



# Step Up

## Subsidized Training and Employment Program

Promote job creation and worker opportunity for Connecticut small businesses and unemployed workers

- An initiative of the CT DOL and regional partners
- Subsidized Training and Employment Program – \$5 million per year for two years
- Small Manufacturer Training Grant Program – \$5 million per year for two years
- Both programs apply to “new hires”
- Eligible small businesses can only utilize one program for each eligible new hire

### Subsidized Training and Employment Program Eligibility

Worker Eligibility:

- Unemployed prior to hire
- Resident of municipality that has an unemployment rate equal to or higher than the state rate as of September 1, 2011, or resides in a town with a population of 80,000 or more
- Adjusted family income equal to or less than 250% of the federal poverty level

Employer Eligibility:

- Small business or manufacturer with less than 50 full-time workers
- Connecticut based business with operations in Connecticut
- Registered to conduct business in Connecticut for not less than 12 months
- Business must be in good standing with the payment of state and local taxes (no retailers as defined under state statute)

### Small Manufacturer Training Grant Program Eligibility

Worker Eligibility:

- Unemployed prior to hire

Employer Eligibility:

- Small manufacturer with less than 50 full-time workers
- Connecticut based manufacturer with operations in Connecticut
- Registered to conduct business in Connecticut for not less than 12 months
- Business must be in good standing with the payment of state and local taxes
- Training must be able to take place on-site at the business site

## **Subsidized Training and Employment Program Incentives**

Wage subsidy for new hire for 6 months (up to \$20 per hour, excludes benefits)

- Month 1 – 100%
- Month 2 – 75%
- Month 3 – 75%
- Month 4 – 50%
- Month 5 – 50%
- Month 6 – 25%

## **Small Manufacturer Training Grant Program Incentives**

Training grants up to \$12,500 for new hire for 6 months. Training must be held on-site and grant can also be used to subsidize wages; cannot exceed salary)

- Month 1 - \$2,500
- Month 2 - \$2,400
- Month 3 - \$2,200
- Month 4 - \$2,000
- Month 5 - \$1,800
- Month 6 - \$1,600

**For more information about the STEP UP  
please contact:**

Rina Bakalar  
Executive Director, Office of Workforce Competitiveness  
[rina.bakalar@ct.gov](mailto:rina.bakalar@ct.gov)  
(860) 263-6523

Mark Polzella  
Director, Employment Services  
Department of Labor  
[mark.polzella@ct.gov](mailto:mark.polzella@ct.gov)  
(860) 263-6572