

# Department of Workforce Development



## New Jobs Training Program

### Purpose

Provide assistance to companies creating a substantial number of new jobs in Missouri. Whether the company is expanding its workforce or locating a new facility in the State, this program is designed to assist with the costs of training the employees in the newly created jobs.

### How The Program Works

Local community colleges initially finance training through the sale of certificates. The certificates are repaid by using tax credits from the employer's regular withholding that is based on a percentage of the gross wages paid to employees in the new jobs. The tax withholding is equal to 2.5% of gross wages for the first 100 new jobs and 1.5% for the remaining new jobs. To repay the training and certificate costs, the tax withholding for projects in excess of \$500,000 may be claimed up to eight years, and those projects not in excess of \$500,000 may be claimed up to ten years.

### Eligible Applicants

Businesses with a sound credit rating, currently located in or locating to Missouri and engaged in interstate or intrastate commerce for the purpose of manufacturing, processing, or assembling products are eligible. Companies that conduct research and development or provide services in interstate commerce are also eligible. Retail businesses do not qualify for the program.

### Eligible Use Of Funds

Funding can be used toward reimbursement for the training and costs associated with the issuance of certificates. Training activities such as skill assessment, orientation, pre-employment training, occupational skill training, and on-the-job training can be included in the project. Withholding tax credits claimed in excess of the amount of the project are returned to the Department of Revenue.

### Application Procedure

The appropriate community college will submit a "Notice of Intent" for a potential project to the Department of Economic Development's Division of Workforce Development (DWD). DWD determines company eligibility and reviews for training duplication. On behalf of the company, the community college will then submit an application for the New Jobs Training Program outlining training details. Upon approval of the application by DWD, the community college may enter into a formal contract agreement with the company. However, the community college board of trustees must approve all final project agreements.

### Funding Limits

The current limit on the total amount of outstanding certificates sold by all community college districts is \$55 million. There is also a limit on the amount of funds available each year.

### Special Programming Requirements

Other eligibility criteria may be applied, such as types of occupations, types of industries, and minimum wage rates.

### Contact

MO Department of Economic Development  
Division of Workforce Development  
Employer Relations Section  
421 East Dunklin, PO Box 1087  
Jefferson City, MO 65102  
Phone: (573) 526-8254 Fax: (573)522-9496  
Phone: 800-877-8698  
Email: [wfdcusto@ded.mo.gov](mailto:wfdcusto@ded.mo.gov)

# Department of Workforce Development

## Customized Training Program



### **Purpose:**

The program provides assistance to eligible Missouri businesses to reduce training costs and improve productivity for the purposes of creating and maintaining jobs.

### **How The Program Works:**

The Department of Economic Development through the Division of Workforce Development operates the program in cooperation with the Department of Elementary and Secondary Education. Local educational agencies implement the program locally.

Training assistance may be available for training costs such as curriculum development, instructional salaries and training materials. The company should consult with the customized training staff or local educational agency to determine what are eligible costs.

### **Eligible Applicants:**

Includes Missouri companies providing permanent, full- time employment to Missouri residents if the company is:

- creating new jobs in the state above their peak employment level in the past year; or
- retraining existing employees as a result of a substantial new capital investment.

**Additional eligibility criteria apply, such as types of industries and occupations, wage rates, etc.**

### **Application Procedure:**

Missouri employers should submit an Employer Request for Training 30 days prior to the start date of training or hiring. The local educational agency will work with the company to complete and submit the required paperwork. The Customized Training staff will review the application and notify the employer of the final decision. Contact the Customized Training staff at 800-877-8698 to see if you qualify or for a local educational agency contact.

### **Special Program Requirements:**

Funding amounts are approved on an individual basis and are contingent on the availability of funds.

### **Contact:**

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Division of Workforce Development  
Industry Training Programs  
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