

SUSQUEHANNA WORKS

WHAT IS SUSQUEHANNA WORKS?

Susquehanna Works is a training grant program that provides both employers and workers the opportunity to build and maintain a quality workforce and increase companies' competitiveness. The program assists employees of a company acquire new skills to retain employment and advance within the company.

OUTCOMES & BENEFITS

- Regional employees become more productive, profitable, and competitive.
- Employment stability for workers with upgraded skills.
- Career growth and increased wages for workers through training in transferable skills or an industry wide recognized certification or credential program.
- Development of promotional tracks and workforce growth within existing businesses.

ELIGIBILITY/CRITERIA

- The business must be headquartered or have at least one permanent physical location in Cecil/Harford County.
- Business applicants must be training employees that work in Cecil/Harford County locations.
- Eligible trainees must be a full-time employee with benefits.
- Eligible trainees must have been employed at least 6 months.
- A cap of \$1,500 is in place per trainee for training for businesses with (50) or less employees.
- A cap of \$1,000 is in place per trainee for businesses with more than (50) employees.
- There is an annual funding cap of \$10,000 per business.

TRAINING REQUIREMENTS AND USE OF FUNDS

- Training activities must be specific to the job, increase skill levels of existing workers and relate to the strategic goals and objectives of the company. The business must pay the actual training costs and may be eligible for reimbursement of up to 50%.
- Allowable training costs
 - Classroom, online and onsite contract based training, including training designed to meet the specific requirements of a business
 - Books and training materials

- Initial proficiency testing for approved training (ie: certification exam).
- Non-allowable training costs include: transportation, lodging, meals, equipment purchases, capital costs, and payment of employee wages.
- Susquehanna Works funds may not be used for introductory classes, basic safety or first aid training.
- Training is primarily short term training. Training not to exceed (6) months.

REVIEW AND APPROVAL PROCESS

- The application should be completed at least two weeks prior to the start of training.
- Approval must be obtained before training begins. Proposals seeking retroactive funding will not be approved.
- **Trainees must register on the Maryland Workforce Exchange (<https://mwejobs.maryland.gov>) prior to the training commencing.**
- Trainees may be required to complete additional documentation, if applicable.

REIMBURSEMENT REQUIREMENTS

- Proof of successful completion of the approved training, for each trainee (certificate, grade, credential, etc.).
- Proof of payment by the employer for the approved training and/or books (copy of check, credit card receipt, etc.).
- Required documents must be submitted within (45) days of completion of training.
- If required documentation is not submitted within (45) days of completion of training, agreement can be voided.

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