INTRODUCTION TO THE EXPRESS PROGRAM

Workforce Training Fund Program
EXPRESS PROGRAM

Thank you for your interest in the Workforce Training Fund Express Program. This brief introduction will walk you through the program structure, eligibility requirements, and the application submission process.

What is the Express Program?

The Express Program is aimed at helping companies with 100 or fewer W-2 employees to meet their training needs by offering a variety of pre-registered courses. Once a company's request is approved, they can get a reimbursement of up to 100% of the training costs, with a limit of $3,000 per person per course. This program is financed through a surcharge on Unemployment Insurance, which is levied on for-profit and some non-profit companies.

Eligibility for Approval:

- Businesses must be in compliance with their tax obligations under Massachusetts General Laws.
- Businesses contribute to the Workforce Training Fund. To contribute is to pay the state tax on Unemployment Insurance.
- Businesses may only request reimbursement for training W2 employees who are on the company's payroll and work in Massachusetts.
- The reimbursement amount requested per trainee per course cannot exceed $3,000
- The cumulative amount requested within a calendar year cannot exceed $20,000
- The training has to be approved by the Express Program
- Training that a company is legally mandated to provide to its employees is not eligible for reimbursement under this program (e.g., OSHA).

Note: If you are a Massachusetts non-profit, you must be paying Unemployment Insurance through the Contributory Method vs. the Reimbursable Method to be eligible. Government agencies are not eligible to apply.

What do you need BEFORE you start an application?

1. Federal Employer Identification Number (FEIN)
2. Massachusetts Department of Unemployment Assistance number (Optional).
3. A Certificate of Good Standing (COGS) from the Massachusetts Department of Revenue, that was issued within the past six months.
4. The course(s) information from our Express Course Directory
5. Point of contact information (i.e. email for all correspondence)
6. Specific company and training knowledge
   - Number of W2 Payroll Employees Working in Massachusetts (both Full-Time and Part-Time)
   - A list of all employees to be trained
   - Start date of training (applications must be submitted at least 21 days in advance)

What is the application process?

Application → Review → Contract Creation → Start of Training

How to Request a COGS?

If you don't already have one, you must first create an account with "MassTax Connect" and obtain a username and password.

- Login to your MassTax Connect account.
- Here's a step-by-step video created by the Dept. of Revenue on how to request a COGS once logged in.
- If deemed compliant, your COGS will be available for download within 1-2 business days by accessing the "Action Center" tab from your MassTax account home page.

Where do I go to Submit an Express Application?

Use the following link: https://commcorp.org/subprogram/wtfp-express-program-for-applicants/