



## TEXAS WORKFORCE COMMISSION SKILLS FOR SMALL BUSINESS Program Parameters

### Introduction

The [Skills for Small Business](#) (SSB) program is an exciting opportunity for a small business to request training for its employees to support improvement of overall operations. The Texas Workforce Commission (TWC) implemented this initiative in coordination with the [Office of the Governor's Small Business Forums](#) in an effort to address the training needs of small businesses in Texas.

Below is information on eligibility, program parameters, and data reporting requirements. The Skills for Small Business application instructions and application can be found on the [TWC Skills for Small Business Web site](#) or directly through the following links:

- [Skills for Small Business Application Instructions](#) 
- [Skills for Small Business Application](#) 

*Our Business Outreach and Project Development team is available to answer any questions you have about the program and/or assist you in completing the application. Please call us at (877) 463-1777 or send an e-mail to [SkillsForSmallBusiness@twc.state.tx.us](mailto:SkillsForSmallBusiness@twc.state.tx.us).*

### Eligible Applicants

- To participate in the SSB program, a business must:
  - Be a private business;
  - Employ at least one and not more than 99 individuals companywide;
  - Be financially stable;
  - Be liable to pay [Unemployment Insurance](#) contributions to TWC and be in compliance with the reporting and payment requirements; and
  - Be in compliance with the Texas Business and Commerce Code.

### Program Information

- The program will cover the following costs:
  - Tuition and fees costs for course offerings provided by eligible [public community and technical colleges](#) in the local area. (*Important Note: the SSB program will not cover costs for course offerings from third-party vendors, universities, or proprietary or vocational schools*);
  - Up to \$1,450 in a 12-month period for a new employee; and
  - Up to \$725 in a 12-month period for an existing employee.
- For the purposes of this program, a new employee is defined as an individual who is hired in the 12 months prior to TWC's receipt of the application requesting training. An **existing employee** is one who is currently employed by the business and has been employed for longer than the 12 months prior to TWC's receipt of the application.
- Businesses will be responsible for all course costs not covered by SSB funding.
- It is a requirement of the program that the hourly wage of each employee for whom training is being requested meets or exceeds the [prevailing wage](#) for that occupation in the local labor market. TWC will use [local labor market wage data](#) to determine if this requirement is met.





## Data Reporting Requirements

If your business' application is determined to be fundable, you will be asked to please provide TWC with specific data on each participating employee before the application is approved and funds are released to the college. It will be used by the college to track each employee's progress in the approved courses and report monthly to TWC.

The following are the required data elements that must be provided to TWC prior to final approval on the application and release of funds to the college for the requested training:

- Employee's full name, middle initial (if applicable), and last name
- Employee's Social Security number\*
- Employee's home street address
- Employee's birth date
- Employee's veteran status (Yes or No)
- Employee's hire date

***\*IMPORTANT: There is NO alternative to the use of a SSN as the identifier of individual employees participating in the Skills for Small Business program. Employees who do not allow the release of this information to TWC will not be able to participate in the program. Upon application approval, TWC staff will follow up with your business for secure receipt of required information.***

## Procedure for Submitting an Application

After you have completed your application, please e-mail the Microsoft Word version (without signatures) and accompanying Attachment A spreadsheet to the attention of Cristina Ramos at [SkillsForSmallBusiness@twc.state.tx.us](mailto:SkillsForSmallBusiness@twc.state.tx.us). Please also send us the original *signed* application by fax to (512) 463-7187 or by mail to the following address:

Texas Workforce Commission  
Workforce Business Services  
Attention: Cristina Ramos  
101 E. 15<sup>th</sup> Street, Room 424-T  
Austin, Texas 78701

If you do not have email capabilities, you may either fax the signed application to Cristina Ramos at (512) 463-7187 or mail the original signed application to the address above. ***It is recommended that applications are submitted at least two weeks prior to and no more than six weeks in advance of requested training.***

## Funding Notification

Once your application is determined to be fundable, the business will be asked to please provide required information on each participating employee. The college will use this information to track and report to TWC on the employee's progress throughout training. This information must be received by TWC before final approval of the application and release of funds to the college. ***All SSB program funds will go directly to the college to cover the costs of the approved training. The business will be responsible for any balance due to the college.*** ***Important Note: If an employee withdraws from an approved course before the withdrawal deadline, TWC will be refunded the amount paid by the SSB program, with any remaining balance going to the business.***

