

Workplace Fundamentals Program

Overview

Description

Workplace Fundamentals is a program designed in partnership with an employer or group of employers, the Atlanta Regional Commission (ARC), and a local training provider to offer job seekers opportunities to learn basic and personal skills needed for entry-level positions. It is intended to be a recruitment training series for employers who endorse the program by guaranteeing interviews to those participants that successfully complete the program. The Workplace Fundamentals Program (WFP) may be offered to employers who have open, full-time positions and have not been able to find qualified job candidates.

Funding

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of the Atlanta Regional Workforce Development Board (ARWDB). The maximum funding per participant is \$8,000 and per employer or group of employers is \$100,000 per year.

Eligibility Criteria

Employers

- Operating in the State of Georgia for at least six months;
- Contributing and in full compliance with local, state, and federal tax obligations;
- Hiring for full-time positions with a minimum wage of \$12.62 per hour;
- Agree to interview participants that successfully complete the program.

Trainees

- Unemployed, underemployed, or dislocated from current employer as defined by WIOA and determined to be eligible for WIOA training funds;
- Pass the pre-screening criteria as defined by the employer(s) and ARC;
- Pass the performance measures as defined by the employer(s) and ARC.

Reimbursements

All WFP grant award contracts are performance-based. When a WFP grant award is made, it is for a specific negotiated amount for a minimum number of participants. If participation is less than the minimum number by the end of the contract period, the final reimbursement will be pro-rated to bring the total reimbursement for the project in line with the actual number of participants.

The Process

1. Employer(s) identifies basic and personal skills needed.
2. Employer(s) selects a training program listed on the Georgia Eligible Training Providers list or discusses procurement procedures with ARC.
3. Employer(s) and training provider complete a Workplace Fundamentals Program Application.
4. Applications are reviewed by ARC staff to assure that all requirements are met.
5. Applications are submitted to the Director of WorkSource Atlanta Regional for review and approval monthly, based on the amount of funds available for obligation.
6. Upon approval, the employer(s) and training provider will receive a specific "Award Date." The training provider can then proceed as of the award date to accept applications for the training.
7. ARC will send an agreement to the employer(s) to be signed by an authorized representative.
8. When ARC receives the signed agreement, the training provider will receive a contract to be signed by an authorized representative. Once there is a fully-executed contract with the training provider, then they may begin training and request monthly expense reimbursements.