

Youth Apprenticeship Intermediary Project: Funding Information for Employers

Background

In cooperation with the US Department of Labor's (USDOL) Office of Apprenticeship (OA), the Urban Institute (Urban) and its partners are embarking on a Youth Apprenticeship Intermediary project to create new Registered Apprenticeships for young people ages 16 to 21. As part of these efforts, we are offering one-time funding, of approximately \$1,000 per apprentice, to offset the outstanding costs associated with training young people in a Registered Apprenticeship. This document describes the details and options to support employers with the costs associated with training youth apprentices.

Existing and prospective Registered Apprenticeship sponsors and their employers may participate in the project to advance training for new cohorts of youth apprentices ages 16 to 21 to start new occupational training for youth apprentices and/or to start new Registered Apprenticeship programs that employ youth apprentices. The funding is provided directly to employers of Registered Apprenticeship programs, which may also be the sponsors. Funding may be further disseminated by the employer to the sponsor or other entities to support the outstanding training costs for youth apprentices.

Allowable Reimbursements

Only certain expenses incurred as part of the Registered Apprenticeship are allowed for reimbursement. Please note that apprentice wages are not considered an allowable expense. The following expenses are allowable:

- Efforts to recruit diverse candidates;
- Registration of apprenticeship program with USDOL;
- Costs related to design and start-up of apprenticeship programs;
- Curricula development and/or establishing partnerships with curricula providers;
- Tuition for classroom education or online training programs for apprentices;
- Direct costs related to on-the-job learning (mentoring costs);
- Training the trainer costs or activities;
- Training supplies for apprenticeship programs; and
- Financial assistance to support apprentices' persistence in apprenticeship (i.e., transportation, childcare, tools, and supplies).

Documentation

Once Urban staff have determined you are eligible for training funding for your program, documentation is required to process the funding, including the following:

1. An employer-based Letter of Commitment (LOC) with Urban that includes the number of youth apprentices eligible for funding and information about the Registered Apprenticeship program. The Urban Institute will provide participants with the LOC template.
2. A Letter of Agreement (LOA) between the employer and the Urban Institute describing the terms for funding youth apprentice training. The LOA will also be provided by the Urban Institute.
3. Official information from the Registration Agency or RAPIDS regarding the apprentice's registration. Completion of this step enables Urban to process the training payment.
4. Documentation (for example, receipts) demonstrating that allowable costs were incurred.

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