET provides job placement and referral services and conducts work readiness seminars to prepare individuals for employment. Employers can recruit workers through Internet job listings. Unemployment insurance benefits help those who become unemployed due to no fault of their own. Other OET programs and services include:

- account management;
- customized services;
- dislocated worker program;
- enterprise zone program;
- foreign labor certification;
- Kentucky Works program (in conjunction with the Department for Community Based Services);
- Labor Market Information;
- migrant worker recruitment;
- testing/assessment;
- Trade Adjustment Assistance (TAA);
- Unemployment Tax Credit;
- veterans program; and
- Work Opportunity Tax Credit (WOTC).

For workers who have lost their jobs due to layoffs, plant shutdowns or cutbacks, the Division of Workforce Services administers federally funded programs through local workforce investment areas to help individuals acquire new skills, update old skills, and find new jobs. The division also administers programs that provide training and education to youth and adults.

For Kentuckians with disabilities, the Office of Vocational Rehabilitation and the Office for the Blind offer counseling, job training and placement, assistive technology and other services.

For high school students, the Office of Career and Technical Education offers hands-on training and education at area technology centers statewide. Area technology centers also provide short-term courses for adults.

Programs funded by **Kentucky Adult Education** can help secure a General Education Development certificate, the GED. Other services include adult basic education and family literacy programs. Adult Education also helps companies raise the literacy levels of employees through programs conducted at the workplace.

For those who want to build or revive a career, the local one-stop career center system is the place to start. Job seekers can find information and resources necessary to conduct a complete job search. Information about job openings, training, and education is available. Employers can access information about job applicants, workforce development assistance, customized training, and community resources. Find the closest one-stop career center by using America's Service Locator at <http://www.servicelocator.org>.

The Division of Unemployment Insurance (UI) provides short-term financial support to individuals who are unemployed through no fault of their own. The employer pays for this support through unemployment taxes. In return, UI helps employers keep valuable trained workers in the area until they can be rehired. Indirectly, every dollar paid in state unemployment tax is used to pay benefits, and those dollars are spent to purchase goods and services and the taxes are recycled back into the local economy.

Kentucky Workforce Investment Board



The Workforce Tool Kit A Resource for Employers 2005 Spring Edition

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