



## RETRAIN YOUR EXISTING WORKFORCE.

The Virginia Career Works Existing Worker Training program provides funding for businesses to upgrade the skills of their current employees, enhancing their expertise and making their business more competitive. These funds can be used to address changes and/or challenges to your business, including, but not limited to:

- Declining sales
- Supply chain issues
- Adverse industry market trends
- Changes in management behavior or ownership
- Phasing out certain functions and/or introducing new functions/lines that require worker retraining
- Required skill changes that would otherwise result in downsizing and layoffs if not addressed
- New technology and/or equipment implementation that increase economic competitiveness; and
- Creation of new employment opportunities that require advance skills and knowledge

The program reimburses employers for the cost of training their workers, including tuition or instructional costs for courses, class for certification exams, online training, textbooks/manuals, and certification/licensing fees. Maximum reimbursable amounts are up to \$2,000 per employee for a total of \$10,000 per business annually. Participating businesses must provide a minimum matching contribution to the grant funding provided, as listed below:

- Business with 50 or less employees must match 10% of the training cost.
- Businesses with between 51 and 100 employees must match 25% of the training cost.
- Businesses with more than 100 employees must match 50% of the training cost.
- Wages that are paid to employees for the duration of the training count toward the match requirement as in-kind, fairly evaluated.

### **ADDITIONAL PROGRAM INFORMATION**

Businesses interested in the Existing Worker Training program must complete an application for funding, detailing their training needs and funding request amount. Employees participating in training must be willing to provide verification of: Social Security Number, selective service registration, U.S. citizenship/right to work and date of birth.

Contact: Tim Saunders, Central Virginia Workforce Development Board  
Phone: (434) 856-2713 or email [tim.saunders@vcwcentral.com](mailto:tim.saunders@vcwcentral.com)

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