

**Workforce Development**

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## Adult Basic Education (IDOC)

**Agency** Indiana Department of Correction (IDOC)  
**Address** 302 W. Washington St., IGC South, Rm. E329 **P.O. Box**  
Indianapolis, IN 46204  
**Telephone** (317) 233-3103 **Fax** (317) 234-0956 **TDD**  
**Website** <http://www.in.gov/indcorrection/>

**Contact** John Nally, Director of Education  
**Telephone:** (317) 233-3111

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**Program Objective:** To provide academic, vocational, and life skill training to incarcerated offenders in Indiana adult correctional facilities, who are age 16 minimum.

**Type of assistance:** Adult Basic Education (ABE) programs are voluntary. Eligible offenders based on age requirement and TABE score follow developed adult learning plans. Students learn through an integration of academic and life skills following counseling, assessment, goal setting and development of an adult learning plan. Programs are open entry/exit, use periodic assessment, appropriate and various materials and instructional strategies appropriate to the adult learner. Progress is monitored, recorded and reported. Classes are in session year-round.

**Eligible activities and applicants:** Incarcerated individuals, who are age 16 minimum, qualify based on the Test of Adult Basic Education (TABE) and do not have a high school diploma.

**Application steps and deadlines:** Applications accepted annually from July 1 to June 30.

**Reporting procedures:** Each facility is autonomous and sends reports to Central Office.

**Total amount of funds available:** \$2.4 million in Educational grant funding. \$650 million in total state annual funding.

**Maximum award amount:** \$978,000

**Cash and in-kind match required:** N/A

**Limitations on use of funds:** Funds are for teacher salaries. Additional funds are received for supplies at facilities. Offender students are pre- and post-tested at 75 and 200 hours. Students' progress is monitored, recorded and reported. Completion of ABE is attainment of 8.9 grade level; completion of GED is the passing of the GED test.

**Which finance programs/tools are particularly well suited to be used in conjunction with this program?** Not applicable.

**How have local organizations used this program?** Outside tutors are used occasionally.

**Technical term or acronyms unique to this program:** ABE: Adult Basic Education  
GED: General Educational Development  
TABE: Test of Adult Basic Education

## Adult Education

**Agency** Indiana Department of Education (DOE), Division of Adult Education  
**Address** State House, Room 229 **P.O. Box**  
Indianapolis, IN 46204  
**Telephone** (317) 232-0964 **Fax** (317) 233-0859 **TDD**  
**Website** [http://www.doe.state.in.us/adult\\_ed/welcome.html](http://www.doe.state.in.us/adult_ed/welcome.html)  
**Contact** Linda Warner, Director  
**Telephone:** (317) 232-0521

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**Program Objective:** Persons 16 years of age or older and out of school who lack a high school diploma or equivalent skills.

**Type of assistance:** Programs are designed to address the educational needs of adults whose skills range from basic level literacy skills to the high school equivalency level (General Educational Development, GED). Instruction concentrates on the enhancement of basic, academic, life, and employability skills, as well as English for speakers of other languages. Adults have the opportunity to improve basic skills for success in the workplace, to assist their children with learning, and to continue their education beyond high school.

**Eligible activities and applicants:** Determined by federal and state legislation.

**Application steps and deadlines:** Federal Adult Basic Education funds are issued as either two-year or three-year grants. Applications are due in the spring with awards made July 1. The fiscal year is July 1 - June 30.

**Reporting procedures:** The adult education district structure is composed of comprehensive programs, outreach grant recipients, and state funded programs provided by public school corporations. There are multiple providers, including local school districts, community colleges, literacy coalitions, and other community agencies.

**Total amount of funds available:** State: \$14,000,000 Federal: \$9,478,000.

**Maximum award amount:** Not applicable.

**Cash and in-kind match required:** Minimum of 20% to match federal dollars.

**Limitations on use of funds:** The limits on the use of funds are determined by federal and state regulations. However, programs must include outcome measures based on standardized tests, program retention, recruitment of targeted populations, and other indicators of achievement, such as earning a GED diploma, gaining employment, or entering post-secondary education.

**Which finance programs/tools are particularly well suited to be used in conjunction with this program?** Not applicable.

**How have local organizations used this program?** Programs are implemented through the school corporations or through community-based organizations to meet specific needs within a community.

**Technical term or acronyms unique to this program:** ABE: Adult Basic Education  
ASC: Adult Secondary Credit  
ESL: English as a Second Language  
GED: General Educational Development

# AmeriCorps\*State

**Agency** Office of Faith-Based and Community Initiatives  
**Address** 302 W. Washington Street, Room E012 **P.O. Box**  
Indianapolis, IN 46204  
**Telephone** (317) 233-4273 **Fax** (317) 233-5660 **TDD**  
**Website** <http://www.ofbci.in.gov>

**Contact** Dave Mills, Director of Programs  
**Telephone:** (317) 233-0901

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**Program Objective:** AmeriCorps is the national service program that provides thousands of Americans 17 years or older with education awards in exchange for a year or two of community service.

**Type of assistance:** AmeriCorps is designed to directly impact five critical issue areas; education, public safety, environment, homeland security, and other unmet human needs.

There are several programs in Indiana that are enabling AmeriCorps members to make a difference in communities through activities such as tutoring and mentoring students, improving the environment, reducing violence, promoting health and wellness, and recruiting volunteers.

In exchange for meaningful community service, full-time AmeriCorps Members earn a living allowance, health care insurance, child care (if individual qualifies), and an educational award that can be used for college tuition, graduate school, vocational training, or to pay off student loans. In addition, AmeriCorps Members receive training and student loan deferment.

**Eligible activities and applicants:** Any non-profit, faith or community-based organization, educational institution, state or local agency may design and implement an AmeriCorps program that provides ten or more AmeriCorps Members with an opportunity to serve anywhere from 300 hours to 1700 hours (one year full time).

AmeriCorps participants must be a U.S. Citizen, national, or legal permanent resident alien of the U.S., at least 17 years of age, and have a high school diploma or agree to obtain a GED prior to utilizing the educational award.

**Application steps and deadlines:** Applications for program operation (request for proposals) are distributed in late summer and due in mid-late fall. Grants are funded annually with a three-year renewal cycle.

**Reporting procedures:** AmeriCorps programs must set achievable performance measures and must track their progress towards meeting those performance measures. AmeriCorps programs must also track monthly periodic expense reports and quarterly financial status reports.

**Total amount of funds available:** Approximately \$1656,000.

**Maximum award amount:** Contact the Office of Faith-Based and Community Initiatives for details.

**Cash and in-kind match required:** Single overall minimum match of 24%.

**Limitations on use of funds:** Certain limitations exist. Please contact the OFBCI for details.

**Which finance programs/tools are particularly well suited to be used in conjunction with this program?** None listed.

**How have local organizations used this program?** Since its inception, over 500,000 AmeriCorps Members have impacted their communities across the country. In Indiana, over 350 AmeriCorps Members serve through nine different programs throughout the state.

**Technical term or acronyms unique to this program:** Indiana AmeriCorps\*State Grants: Funds available for AmeriCorps Member benefits, program staff, and program support costs.

Educational Award Only Grants: Funds available for educational awards and limited program support. The Educational Awards Only program allows more flexibility in program design, but less funds for Member support.

## AT&T Aspire

**Agency** AT&T Indiana  
**Address** 240 N. Meridian Street, Room 1827  
Indianapolis, IN 46204  
**Telephone** (317) 265-5266 **Fax** (317) 265-4354  
**Website** <http://www.att.com/foundation>  
**Contact** Duane Hazelbaker, Director of Corporate Affairs  
*Telephone:* (317) 265-5266

**P.O. Box**

**TDD**

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<b>Program Objective:</b>	AT&T Aspire is the company's signature initiative to address high school success and workforce readiness
<b>Type of assistance:</b>	Competitive Grants
<b>Eligible activities and applicants:</b>	Schools and nonprofit organizations focused on high school retention and better preparing students for college and/or the workforce
<b>Application steps and deadlines:</b>	Interested organizations can apply for this year's grant by downloading a copy of the 2008 request for proposals (RFP) from <a href="http://www.att.com/foundation">www.att.com/foundation</a> . All proposals must be received no later than May 19, 2008.
<b>Reporting procedures:</b>	A final "Report of Project Results" will be required of each selected entry no later than one year following receipt of the grant check.
<b>Total amount of funds available:</b>	\$100 million commitment in 2008
<b>Maximum award amount:</b>	The high school success program will offer two types of grants: *\$50,000-\$100,000 grants will support existing proven high school retention programs and are eligible for up to four years of support. *One-year \$25,000-\$35,000 grants will support capacity-building for organizations that need additional time and resources to launch a retention program.
<b>Cash and in-kind match required:</b>	Not applicable.
<b>Limitations on use of funds:</b>	No information available
<b>Which finance programs/tools are particularly well suited to be used in conjunction with this program?</b>	Not applicable.
<b>How have local organizations used this program?</b>	New for 2008
<b>Technical term or acronyms unique to this program:</b>	Not applicable.

# Community Economic Development Fund

**Agency** Indiana Office of Community and Rural Affairs  
**Address** One N. Capitol, Suite 600 *P.O. Box*  
Indianapolis, IN 46204  
**Telephone** (800) 824-2476 **Fax** (317) 233-3597 **TDD**  
**Website** <http://www.in.gov/ocra>

**Contact** Director, Community Affairs Division  
*Telephone: (317) 233-3762*

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<b>Program Objective:</b>	For the creation and/or retention of jobs for low to moderate income persons.
<b>Type of assistance:</b>	Grants to local governments funded by the U.S. Department of Housing and Urban Development's Community Development Block Grant Program.
<b>Eligible activities and applicants:</b>	<p>Eligible applicants are small cities (non-entitlement), incorporated towns, and counties (excluding Lake Co. and most of Hamilton Co.).</p> <p>Eligible activities typically include infrastructure improvements and capital equipment. The project must meet one of the national objectives and be an eligible activity under the Community Development Block Grant program and it must comply with applicable state and federal laws and regulations.</p>
<b>Application steps and deadlines:</b>	Interested communities must contact the Indiana Office of Community and Rural Affairs in order to arrange a site visit for your project. After a site visit has been conducted, communities will be invited to submit an application to the program.
<b>Reporting procedures:</b>	There are a variety of reporting requirements associated with this program. These will be outlined in the grant agreement which is received after an award is made.
<b>Total amount of funds available:</b>	Approximately \$1.2 million per year.
<b>Maximum award amount:</b>	There is no maximum grant amount established for this program. There is a limit of \$5,000 per beneficiary. Level of funding will be determined by the Office of Community and Rural Affairs.
<b>Cash and in-kind match required:</b>	There are no minimum local match requirements, however, the amount of local and private investment are considered.
<b>Limitations on use of funds:</b>	The project must meet one of the national objectives and be an eligible activity under the Community Development Block Grant program, and it must comply with applicable state and federal laws and regulations.
<b>Which finance programs/tools are particularly well suited to be used in conjunction with this program?</b>	Contact the Indiana Economic Development Corporation for a list of incentive programs that can be used in conjunction with CEDF.
<b>How have local organizations used this program?</b>	Infrastructure improvements and additions, capital equipment and specific job-related training.
<b>Technical term or acronyms unique to this program:</b>	CDBG: Community Development Block Grant CEDF: Community Economic Development Fund

## Individual Development Accounts (IDA)

**Agency** Indiana Housing and Community Development Authority  
**Address** 30 South Meridian Street, Suite 1000 **P.O. Box**  
Indianapolis, IN 46204  
**Telephone** (317) 232-7777 **Fax** (317) 232-7778 **TDD**  
**Website** <http://www.in.gov/ihcda/>  
**Contact** Jacqueline Troy, IDA Program Administrator  
*Telephone:* (317) 232-3560

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<b>Program Objective:</b>	To assist qualified individuals to accumulate savings for long-term goals, and to enhance personal finance skills.
<b>Type of assistance:</b>	Individual may receive 3:1 match from state with maximum \$1,200 state match.
<b>Eligible activities and applicants:</b>	Allows individuals who meet specified poverty criteria to receive state funds matching their savings for four approved uses: (1) purchase of a home; (2) pay for vocational education or higher education; (3) take an accredited or licensed training program; (4) begin or purchase part or all of a business. (5) Rehabilitate a home.
<b>Application steps and deadlines:</b>	Non-profit organizations must apply on behalf of IDA holder and act as trustees.
<b>Reporting procedures:</b>	Non-profit organizations are required to file annual reports with HCDA.
<b>Total amount of funds available:</b>	There are 1300 accounts per year with a guaranteed 3:1 match per account, based on savings.
<b>Maximum award amount:</b>	\$1200 - \$2400 per year, based on savings and annual program budget.
<b>Cash and in-kind match required:</b>	Qualifying individuals who participate in the IDA program must deposit earned income in an IDA account to receive the 3 to 1 state match.
<b>Limitations on use of funds:</b>	See "Eligible Activities". Individuals are limited to four years of participation, and only one individual per household may participate for the life of the program.
<b>Which finance programs/tools are particularly well suited to be used in conjunction with this program?</b>	"Financial Literacy Training" in budgeting and finance, Consumer Credit Counseling, "Making Your Money Work" & "Thinking Dollars, Talking Sense" (Purdue University) and Homeownership Training (extension services) in conjunction with welfare to work initiatives, low interest mortgage loan programs, college saving programs, and the Earned Income Tax Credit.
<b>How have local organizations used this program?</b>	See "Eligible Activities".
<b>Technical term or acronyms unique to this program:</b>	IDA: Individual Development Account HCDA: Indiana Housing and Community Development Authority

## Rural Capacity Grants: A) Entrepreneurial Support, & B) Workforce and Education Deve

**Agency** Indiana Office of Community and Rural Affairs  
**Address** One N. Capitol, Suite 600 *P.O. Box*  
Indianapolis, IN 46204  
**Telephone** (800) 824-2476 **Fax** (317) 233-3597 **TDD**  
**Website** <http://www.in.gov/ocra>

**Contact** Geoff Schomacker, Project Manager  
*Telephone:* (317) 232-8909  
Heather Powell, Project Manager  
*Telephone:* (317) 234-1252

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**Program Objective:** The Rural Capacity Grants (RCG) were created to generate partnership and leverage resources in rural Indiana communities. In 2006, OCRA created a competitive grant process that challenged communities to develop creative ways to build capacity in workforce and educational development and in rural entrepreneurship.

The Rural Entrepreneurial Support grants help promising rural entrepreneurs find mentoring, training and resources. OCRA will ensure that entrepreneurs know where to turn for funding, business plan development, marketing, and information needed to build or expand a successful business.

The Workforce and Educational Development grants bring Hoosiers' skills up to globally competitive levels by creating the opportunity for each worker to move at least one step up the talent scale. Those steps range from increasing literacy to developing strategic skills.

**Type of assistance:** Grant funds.

**Eligible activities and applicants:** The goal of the grants are to spark discussions between as many community entities as possible. A not-for-profit properly registered with the Secretary of State, educational or governmental entities, local economic development organizations, Chambers of Commerce, workforce boards, Small Business Development Centers, Community Foundations and other non-profit organizations are eligible to apply as lead applicant. As previously stated in the above questions, partnerships are required.

Previous Rural Capacity grantees are eligible to apply provided that satisfactory progress has been made on the current grant project and all quarterly reports have been submitted to OCRA.

Projects should be innovative, new, or clearly expanded projects that support the objectives of the program.

**Application steps and deadlines:** Applications are being accepted on an ongoing basis. Please visit [www.in.gov/ocra](http://www.in.gov/ocra) for application and contact information.

**Reporting procedures:** Quarterly progress reports that include a narrative and financial expenditures section as well as an update on the objectives outlined in the proposal and grant agreement.

**Total amount of funds available:** N/A

**Maximum award amount:** \$150,000.

**Cash and in-kind match required:** The required local cash match for a project is 20% of the amount of the grant funds requested. OCRA will match Community Foundation cash match dollars up to \$2500.

Federal and other state funds may not be used as local match. The Rural Capacity Program encourages collaboration and the leveraging of local resources to address the challenges faced by a community. The intent is to promote local community investment in the project. Philanthropic foundations, especially community foundations, are strongly encouraged to participate and provide cash match. Such match will be favorably factored into the scoring of the grant application. Please note that a match from Community Foundations or endowments, which originated as CAPE monies from Lilly will not be considered as the philanthropic match. The intent is to promote and encourage additional philanthropic giving.

**Limitations on use of funds:** Funds cannot be used for capital equipment over \$5,000, administrative costs over 10% of the grant amount, operational expenses such as rent, utilities, insurance, non-project related salaries, funding to purchase or improve a facility, costs to supplant existing funds, or direct financial support to provide start-up or operational capital to businesses.

## Rural Capacity Grants: A) Entrepreneurial Support, & B) Workforce and Education Deve

**Which finance programs/tools are particularly well suited to be used in conjunction with this program?**

No information available.

**How have local organizations used this program?**

This is not intended to be an exhaustive list but to provide the applicant with an understanding of the intent of the Rural Capacity Grants.

Rural Entrepreneurial Support: Examples of projects include, but are not limited to: those designed to facilitate new business or minority business development; identify, train and mentor entrepreneurs; foster relationships between banking and investor networks with entrepreneurs; programs aimed at providing resources to “early stage” businesses to promote the success of the business and entrepreneur and; those designed to foster an entrepreneurial culture.

Workforce and Education Development: Examples of projects include: training programs designed to meet the job market of the area being served; educational projects intended to increase basic skills, such as literacy and math, of the workforce; projects that seek to increase problem-solving, conflict resolution or other workplace related soft skills and; other projects which address critical education and workforce development issues.

A competitive project would facilitate partnerships with various community agencies, community foundations, private sector entities, financial institutions, Chambers of Commerce, local economic development organizations, educational institutions and other interested parties.

**Technical term or acronyms unique to this program:**

RCG: Rural Capacity Grants

OCRA: Indiana Office of Community and Rural Affairs

Rural: Projects funded through the Rural Capacity Grant Program must serve beneficiaries in rural communities. A rural community is defined by the U.S. Department of Housing and Urban Development (HUD) as having a population of 50,000 or less. County-wide or regional projects may have a population total greater than 50,000, but cannot benefit a city or town with a population greater than 50,000.

## Skills Enhancement Fund (SEF)

**Agency** Indiana Economic Development Corporation  
**Address** One North Capitol, Suite 600  
Indianapolis, IN 46204 **P.O. Box**  
**Telephone** (317) 232-8800 **Fax** (317) 233-5123 **TDD**  
**Website** <http://www.iedc.in.gov>  
**Contact** , Program Manager  
**Telephone:** (317) 232-8800

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<b>Program Objective:</b>	Provide financial assistance to existing, new and expanding businesses committed to training their employees. Trainees must be Indiana residents.
<b>Type of assistance:</b>	Financial assistance in the form of a grant for reimbursement of eligible training costs. Instructional costs to train new or existing employees including; instructor wages, tuition, and training materials.
<b>Eligible activities and applicants:</b>	Eligible applicants include Indiana manufacturing companies, distribution centers, or regional corporate headquarters. Eligible uses include: basic skills; transferable-skills; company specific skills, and quality-assurance needed to support existing and future capital investment.
<b>Application steps and deadlines:</b>	1) An Indiana Economic Development Corporation (IEDC) regional program manager contacts and meets with the company to discuss project; 2) The company completes and submits a formal application. Applications are reviewed on a regular basis (typically every two weeks). 3) The IEDC determines eligibility and appropriate award amount. If award is made, the IEDC issues a commitment letter and grant agreement to the company.
<b>Reporting procedures:</b>	Company submits quarterly reports to the IEDC detailing job creation and investment figures.
<b>Total amount of funds available:</b>	Grant is dependent on total cost of training budget, company's projected investment, number and types of jobs being trained, and average wages.
<b>Maximum award amount:</b>	Companies can receive reimbursement not to exceed \$200,000 for retraining existing workers. Supplemental grant awards may be available for training new jobs.
<b>Cash and in-kind match required:</b>	Grant covers up to 50% of eligible training costs.
<b>Limitations on use of funds:</b>	Businesses that receive SEF training assistance must commit to continue their operations at the location where the SEF training assistance is provided for at least five years after the date that the training grant is completed and closed. If a business fails to meet the five-year commitment, the business must repay the full amount of the SEF training assistance received. Indiana companies receiving SEF Funds must be in good standing with State regulatory agencies.
<b>Which finance programs/tools are particularly well suited to be used in conjunction with this program?</b>	Companies sometimes use the IEDC Technology Enhancement Certification for Hoosiers (TECH) Fund and the Department of Workforce Development (DWD) Advance Indiana training programs to supplement this program.
<b>How have local organizations used this program?</b>	SEF grants are only awarded to eligible companies.
<b>Technical term or acronyms unique to this program:</b>	SEF: Skills Enhancement Fund IEDC: Indiana Economic Development Corporation

# State Summer Work-Study Program

**Agency** State Student Assistance Commission of Indiana (SSACI)  
**Address** 150 West Market, Suite 500 **P.O. Box**  
Indianapolis, IN 46204  
**Telephone** (317) 232-2350 **Fax** (317) 232-3260 **TDD**  
**Website** <http://www.ssaci.in.gov/Programs>  
**Contact** , Special Programs Director  
**Telephone:** (317) 232-2350

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<b>Program Objective:</b>	This program was created by the Indiana General Assembly to help students earn money for college by encouraging the hiring of students.
<b>Type of assistance:</b>	Provides job opportunities in private or public not-for-profit organizations, public post-secondary and private non-for-profit post-secondary institutions, city and local government offices, and all state agencies. Participating employers receive reimbursements for 50% of student earnings, not to exceed the allotment amount awarded to the employer.
<b>Eligible activities and applicants:</b>	<p>Students who received and used an Indiana Higher Education (SSACI) grant and/or a Freedom of Choice Grant during the previous academic year and are not graduating seniors are eligible. State Grants are based on financial need. Students who received and used the State Grant are based on financial need. Students who received and used the State Grant had to have been enrolled full-time in an eligible Indiana college. State agencies, including state hospitals, must request positions through the State Personnel in addition to applying to SSACI.</p> <p>A list of current participating employers is available at: <a href="http://www.in.gov/ssaci/">http://www.in.gov/ssaci/</a> - click on "All Indiana Grants &amp; Scholarships" and scroll down to the Summer Word Study Program.</p>
<b>Application steps and deadlines:</b>	Applications are available in early January. They are automatically mailed to previous year employers. Employer requests must be postmarked no later than February 1 of each year. If February 1 falls on a Sunday, February 2 is the deadline.
<b>Reporting procedures:</b>	Employer completes a survey to evaluate student performance. An overview of program success is also requested.
<b>Total amount of funds available:</b>	Varies from year to year.
<b>Maximum award amount:</b>	No maximum listed.
<b>Cash and in-kind match required:</b>	None listed.
<b>Limitations on use of funds:</b>	<p>Work activities may not involve partisan or non-partisan political or sectarian activities. Students may not displace existing workers. Students must be paid at least the current federal minimum wage rate. Compensations must be equivalent to the rate for comparable positions. Students may work from May 1 through September 15. Reimbursements will cover no more than 40 hours of work per week.</p> <p>Employers may interview and hire student or students of their choice from a pool of over 25,000 eligible students each year. Employers benefit by having young, energetic students on staff, who are willing to learn and gain experience in the business world.</p>
<b>Which finance programs/tools are particularly well suited to be used in conjunction with this program?</b>	None listed.
<b>How have local organizations used this program?</b>	Not applicable.
<b>Technical term or acronyms unique to this program:</b>	None listed.

# Training Acceleration Grant

**Agency** Indiana Department of Workforce Development  
**Address** 10 North Senate  
Indianapolis, IN 46204 **P.O. Box**  
**Telephone** (317) 233-5046 **Fax** (317) 233-6128 **TDD**  
**Website** <http://www.in.gov/dwd>  
**Contact** La Tasha Jordan, Director, Market Dev. Unit  
**Telephone:** (317) 233-5514

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**Program Objective:** To create a world class workforce that spurs job growth, establishes career paths and wage-gains for Hoosier workers, increases productivity, and enhances the overall growth of the economy, benefiting all Indiana residents.

**Type of assistance:** Grants.

**Eligible activities and applicants:** All Indiana businesses are eligible to apply. Only full-time incumbent workers are eligible for training and all training must result in an industry or federally recognized credential.

**Application steps and deadlines:** Applications are filled out by the employer either online on the TAG Portal or using a paper application. Both can be found on the TAG website ([www.in.gov/dwd/employers/tag.html](http://www.in.gov/dwd/employers/tag.html)). Once the application is completed they are submitted to the regional business consultant. The business consultants review the applications, and if the application content is satisfactory, the applications are submitted to the Indianapolis DWD office. The applications undergo another analysis and are then submitted to the Training Acceleration Grant Internal Review Board. The board review each application according to set guidelines. Final approval or denial is given by the Indiana Secretary of Commerce.

The Internal Review Board meets the second and fourth Wednesday of every month. Applications are due to the Indianapolis DWD office 8 business days prior to the board meeting dates.

**Reporting procedures:** All grantees submit quarterly program reports that describe progress toward meeting the desired outcomes. The individual responsible for providing the reports must provide their name, address, and phone number(s). Training data is also collected, including social security number, demographic information and training provider.

**Total amount of funds available:** Approximately \$17 million.

**Maximum award amount:** There is no maximum grant amount, however funds are limited. Most applicants do not exceed \$200,000 and no minimum amount will be required.

**Cash and in-kind match required:** Match is required and can be cash or in-kind.

**Limitations on use of funds:** TAG funds can only be used to pay for tuition, contact service fees, books, lab fees, technology fees, and one-time examination fees.

**Which finance programs/tools are particularly well suited to be used in conjunction with this program?** Not applicable.

**How have local organizations used this program?** Organizations such as Regional Boards, Small Business Development Centers, and Chambers of Commerce and others have submitted grant applications on behalf of three or more businesses to form a consortium grant. In such cases the entity organizing the consortium can administer the grant on behalf of the participating businesses and collect an administration fee from TAG funds for services rendered.

**Technical term or acronyms unique to this program:** DWD: Department of Workforce Development  
TAG: Training Acceleration Grant

## Vocational Rehabilitation Services

**Agency** Indiana Family and Social Services Administration  
**Address** 402 W. Washington St., Room W453 **P.O. Box** 7083  
Indianapolis, IN 46207  
**Telephone** (800) 545-7763 **Fax** (317) 232-6478 **TDD** (317) 232-1427  
**Website** <http://www.in.gov/fssa/disability/services/vr/>  
**Contact** Michael Hedden, Deputy Director  
**Telephone:** (317) 232-1319

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<b>Program Objective:</b>	To provide quality, individualized services to enhance and support people with disabilities to prepare for, obtain or retain employment. Through active participation in their rehabilitation, people with disabilities achieve a greater level of independence in their work place and living environments.
<b>Type of assistance:</b>	As appropriate to the individual and necessary to achieve an employment outcome, VR may provide a variety of individualized services as specified in their Individualized Plan for Employment (IPE) including: <ul style="list-style-type: none"><li>- Assessment to determine eligibility and vocational rehabilitation needs;</li><li>- Vocational counseling and guidance;</li><li>- Referral for services from other agencies and programs;</li><li>- Job development and placement;</li><li>- Vocational, university, and other training services and related costs;</li><li>- Diagnosis and treatment of physical and mental impairments;</li><li>- Rehabilitation technology (assistive devices, vehicle modification, and home/job site modification);</li><li>- Supported Employment services;</li><li>- School-to-work transition services;</li><li>- Specialized services for individuals who are blind or deaf (such as orientation and mobility and interpreter services);</li><li>- Occupational licenses;</li><li>- Occupational tools and equipment;</li><li>- Initial stocks and supplies for self-employment and small business development;</li><li>- Other planned goods and services determined to be necessary to address an identified substantial impediment to employment.</li></ul>
<b>Eligible activities and applicants:</b>	An individual is determined to be eligible for vocational rehabilitation services if he or she is determined to be an individual with a disability that constitutes or results in a substantial impediment to employment, who requires vocational rehabilitation services to prepare for, secure, retain, or regain employment consistent with his or her abilities, capacities, career interests, and informed choice. Individuals receiving Social Security Disability Insurance (SSDI) and/or Supplemental Security Income (SSI) are automatically eligible for VR services if they express an interest in working.
<b>Application steps and deadlines:</b>	Individuals applying must complete an agency application form and undergo an assessment to determine their eligibility for program participation. Application may be made at any of the agency's field offices, located throughout the State.  To locate the office nearest you, please refer to a VRS Region and Area Office Location Map available at the following website: <a href="http://www.in.gov/fssa/disability/services/vr/index.html">http://www.in.gov/fssa/disability/services/vr/index.html</a> . A list of office addresses, phone, fax, and TDD/TTY numbers is available at the following website: <a href="http://www.in.gov/fssa/disability/services/vr/offices.html">http://www.in.gov/fssa/disability/services/vr/offices.html</a> or call 1-877-545-7763
<b>Reporting procedures:</b>	Individuals participating must work with a VR Counselor to develop an Individualized Plan for Employment (IPE), must meet regularly, as appropriate, with the VR Counselor assigned to their case, and must inform the VR Counselor of progress made and problems encountered in the pursuit of their planned employment outcomes.
<b>Total amount of funds available:</b>	The total SFY 07 VR General Operating budget was \$73,938,619 (\$58,189,693 Federal and \$15,748,926 State Match).
<b>Maximum award amount:</b>	Services are authorized by the Individual's VR Counselor based upon the individuals needs for achieving a specific "Vocational Goal" as established by an Individual Plan for Employment (IPE).
<b>Cash and in-kind match required:</b>	A policy addressing client financial participation has been added to the VR State Plan, however, it has not been implemented at this time. Vocational Rehabilitation does not recognize in-kind match.
<b>Limitations on use of funds:</b>	Program funds can be used only for purposes authorized under the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701, et. Seq. (Funds can be utilized only for services authorized under the Act, and can only be used for those services provided to program applicants and eligible program participants.)

## Vocational Rehabilitation Services

**Which finance programs/tools are particularly well suited to be used in conjunction with this program?**

All comparable services and benefits must be sought and utilized prior to expenditure of vocational rehabilitation program funds. Common "comparable benefits" include Medicaid, private insurance, Medicare, post-secondary financial aid, and services available from other Workforce Investment Act partners.

**How have local organizations used this program?**

Many local organizations such as Community Mental Health Centers, Community Rehabilitation Programs, DFR offices, WorkOne offices and hospitals refer individuals in need to employment to VR.

**Technical term or acronyms unique to this program:**

VR: Vocational Rehabilitation  
IPE: Individualized Plan for Employment  
VRC: Vocational Rehabilitation Counselor  
DFR: Division of Family Resources

## Work Opportunities Tax Credit/Welfare to Work Tax Credit

**Agency** Indiana Department of Workforce Development  
**Address** 10 North Senate *P.O. Box*  
 Indianapolis, IN 46204  
**Telephone** (317) 233-7375 **Fax** (317) 232-1821 **TDD**  
**Website** <http://www.in.gov/dwd>  
**Contact** Marilyn Knoy, State WOTC Coordinator  
*Telephone: (317) 232-7746*

<b>Program Objective:</b>	The Work Opportunities and Welfare to Work Tax Credit programs were developed by the federal government as an incentive for employers to hire individuals who are traditionally difficult to place in jobs or have trouble gaining experience in the job market.
<b>Type of assistance:</b>	Employers can earn a tax credit of up to 40 percent of the first \$6,000 of a qualifying employee's wages during the employee's first year of employment. The tax credit is two-tiered, and employees must work at least 120 hours to receive the minimum tax credit.
<b>Eligible activities and applicants:</b>	Any employer who hires a qualifying worker may apply for the tax credit. There are eight applicant groups: AFDC/TANF recipients, veterans who have received food stamps, ex-felons, youth between 18 and 24 years old who live in federal enterprise zones, vocational rehabilitation referrals, certain summer youth employees, food stamp recipients, and people who receive Supplemental Security Income. Long term welfare recipients can also qualify for the Welfare to Work Tax Credit.
<b>Application steps and deadlines:</b>	<p>The employer and qualifying employee must complete the IRS Form 8850 and send it to the Department of Workforce Development within 21 days of the employee's start date. The employer must also complete an "Individual Characteristics Form" with the new employee and secure appropriate documentation of the target group. Once the paperwork is received and verified, a certification is issued to the employer.</p> <p>Employers are directed to discuss specific tax questions to their accountants or tax attorneys.</p> <p>All forms are available from the Department of Workforce Development by calling the number above.</p> <p>For more information regarding this program, please visit <a href="http://www.in.gov/dwd/employers/wotc.html">http://www.in.gov/dwd/employers/wotc.html</a></p>
<b>Reporting procedures:</b>	Not applicable.
<b>Total amount of funds available:</b>	Not applicable.
<b>Maximum award amount:</b>	<p>Tax credit amounts for WOTC:</p> <ul style="list-style-type: none"> <li>- 25 percent for the first \$6,000 in wages if the new employee works more than 120 hours (maximum credit: \$1,500)</li> <li>- 40 percent for the first \$6,000 in wages if the new employee works more than 400 hours (maximum credit: \$2,400)</li> </ul> <p>Tax credit amounts for Welfare to Work:</p> <ul style="list-style-type: none"> <li>- 35 percent of the first \$10,000 during the first year of employment.</li> <li>- 50 percent of the first \$10,000 during the second year of employment.</li> </ul>
<b>Cash and in-kind match required:</b>	Not applicable
<b>Limitations on use of funds:</b>	Not applicable.
<b>Which finance programs/tools are particularly well suited to be used in conjunction with this program?</b>	Vocational Rehabilitation, IMPACT, Workforce Investment Act.
<b>How have local organizations used this program?</b>	Employers take advantage of the tax credit by hiring individuals who meet one of the eight target group criteria. This program would only benefit employers who are required to pay taxes.
<b>Technical term or acronyms unique to</b>	WOTC: Work Opportunities Tax Credit W2W/WtW: Welfare to Work

**Work Opportunities Tax Credit/Welfare to Work Tax Credit**

**this program:** 8850: IRS Form 8850, the main document for WOTC  
ICF: Individual Characteristics Form

## Workforce Investment Act (WIA)

**Agency** Indiana Department of Workforce Development  
**Address** 10 North Senate **P.O. Box**  
Indianapolis, IN 46204  
**Telephone** (317) 233-5046 **Fax** (317) 233-6128 **TDD**  
**Website** <http://www.in.gov/dwd>

**Contact** , Visit the WorkOne Center in your county or region. See below.  
**Telephone:**

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<b>Program Objective:</b>	Through an innovative "One Stop" system, the federally-funded Workforce Investment Act provides a full menu of job training, education and employment services at a single neighborhood location where adults, veterans, dislocated workers and youth receive skills assessment services, information on employment and training opportunities, unemployment services, job search and placement assistance and up-to-date information on job vacancies—all at one center specifically tailored to meet the needs of the community it serves. The one stop centers in Indiana are called "WorkOne Centers."
<b>Type of assistance:</b>	A wide range of services from multiple training and employment programs are available to meet the needs of a variety of customers—employers and job seekers. In addition, the WorkOne Center are a place where all Hoosiers can access high quality local information on available jobs, skill requirements and training provider performance.
<b>Eligible activities and applicants:</b>	Customers include adults, youth, dislocated workers (including displaced homemakers), low income individuals (including welfare recipients), individuals training for non-traditional employment, other individuals with multiple barriers to employment (including older workers and individuals with disabilities), women, incumbent workers, and minorities (including persons with limited English speaking ability).
<b>Application steps and deadlines:</b>	Contact one of the agencies below in your area.
<b>Reporting procedures:</b>	Not applicable.
<b>Total amount of funds available:</b>	WIA funds are used for training and related services to eligible individuals.
<b>Participating Agencies/Organizations:</b>	To find the center nearest you, go to: <a href="http://in.gov/dwd/job_seekers/workone_centers.html">http://in.gov/dwd/job_seekers/workone_centers.html</a> and click on the county.  List of Regional Operators Region 1 (Jasper, Lake, LaPorte, Newton, Porter, Pulaski, Starke ) Ms. Linda Woloshansky, President Center of Workforce Innovations Phone: 219/462-2940 Fax: 219/465-0660  Region 2 (Elkhart, Fulton, Kosciusko, Marshall, St. Joseph) Mr. Juan A. Manigault, President & CEO Workforce Development Group, Inc. Phone: 574/239-2380 ext 212 Fax: 574/239-2386  Region 3 (Adams, Allen, DeKalb, Grant, Huntington, LaGrange, Noble, Steuben, Wabash, Wells, Whitley) Ms. Kathleen Randolph, President Partners for Workforce Solutions Phone: 260/417-5151 Fax: 260/436-5973  Region 4 (Benton, Carroll, Cass, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren, White) Mr. Roger Feldhaus, Executive Director Phone: 765/477-1710 Fax: 765/471-7830  Region 5 (Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Morgan, Shelby) Mr. Don Richardson River Valley Resources, Inc. Phone: 812/265-2652 Fax: 812/265-2664  Region 6 (Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union, Wayne) Ms. Barbara J. Street, President/CEO Alliance for Strategic Growth, Inc. Phone: 765/282-6400 ext. 102 Fax: 765/282-6411

## **Workforce Investment Act (WIA)**

Region 7 (Clay, Parke, Putnam, Sullivan, Vermillion, Vigo)

Ms. Lisa Lee

Workforce Network, Inc.

Phone: 812/238-5616 Fax: 812/238-2466

Region 8 (Brown, Daviess, Greene, Lawrence, Martin, Monroe, Orange, Owen)

Mr. John Corcoran

South Central Region 8 Workforce Board, Inc.

Phone: 812/332-4496 Fax: 812/332-4509

Region 9 (Bartholomew, Dearborn, Decatur, Franklin, Jackson, Jefferson, Jennings, Ohio, Ripley, Switzerland)

Mr. Ted Groman, Executive Director

Region 9 Workforce Board

Phone: 812/537-4949 Fax: 812/537-4951

Region 10 (Clark, Crawford, Floyd, Harrison, Scott, Washington)

Mr. Ron McKullick

Workforce Development Associates, Inc.

Phone: 812/944-7793 Fax: 812/944-4056

Region 11 (Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick)

Ms. Arin Mathias, Executive Director

Grow Southwest Indiana Workforce Board, Inc.

Phone: 812/421-5877 ext 216 Fax: 812/421-5883

Marion County (Marion)

Ms. Joanne Joyce, President & CEO

Indianapolis Private Industry Council, Inc.

Phone: 317/684-2222 Fax: 317/639-0103