



NEW JERSEY

Incentive Programs

Literacy Skills Grants

If You Are:

An individual employer, an employer organization, a labor organization, a community-based organization, an educational or training institution, or a consortium made up of one or more of these institutions needing to provide training to upgrade the basic skills of incumbent workers employed in New Jersey.

You Can Apply For:

Competitive Literacy Skills Training Grants.

In The Amount Of:

- The average cost of instruction per trainee should not exceed \$1,000.
- Training costs per instructional hour must not exceed \$175.
- Employers must match at least 50% toward total program costs.
 - Applicants that focus on training low-wage, low-literacy level workers are encouraged to apply even if they have a lesser percentage of employer matching funds (usually wages paid to employee while in training).

To Be Used For:

Basic skills training programs, including reading comprehension, basic math and computer literacy.

Benefits:

The Literacy Skills Grants program is designed to benefit both employees and businesses by providing training for workers to function at their highest potential skill levels.

Program Details:

- The New Jersey Department of Labor and Workforce Development implements the program.
- Types of training potentially eligible under a Literacy Skills Training Grant include training provided in a classroom setting in partnership with a New Jersey-based training provider, which includes New Jersey's two-year or four-year colleges and universities, vocational-technical schools, and other qualified training providers.
- Training courses submitted as part of a grant application must include pre-and post-training assessment tools to measure the improvement of the trainees' skills.



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- The applicant must provide a justification that clearly demonstrates that the proposed training in basic literacy skills will materially impact on the business decision to maintain jobs in New Jersey or avert a layoff.
- All trainees must be employed in permanent, full-time or part-time positions working a minimum of 20 hours per week. Employers must commit to continue employing all trained individuals for at least six months following successful completion of training.

For more information on Literacy Skills Grants, visit <http://lwd.dol.state.nj.us/>.



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The company we keep,
keeps getting better.