

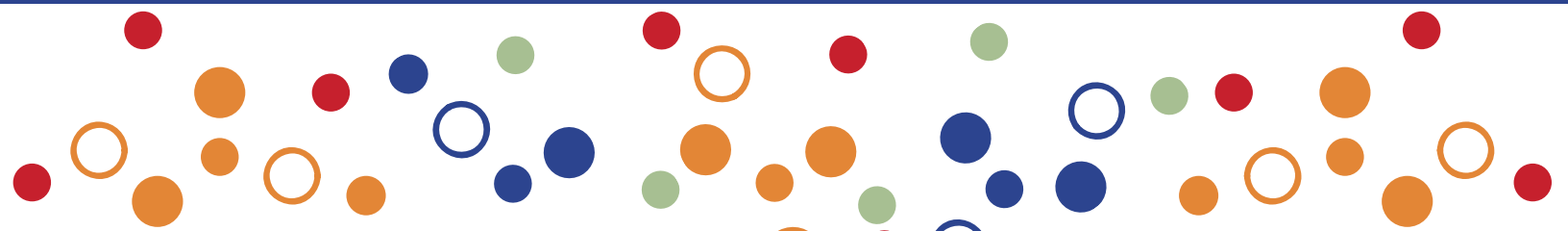


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# Workforce Solutions Employer Services and Initiatives Catalog

**Workforce Solutions (WFS) offers a variety of tools that provide support and guidance throughout various stages of the employment process for your business. Including recruitment, retention, and skills development. This catalog is divided into sections highlighting services and Texas Workforce Commission (TWC) initiatives to help your business reach new heights.**



# EMPLOYER SERVICES

## HIRE ----- P.2

- WorkInTexas.com Talent Database: The largest free job matching network in Texas.
- Advanced Candidate Screening: Customized screening and referral of top candidates.
- Skills Assessments: Measure job candidates' abilities.
- Job Fairs: Engage job candidates in person.
- Interview Space: Private reserved space to interview candidates.

## WORK BASED LEARNING ----- P.3

- On-The-Job
- Internships/Subsidized Employment
- Work Experience/Subsidized Employment
- Incumbent Worker
- Apprenticeship

## RETAINMENT ----- P.7

- Work Opportunity Tax Credit: A federal tax credit available to employers who hire individuals from targeted groups.
- Fidelity Bonding: A service to help reduce the employer's concerns when hiring at-risk applicants.

## LABOR MARKET INFORMATION ---- P.9

- Data needed to gain a competitive edge.
- Customized analysis of local economic and employment data.
- Employment and Unemployment, Demographic, and Economic statistics.
- Occupational and Wage information.

## RAPID RESPONSE ----- P.10

- Rapid Response services are tailored to each company, based on the needs of the affected employees to aid them to re-enter the workforce.
- Benefits of Outplacement Planning.
- Why use Workforce Solutions.
- Customizable Services.

# HIRING SERVICES



## Find the Qualified Candidates You Need WorkInTexas.com Talent Database:

- Gain access to thousands of local and statewide job candidates through this online applicant recruitment and matching tool.
- Each job posting is reviewed and managed personally by an industry expert.
- As an employer, you can be as hands-on or hands-off as you like. Let the WFS team know exactly how you prefer to manage your account and job candidate matching process. Scan the QR Code to login at: **WorkInTexas.com**

## Advanced Candidate Screening

- To save your organization time and money, WFS can operate as an extension of your recruitment team.
- Based on a pre-set list of qualifications, WFS Business Relations Team can pre-screen and identify top candidates for your consideration.

## Skills Assessments:

- WFS offers a variety of nationally-certified skills assessments to help you measure job candidates' abilities.
- Topics include: occupation specific skills, interests, aptitudes, and work ethics/values.
- Offered at no charge, each assessment begins with a package specifically designed to meet your needs and ends with an evaluation of candidate results

## Job Fairs:

- There are a variety of ways WFS can help you engage job candidates in person.
- Industry-focused: WFS hosts monthly hiring events focusing on specific industries or skill sets.
- WFS can work with you to plan a hiring event focused on your company's individual needs, which can be hosted at one of our office locations.
- Community Events: Throughout the year, WFS partners with various groups to participate and market community-wide hiring events and career fairs.
- Interview Space: WFS can provide a private interview space at one of our office locations.

# WORK BASED LEARNING

## ON-THE-JOB TRAINING

### Hire and Train Skilled Workers. Get Reimbursed for Your Investment

The On-the-Job Training program offers employers a financial incentive to hire motivated job seekers and train them on the specific skills needed by your business.

### Employer Advantages

**Minimized Recruiting Times and Costs:** WFS Business Services Team will help you find the right talent when you need it.

**Targeted Training:** You design the training program to ensure the workers gain the specific technical skills your workplace demands.

**Reduced Training Expenses:** You are reimbursed anywhere 50% to 75% of employee wages for the training period – up to 6 months.

### How It Works

1. **Eligibility:** Meet with WFS team to determine if your company and the position you are seeking to fill are appropriate for the On-the-Job Training.
2. **Contract:** An On-the-Job Training program begins with an agreement between the employer and Workforce Solutions. Work with WFS team to cover the terms of the agreement, including positions to be trained, wages, and reimbursement.
3. **Candidates:** WFS team will work to identify and screen potential On-the-Job Training candidates based on your expressed requirements and program eligibility. However, you will always make the final hiring decision.
4. **Competitive Wages:** Wages earned while training must be equal to the average pay for that industry.



# INTERNSHIPS/SUBSIDIZED EMPLOYMENT



## Texas Internship Challenge

The Texas Internship Challenge encourages employers to offer paid or for-credit applied learning opportunities. Internships help students gain the marketable skills employers are looking for and introduce students to in-demand occupations.

Visit **[Txinternshipchallenge.com](https://txinternshipchallenge.com)** to register and post internships. The Qualified Candidates at Reduced Payroll Costs Subsidized Employment program allows a new or inexperienced employee to participate in a new work environment without the risk to the employer.

## Employer Advantages

- The trainee works on (and follows the personnel policies of) your work site but is on our payroll and liability insurance.
- **Reduced payroll:** WFS will pay the trainee your prevailing wage for up to 3-6 months.
- **Flexibility:** The program is open to full-time or part-time positions with public or private employers.
- **Easy Transition:** If the trainee proves to be an appropriate fit for your team, you can directly hire someone with a proven understanding of the position and company.
- **No obligation:** while WFS hopes a direct employment offer may result, you are under no obligation upon completion of the program.

## Target Groups

- **Eligibility:** Meet with WFS team to determine if your company and the position you are seeking to fill are appropriate for \*Subsidized Employment.
- **Contract:** \*Subsidized Employment begins with an agreement between the Employer and Workforce Solutions. Work with WFS team to cover the terms of the agreement, including positions to be trained, wages, and reimbursement.
- **Candidates:** WFS team will work to identify and screen potential \*Subsidized Employment candidates based on your expressed requirements and program eligibility. However, you will always make the final hiring decision.

\*Subsidized Employment is only available for new employees. Agreements cannot be retroactive.

# WORK EXPERIENCE/SUBSIDIZED EMPLOYMENT

Work Experience services allow a customer to be placed at a business or agency within the community to learn skills for long-term, competitive, integrated employment. These entities are referred to as "Work Experience Sites." Work Experience Services are intended to be short term 3-6 months. Work Experience can take place in a volunteer, internship, or temporary short-term, paid-work setting.

# INCUMBENT WORKER TRAINING

Incumbent worker training (IWT) is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. This is contingent upon funding availability.

## **IWT can be utilized to:**

- Help avert potential layoffs of employees
- Obtain the skills necessary to retain employment through increasing skill levels of employees to facilitate internal promotion
- Create backfill opportunities for entry level employees

## **Employer Eligibility:**

- Established by the Board (pending)
- TWC Tax Account Number (Active and Good Standing Status)
- Employer Account in Work In Texas

## **Employee Training Eligibility:**

- Determined by Board
- Employed with employer with a minimum of 6 months



# APPRENTICESHIPS

Registered Apprenticeship is a business-driven model of job preparation that uses an earn-while-you-learn strategy, providing immediate access to employment at sustainable wages and advancement along a career path.

## Apprenticeship- A Smart Business Investment

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, or employer associations. The purpose is to stimulate and assist an industry in developing and improving apprenticeship and other training programs designed to provide the skilled workers needed to compete in a global economy.

## How Registered Apprenticeship Training Works

To train an apprentice, you and your employee must first complete an apprenticeship agreement which outlines responsibilities of the apprentice and employer. A certified journey worker must provide practical training according to trade standards. You must also verify the number of hours an apprentice works and pay a predetermined, industry-set wage.

## Funding an Apprenticeship Program

To qualify for funds, apprenticeship training programs and apprentices must be registered with the U.S. Department of Labor Office of Apprenticeship.

If you are an employer and would like information regarding funding for related classroom instruction for adults registered for apprenticeship training programs, contact the Texas Workforce Commission at **Apprenticeship@twc.texas.gov** or contact a Business Relations Representative at **BusinessRelations@wfsolutions.org**



Scan to learn more about ApprenticeshipTexas:  
A Powerful Competitive Edge.

# RETAIN YOUR WORKFORCE

## Work Opportunity Tax Credit

The Work Opportunity Tax Credit (WOTC) is a federal tax credit available to employers who hire and retain veterans and individuals from other target groups.

### Employer Advantages

- **Reduced Income Tax Liability:** Employers can earn a tax credit of between \$1,200 and \$9,600 per employee.
- **Minimal Paperwork:** The paperwork process is simple and can become a part of standard new hire operations.
- **All Eligible New Hires:** There is no limit on the number of individuals an employer can hire to qualify for claiming the tax credit.
- **Community Support:** Help you grow our local economy by giving those with barriers to employment the opportunity to re-enter the workforce.

### Target Groups

#### Veterans

Disabled veterans with a service-connected disability who have been

unemployed for at least six months—————\$9,600

Veterans who have been unemployed for at least six months—————\$5,600

Disabled veterans with a service-connected disability—————\$4,800

Veterans receiving Supplemental Nutrition Assistance Program (SNAP) benefits————\$2,400

Veterans who have been unemployed for at least four weeks—————\$2,400

#### Non-Veterans

Long-Term Family Assistance recipients who are members of a family that has received Temporary Assistance for Needy Families (TANF) benefits

for at least 18 consecutive months—————\$9,000

TANF recipients—————\$2,400

Ex-felons—————\$2,400

Supplemental Security Income (SSI) recipients—————\$2,400

Long-Term Unemployment recipients—————\$2,400

Vocational rehabilitation referrals—————\$2,400

Designated community residents—————\$2,400

Summer Youth program participants who are 16 to 17 years old, work

between May 1 and September 15, and live in an empowerment zone—————\$1,200

#### How It Works

The tax credit employers can claim depends on the target group of the individuals hired, the wages paid to that individual in the first year of employment, and the number of hours worked. Within 28 days of the employee's start date, employers hiring individuals from one or more of the identified target groups must:

- Complete IRS Form 8850, Pre-Screening Notice and Certification Request for the Work Opportunity Credit.
- Complete ETA Form 9061, Individual Characteristics Form. (If the new hire has been given the ETA Form 9062, Conditional Certification, it may be used in lieu of the ETA Form 9061.)
- Submit the completed and signed forms to the Texas Workforce Commission. (For more information, visit [www.texasworkforce.org/WOTC](http://www.texasworkforce.org/WOTC).)



# FIDELITY BONDING

## Protect Your Organization While Helping At-Risk Job Applicants Get and Keep a Job

The Texas Workforce Commission and Workforce Solutions offer free fidelity bonding services to reduce employers' concerns about hiring at-risk job applicants who cannot be bonded through other resources.

### Program Features

- Coverage is provided for six months. After which, if no claim is made, bonding may be renewed by the employer through the commercial network.
- Coverage is usually issued in the amount of \$5,000.
- There are no forms to fill out and no processing.
- There is no cost to the employer and no deductible.

### Eligibility

- Applicants eligible for fidelity bonding services include:
  - Ex-offenders, including individuals with records of arrest, probation, or any police record
  - Applicants with poor credit histories including bankruptcy
  - Veterans dishonorably discharged from the military
  - Public assistance recipients
  - Applicants with substance abuse history
  - Disadvantaged youth who lack a work history
  - Anyone who is declined through the commercial bonding system

### Please note:

- A fidelity bond will not provide coverage for self-employed individuals looking for a performance bond, surety bond, or contract bond.
- Fidelity bonds cover only a specific employer-employee relationship, which is demonstrated by withholding income and social security taxes.
- A fidelity bond does not provide coverage for poor workmanship, job injuries, or work accidents.

### How It Works

Either the job applicant or the prospective employer can request bonding through Workforce Solutions. If the applicant is eligible, bonding coverage is effective immediately following certification or on the applicant's first day of work once certified.

For this bonding, Travelers Property Casualty Insurance Company issues an insurance policy that protects the employer against employee acts of dishonesty such as larceny, embezzlement, and theft. The bond will be mailed to the employer and is issued for six months. After that, employers may purchase a transfer bond for an additional six months at the insurance company's discretion. Eventually, the employee may become permanently bondable.



# LABOR MARKET INFORMATION

## The Data You Need to Gain the Competitive Edge

Whether you are planning to expand your business or wanting to measure yourself against the local market, labor market information is key to remaining competitive.

WFS is the leading provider of labor market information for Hidalgo, Starr, and Willacy counties. Drawing from multiple sources, WFS provides your business with in-depth, current data on local, regional, state, and national levels.

## Customized analysis of local economic and employment data and trends can help your organization identify challenges and opportunities in your recruitment strategy.

How is your industry faring in the region?

Are there labor trends that could enhance your recruitment efforts?

Could uncompetitive wages be contributing to high turnover?

## WFS can also provide you with demographic and socioeconomic data, and economic statistics and indicators for Hidalgo, Starr, and Willacy counties.

### Available Information Includes (but is not limited to):

- Employment and unemployment statistics
- Wage information (including average annual and weekly wage per occupation)
- Wage comparison to other areas in the state and nation
- Number of individuals in the civilian labor force and their occupational experience
- Major area employers and industry sectors
- Demand/ growing occupations in Hidalgo, Starr, and Willacy counties
- Layoff statistics
- Detailed Census data



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# RAPID RESPONSE

## Assistance for Companies Experiencing a Layoff or Closure

Events such as a layoff or closure can significantly impact many aspects of a business. WFS Business Services Team provides Rapid Response transition and re-employment services at no-cost to companies and their employees. WFS services include direct assistance with unemployment benefit issues, adjustment counseling, job placement assistance, and connection to the local one-stop centers.

## Benefits of Outplacement Planning

- With sufficient outplacement planning, you can reduce the trauma associated with a layoff or closure.
- Treating employees with respect and offering them support in continuing their careers can bolster the confidence of your remaining workforce.
- Companies that provide outplacement services are twice as likely to maintain or raise productivity and improve morale as those who do not.

## Why Use Workforce Solutions for Outplacement Services?

- Cost: WFS does not charge for outplacement services.
- Personalized Service: We help laid-off workers across all levels, from entry-level workers to senior management staff. WFS also helps employers of all sizes with small to large scale layoffs.
- Flexibility: Outplacement services are scheduled at the employer's convenience. Our team works to ensure you and your employees receive services at convenient times and locations.
- Length of Service: WFS will continue to work with an affected worker as long as he/she desires.

## Customizable Services

- Resume Development
- Job Search Techniques
- Job Fairs and Hiring Events
- Stress/Change Management
- Interview Skills
- Labor Market Information
- Crisis Counseling
- Financial/Debt Management

Connect with WFS for  
Rapid Response services at

**[BusinessRelations@wfsolutions.org](mailto:BusinessRelations@wfsolutions.org)**



# EMPLOYER INITIATIVES

## SKILLS DEVELOPMENT FUND-----P.12

Site-specific, customized training opportunities for Texas businesses and their employees to increase skill levels and wages. Encourages collaboration among economic development partners, business partners, and eligible grant applicants, which include public community or technical colleges, the Texas Engineering Extension Service (TEEX), community-based organizations in partnership with one of these entities, or a local Workforce Development Board.

## SKILLS FOR SMALL BUSINESS ----- P.13

Small businesses can apply to TWC for training offered by their local community or technical college, or the Texas A&M Engineering Extension Service (TEEX). TWC processes the applications and works with the college to fund the specific courses selected by businesses for their employees.

## SELF SUFFICIENCY FUND ----- P.14

Provides training grants to community and technical colleges and community-based organizations 501(c)(3) who delivers occupational training that must lead to an acceptable industry recognized certification for adult recipients of Temporary Assistance for Needy Families (TANF) or individuals who are At-Risk of becoming dependent on public assistance, who are: Individuals who are a members of a SNAP household with dependent children; TANF applicants referred to a Workforce Board contractor by the Department of Human Services, or are parents including a non-custodial parent, who make less than \$37,000 annually.

## TEXAS INDUSTRIES PARTNERSHIP ---- P.15

Addresses skills gaps and ensure a talent pipeline is available to address regional industry needs. Private employers, corporate foundations, and most 501(C)6 organizations can collaborate with Workforce Development Boards (Boards) to apply for funding for Workforce Innovation and Opportunity Act (WIOA) activities to support workforce development projects.

## HIGH DEMAND JOB TRAINING -----P.15

Supports collaborations between Workforce Development Boards (Boards) and economic development corporations (EDCs) to provide High Demand/Target Occupations job training in their communities through the use of Workforce Innovation and Opportunity Act (WIOA) funds.

**CONNECT WITH A BUSINESS RELATIONS REPRESENTATIVE AT  
BUSINESSRELATIONS@WFSOLUTIONS.ORG TO GET STARTED ON THESE INITIATIVES!**



# SKILLS DEVELOPMENT FUND

As a Texas employer, you are the focus of the Skills Development Fund. As an employer, you provide two things- a desire to collaborate with the other partners involved with the project and the commitment to see the project through to completion.

Together, under the Skills Development Fund program, businesses gain a more highly trained workforce, workers upgrade their skills, and the Texas economy is strengthened.

## Overview and Benefits:

- Funds customized training
- Partners with colleges and workforce boards.
- Business recruitment and retention.
- Assists small businesses with workforce training.
- Provides industry recognized certifications to persons on public assistance or at risk at becoming dependent.
- Assists transitioning of veterans to acquire in-demand skills.

## Specialized Industry Training:

- Advanced manufacturing: Pneumatics and hydraulics, machining, metal stamping.
- Healthcare: Healthcare professionals and facilities maintenance
- Information Technology: computer support specialists, computer hardware and software installation
- Petroleum Refining/Energy: heavy equipment operators, welding, and construction trades





# SKILLS FOR SMALL BUSINESS

Through the Texas Workforce Commission (TWC) Skills for Small Business Program, up to \$2 million from the Skills Development Fund is dedicated to the backbone of Texas' business community- our small employers. Small businesses can apply to TWC for training offered by their local community or technical college, or the Texas A&M Engineering Extension Service (TEEX). TWC processes the applications and works with the college to fund the specific courses selected by businesses for their employees.

This exceptional opportunity supports businesses with fewer than 100 employees and emphasizes training for new workers. It may also help upgrade the skills of incumbent workers.

## Skills for Small Business

A small business with fewer than 100 employees applies for the grant which provides:

- Up to \$1,800 for tuition and fees per new hire, per 12-month period
- Up to \$900 for tuition and fees per incumbent employee, per 12- month period
- Training for full time employees
- Training selected from courses offered by a Texas public community or technical college or the Texas Engineering Extension Service
- Employers must pay prevailing wages in the local labor market for the trainees funded under the grant

Online application available:

[www.twc.state.tx.us/businesses/skills-small-business-employers](http://www.twc.state.tx.us/businesses/skills-small-business-employers)





## SELF SUFFICIENCY FUND

The Self-Sufficiency Fund Program, administered by the Texas Workforce Commission (TWC), assists businesses by designing, financing, and implementing customized job training programs in partnership with public community and technical colleges, a higher education extension service, and community-based organizations for the creation of new jobs and/or the retraining of existing workforce.

The goal of the Self-Sufficiency Fund is to assist recipients of Temporary Assistance for Needy Families (TANF), Supplemental Nutritional Assistance Program (SNAP), or a parent, including a non-custodial parent whose annual wages are at or below \$37,000 to obtain training, get jobs, and become independent of financial government assistance.

Training must be provided in one of the following industry clusters. Training may be for core, ancillary, or support occupations that establish a career path towards higher-level occupations.

### **Target Industry Clusters are:**

- Advance Technologies and Manufacturing
- Aerospace and Defense
- Biotechnology and Life Sciences
- Construction
- Logistics
- Transportation
- Energy
- Information and Computer Technology
- Petroleum Refining and Chemical Products



Training can be delivered through a variety of methods including classroom, simulations, online instruction, and on-the-job instruction



## TEXAS INDUSTRIES PARTNERSHIP

The Texas Industry Partnership Program supports collaborations between local workforce development boards and industry partners through the leveraging of matching contributions of cash or qualifying expenditures for occupational job training. Match funds must support certain WIOA activities and focus on six designated industry clusters:

- Advance Technologies and Manufacturing
- Aerospace and Defense
- Biotechnology and Life Sciences
- Information Technology
- Petroleum Refining and Chemical Products
- Energy



## HIGH DEMAND JOB TRAINING

The Texas Workforce Commission has dedicated one million dollars to support collaborations between Workforce Development Boards (Boards) and Economic Development Corporations (EDC's) to provide high-demand occupational job training in local workforce areas.

The High Demand Job Training Program is intended to support Boards in partnering with local EDCs that use their local economic development sales taxes for high-demand job training. To achieve that purpose, TWC wants to enable Boards to collaborate with local EDCs and match their local economic development sales tax funds to jointly support the provision of such training.

WIOA funds up to \$150,000 (WFS Lower Rio \$50,000) and the EDC matches this amount dollar per dollar. Funds may also be used for job training activities and relevant direct costs such as:

- Individual participant recruitment
- Skills assessment
- Job search skills improvement, job search, job referral
- Equipment
- Minor renovation of facilities used for program-related job training







# OFFICE LOCATIONS

## Edinburg Office

2719 W. University Dr.  
Edinburg, TX 78539  
Tel: (956) 380-0008  
Fax: (956) 316-2626

## McAllen Office

2101 S. 2nd St.  
McAllen, TX 78503  
Tel: (956) 302-0800  
Fax: (956) 627-5239

## Weslaco Office

2290 W. Pike Blvd, Ste. 100  
Weslaco, TX 78596  
Tel: (956) 969-6100  
Fax: (956) 969-6190

## Starr County Office

5408 Brand St., Ste.1  
Rio Grande City, TX 78582  
Tel: (956) 487-9100  
Fax: (956) 487-9190

## Mission Office

901 Travis St., Ste. 7  
Mission, TX 78572  
Tel: (956) 519-4300  
Fax: (956) 519-4388

## Willacy County Office

700 FM 3168, Ste.3  
Raymondville, TX 78580  
Tel: (956) 689-3412  
Fax: (956) 690-0285

## Corporate Office

3101 W. Business 83  
McAllen, TX 78501  
Tel: (956) 928-5000  
Fax: (956) 664-8987



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Equal Opportunity Is The Law, Lower Rio Grande Valley Workforce Development Board dba Workforce Solutions Is An Equal Opportunity Employer/Program And Auxiliary Aids And Services Are Available Upon Request To Individuals With Disabilities. Tty/Tdd Via Relay Texas Service At 711 Or (Tdd) 1-800-735-2989/1-800-735-2988 (Voice).

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