



SUBSIDIZED TRAINING AND EMPLOYMENT PROGRAM

Promote job creation and worker opportunity for Connecticut small businesses and unemployed workers

The Subsidized Training and Employment Program (Step Up) is an initiative of the Connecticut Department of Labor and the state's five Workforce Investment Boards. Step Up offers two programs: the **Wage Subsidy Program** and the **Small Manufacturer Training Grant Program**. Each program offers employer incentives to hire new employees and create jobs.

Eligible companies, defined as a small business, or manufacturer with not more than 100 employees, can apply for one program for each new hire – an employer cannot use multiple programs for one new hire.

The program was expanded in June 2012 to include the **Unemployed Armed Forces Member Subsidized Training and Employment Program**. This program, similar to the Wage Subsidy program, is available to eligible employers of any size that hire an unemployed veteran (see reverse for qualifying details).

Subsidized Training and Employment Program Eligibility

Worker Eligibility:

- Unemployed prior to hire
- Resident of municipality that has an unemployment rate equal to or higher than the state rate as of September 1, 2011, or resides in a town with a population of 80,000 or more
- Adjusted family income equal to or less than 250% of the federal poverty level
- New hire can not be defined as a person employed on a temporary or seasonal basis by a retailer

Employer Eligibility:

- Small business or manufacturer with not more than 100 full-time workers (no size limit under the Unemployed Armed Forces Member Subsidized Training and Employment Program)
- Business has been registered to conduct business for at least 12 months and must be in good standing with the payment of state and local taxes

Subsidized Wage Program Incentives

A wage subsidy for new hires (up to \$20 per hour and can be reimbursed up to \$12,000 – excludes benefits) is provided over a 180 day period

Month 1 – 100%

Month 2 – 75%

Month 3 – 75%

Month 4 – 50%

Month 5 – 50%

Month 6 – 25%

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Small Manufacturer Training Grant Program Eligibility

Worker Eligibility:

- Unemployed prior to hire

Employer Eligibility:

- Small manufacturer with not more than 100 full-time workers
- Business has been registered to conduct business for at least 12 months and must be in good standing with the payment of state and local taxes
- Training must take place at the business site

Small Manufacturer Training Grant Program Incentives

Training grants up to \$12,500 for new hire for six months. Training must be held on-site and grant can also be used to subsidize wages; cannot exceed salary

Month 1 - up to \$2,500	Month 2 - up to \$2,400	Month 3 - up to \$2,200
Month 4 - up to \$2,000	Month 5 - up to \$1,800	Month 6 - up to \$1,600

Veterans that qualify for the Unemployed Armed Forces Member Step Up:

Veterans must have been a member of the Armed Forces or any reserve component of these armed forces, or a state National Guard; and honorably discharged after serving at least 90 days of service, or earlier if the individual was separated from service due to a service-connected disability.

For information about Step Up, please contact your regional coordinator

Region	Location	Contact Info
Eastern	<i>Cities and towns in the Groton, Killingly, New London, Norwich, Windham areas</i>	Linda Riquier Lriquier.ctwbs@ct.gov (860) 786-6281
North Central	<i>Cities and towns in the Bloomfield, Bristol, East Hartford, Hartford, New Britain areas</i>	Monica Cox mcox@capitalworkforce.org (860) 899-3457
Northwest	<i>Cities and towns in the Danbury, Kent, Naugatuck, Torrington, Waterbury areas</i>	Steve Gray Sgray.ctwbs@ct.gov (203) 574-6971 ext 464
South Central	<i>Cities and towns in the Hamden, Meriden, Middletown, New Haven, Old Saybrook, Wallingford areas</i>	Kevin M. Seeley kseeley.ctwbs@ct.gov (203) 624-1493 ext 235
Southwest	<i>Cities and towns in the Bridgeport, Norwalk, Stamford, Stratford and Valley areas</i>	Carmen A. Nieves CNieves@workplace.org (203) 610-8478

Rev: 2/20/15

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