



## Big News for Small Businesses in Texas

The Texas Workforce Commission (TWC) responds to the training needs of Texas businesses that have fewer than 100 employees with the Skills for Small Business program. These employers are the backbone of Texas' business community – the state's more than 433,000 small employers. Training through the Skills for Small Business program increases business competitiveness, upgrades the skills of current employees and prepares newly hired employees for job requirements.

This exceptional opportunity is in conjunction with the Small Business Forums hosted by the Office of the Governor.

### About Skills for Small Business

- Emphasizes training newly hired employees – those who have been hired by the company up to three months prior to the date that TWC receives an application.
- Funds tuition and fees up to \$1,450 per newly hired employee and up to \$725 per incumbent employee. An individual employee can participate once per 12-month period.
- Funding for training is for full-time employees.
- All training must be provided by a public community or technical college, or the Texas Engineering Extension Service (TEEX). No third-party vendor training is allowed.
- Training must be selected from active course catalogs/schedules – credit, continuing education, on-line or other available unpublished courses.
- May focus on training for occupations within the Governor's six targeted Industry Clusters: Aerospace and Defense; Advanced Technologies and Manufacturing; Biotechnology and Life Science; Energy; Petroleum Refining and Chemical Products; and Information and Computer Technology.
- May also emphasize training in occupations targeted by Local Workforce Development Boards.
- Employers must pay the prevailing wages in the local labor market for the trainees funded under the grant.

### Getting Started

- Small businesses identify training courses.
- Businesses apply directly to TWC for training. TWC evaluates the applications and works with the local college to fund the selected training.
- Applications available on the TWC Web site, at the Governor's Small Business Forums, at local colleges and from Local Workforce Development Boards.
- TWC project development specialists available at the Governor's Small Business Forums to help complete applications, and will be available as needed by the business.

### For More Information

- For information on Skills for Small Businesses, including an application and Frequently Asked Questions, access <http://www.twc.state.tx.us/svcs/funds/ssb.html>. For further assistance, contact the Workforce Business Services Project Development Team at 1-877-463-1777 or e-mail, [Skills@twc.state.tx.us](mailto:Skills@twc.state.tx.us).