

# Workforce Systems Employer Guide

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## Introduction

Nebraska businesses help keep our state strong and make it a great place to work, live, and play. The Nebraska Workforce System is a valuable resource to support your human resources capabilities. The system offers essential resources and tools to transform your workforce to meet the changing demands of the 21<sup>st</sup>-century economy and to develop a more competitive workforce.

The Nebraska Department of Labor has a statewide network of business services representatives who are available to area employers as an invaluable workforce development resource.

Business services representatives are local residents who understand the local economy, labor market, and community along with possessing a unique set of tools geared towards workforce development. By scheduling a free, confidential business needs consultation with the local business services representative, employers can begin the process of getting connected and involved with a variety of workforce development solutions. Having an extensive network of partners, regionally and statewide, allows for workforce solutions to be in the best interest of your business and the local economy.

The Nebraska Workforce System leads sector strategies and career pathway initiatives – regional, industry-focused approaches to workforce and economic development. Nebraska Department of Labor business services representatives are connected to a variety of local workforce partners. These partners include American Job Centers, government agencies such as the Department of Economic Development, local community colleges, and area non-profits. These business services representatives can connect you to partners in your area that can help you achieve your workforce development needs.

# Accessing Employer Services

## Nebraska Works

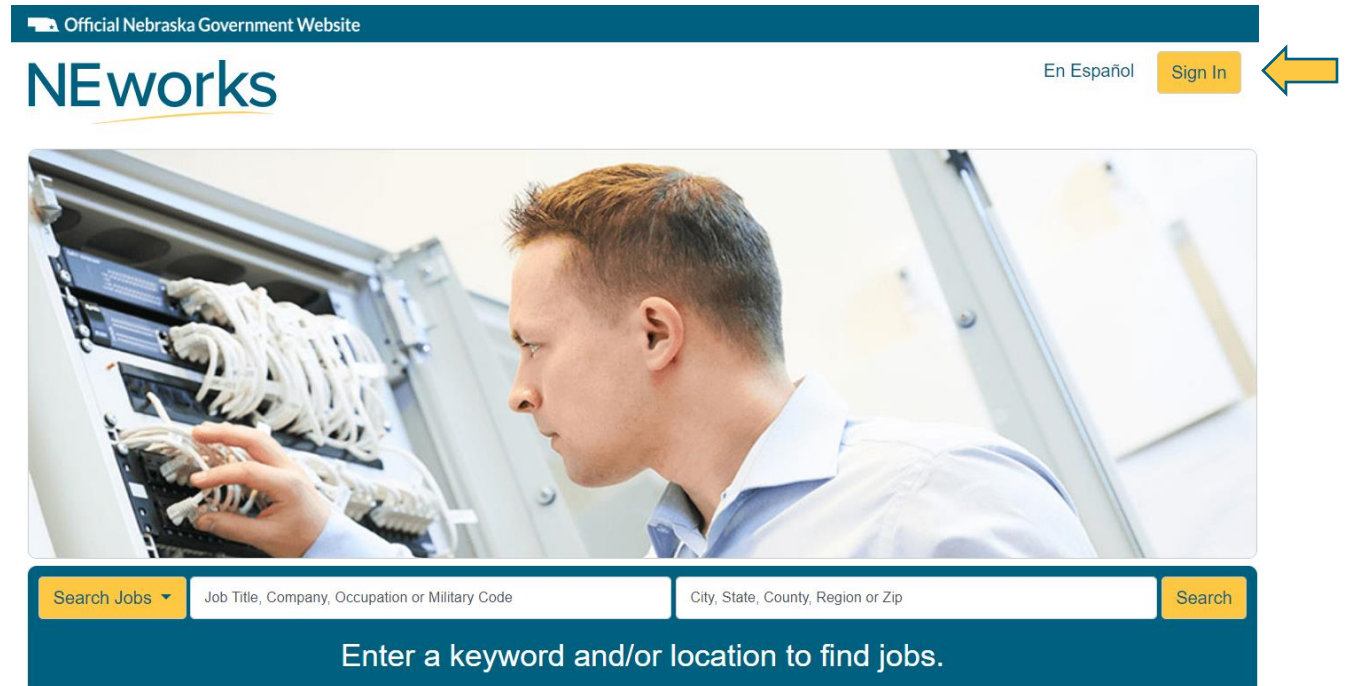
<b>Website:</b>	<a href="https://neworks.nebraska.gov/">https://neworks.nebraska.gov/</a>
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Widen your applicant pool utilizing the state's largest, most-comprehensive online job database. Nebraska businesses of every size and industry use NEworks to connect with thousands of highly qualified job seekers, including a large bank of professionals, high-skilled individuals and veterans. Post a position. Narrow your search. Manage applicants. Access HR and labor market information. Whatever your employment needs, this powerful online tool can help.

The first step in accessing workforce development staff-provided services is to register as an employer in NEworks. Once you have completed the required information for an employer account, you will be contacted to complete the verification process. Following verification, you will be provided with full access to all tools offered in this job database.

As an employer, you can complete the steps of the NEworks registration on your own, or you may reach out to your local job center, who can assist in guiding you through the information required to activate your business account. Job center locations are listed at [dol.nebraska.gov](http://dol.nebraska.gov).




### Self-registration steps:



The screenshot displays the NEworks website interface. At the top left, it says "Official Nebraska Government Website". The main header features the "NEworks" logo in large blue letters. To the right of the logo, there are links for "En Español" and a yellow "Sign In" button with a yellow arrow pointing to it from the right. Below the header is a large image of a man in a light blue shirt working on a server rack. At the bottom of the screenshot is a search bar with a "Search Jobs" dropdown menu, two input fields for "Job Title, Company, Occupation or Military Code" and "City, State, County, Region or Zip", and a yellow "Search" button. Below the search bar, a dark blue banner contains the text "Enter a keyword and/or location to find jobs."



If you would like to become a fully registered user with NWorks and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

 <b>Individual</b> 22 min(s) estimated	 <b>Employers and Agents</b> ← 9 min(s) estimated	 <b>Provider</b> 10 min(s) estimated
<p>This registration is for job seekers and claimants that are applying for Pandemic Unemployment Assistance (PUA).</p> <p>Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc. This is also where you can register if you wish to file a claim for unemployment.</p>	<p>This registration is <b>not</b> for claimants that are applying for Pandemic Unemployment Assistance (PUA).</p> <p>Register as this account type on behalf of your company or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information and job applicants for your business. You can also post job openings online. This is also where you can register if you wish to manage any unemployment claims associated with your company.</p>	<p>This registration is <b>not</b> for claimants that are applying for Pandemic Unemployment Assistance (PUA).</p> <p>Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.</p>

## Representative Type

Please specify what type of user that you are:



**Direct Representative of your Organization** ←

This includes employees, principals and owners of the organization that is registering.



**Third Party Agents (TPA)**

This includes companies that represent one or more registered organizations and will perform activities on their behalf.



Next >>

Please specify the functionality that you wish to access.

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Recruiting



Perform labor exchange functions such as recruiting talent, posting jobs, online résumé search, applicant tracking and researching the local labor market.



Unemployment Benefits Services

Submit separation notices, view and respond to statements of potential charges, file and manage appeals, view and protest benefit charges, and submit requested documentation regarding unemployment claims made by former workers.

Cancel

Continue Registration



Once you click the Continue Registration button, the registration process will be self-guided. You will want to make sure that you have your Federal Employer Identification number. If you have any trouble completing this process, you may contact the NEworks Help Desk at [ndol.newworkshelp@nebraska.gov](mailto:ndol.newworkshelp@nebraska.gov) or contact your local job center. See The list of job centers at [dol.nebraska.gov](http://dol.nebraska.gov)

## NEworks Services

**Recruitment Services:** Post job openings, find qualified candidates, and access a wide variety of information designed to help businesses succeed.

**Education Services:** Find a suitable training or educational program, as well as information on training providers and schools.

**Labor Market Information:** Access information about labor market trends, statistics, and economic and demographic data.

**Unemployment Information:** Information about how to manage claims involving your company, employer charges, appeals and determinations.

**Human Resource Info:** Find information on HR-related topics, such as news, trends, employee policies, and problem resolution.

**EEO Information:** Find information on topics such as diversity, affirmative action, disabled workers, and other equal employment opportunity issues.

**Labor Relations:** Information on labor relations and legal issues, including area statutes, federal workforce laws and labor policies.

**Government Relations:** Find information on federal programs such as OSHA, Social Security, IRS, wage reporting, labor statistics and commerce.

**Wellness and Ergonomics:** Learn how to reduce workplace injuries, create a drug-free work atmosphere and encourage a healthy work environment.

**Employer Incentives:** Find out if you qualify for local, state, or federal incentives, like the Welfare to Work and Work Opportunity Tax Credits (WOTC).

## Confidential Workforce Consultation

**Website:**

<https://dol.nebraska.gov/ContactUs>

Once the NEworks verification process has been completed, Department of Labor staff will reach out to your business to offer a free confidential workforce consultation. The purpose of the consultation is to gather information about your operational practices and workforce needs. Business services solutions are customizable and unique to every employer. Partaking in this consultation will equip the team with the information necessary to identify and develop long term efforts that integrate workforce and economic development strategies to assist you in identifying, attracting, hiring, and retaining a highly-skilled workforce.

### Characteristics of a Workforce Consultation

- Focuses attention on the needs of your specific industry in your specific community or economic region.
- Serves dual customers – delivering new solutions to you as the employer as well as job seekers, thus improving the economic status of future employees and improving the staffing of your industry.
- Builds in-depth knowledge of your industry and assists in designing multiple solutions to staffing and competitive challenges facing your operations by coordinating an array of resources to improve your recruitment and retention challenges over time.

### Benefits for Employers

- Reduce recruitment costs
- Lower training costs
- Reduce Turnover
- Lower production and/or waste cost

### Benefits for Job Seekers

- Increase earnings
- Increase hours worked
- Greater access to employee benefits
- Greater job stability and retention

### Eligibility Criteria

- Employer must be registered in NEworks with a recruiting account.
- NEworks account should list accurate information for company contacts and hiring authorities.



# NDOL's Strategic Employer Goals Roadmap

## Major Strategic Goals



### Strategies

- Convene with industry sector leaders to identify, evaluate, and help implement recruitment and retention strategies.
- Assemble the partnership of organizations that will be involved in building career pathways in the industry sector.
- Assist jobseekers in acquiring industry-recognized credentials for in-demand occupations.
- Increase access to skilled workforce. Decrease investment in initial training. Increase employee retention.

### Methods

- Business Services Team engages multiple stakeholders.
- Promotes alignment of workforce development programs to meet the needs of local and regional employers
- Coordinates the delivery of support services to enable job seekers to overcome barriers to employment and stay on pathways to careers.
- Leverages the knowledge and resources of education and employers to support investment in a better pipeline of labor supply and talent. Improve skills and credential attainment.
- Cross agency/program partnerships including employers.
- Provide more employment opportunities for individuals with barriers to employment.

## Determining which services best suit your workforce needs

During the initial workforce consultation, the Business Services Representative will help gauge which programs best fits your workforce needs. There are several programs employers can take advantage of and in some cases, you may choose to utilize multiple services to assist in accomplishing your recruitment and retainment goals.

Building the skills and competencies of Nebraska's workers is essential to ensuring the competitiveness of businesses in the global economy. The public workforce system recognizes that training for individuals must align with the needs of business and industry. There are several ways that the public workforce system supports this need for training.

Most of the training offered by the public workforce system is available for individuals who are unemployed or underemployed. It is designed to help people develop the skills they need to enter the workforce in a high-growth, high-demand occupation as quickly as possible.

As an employer, you have an opportunity to learn about the kinds of training that individuals are receiving in your local area, and you can also ask for the résumés of people who are completing training in fields that are relevant to your workforce needs. These trained workers can be a significant source of talent that meet your qualifications and expectations.

The following are examples of solutions that your business can pursue at the American Job Centers and NDOL job centers across the state.

### Recruitment and Screening

- Recruiting, screening, and referring a variety of job seekers, ranging from entry level workers to highly skilled professionals
- Recruiting full-time, part-time, and seasonal workers
- Hosting job fairs and providing office space for on-site screening and interviewing
- Providing access to human capital and untapped labor pools
- Offering workforce information about wages, employment trends, and national comparisons

## Training and Education

- Providing access to training and education
- Offering industry-recognized certifications
- Developing customized training programs, such as pre-employment training
- Connecting to apprenticeship programs with a mix of instruction and on-the-job training.

## Retention and Up-Skilling

- Providing training services to incumbent workers and developing on-the-job and workplace training
- Supporting employee retention by offering services such as transportation, childcare assistance, and mentoring programs to individuals engaged in training
- Assisting businesses in applying for Work Opportunity and Welfare-to-Work Tax Credits
- Assisting with layoff aversion strategies

## Layoff Aversion and Response

- State and Local Rapid Response
- Providing on-site services, such as pre-layoff and retraining information
- Easing the transition from point of layoff notification to shut down
- Developing plans to access funds and services for individualized worker assistance
- Providing assistance to the community to develop a coordinated response to layoffs
- Trade Adjustment Assistance – Providing training and income support program for transitioning workers

# Department of Labor Training Programs

## Title I of the Workforce Innovation and Opportunity Act, Adult, Dislocated Worker and Youth Training Programs

The Workforce Innovation and Opportunity Act (WIOA) was created to provide State and local areas the flexibility to collaborate across systems in an effort to better address the employment and skill needs of current employees, jobseekers, and employers. WIOA accomplishes this by prescribing:

1. A stronger alignment of the workforce, education, and economic development systems; and
2. Improving the structure and delivery in the system to assist America's workers in achieving a family-sustaining wage, while providing America's employers with the skilled workers they need to compete on a global level.

### On-the-Job Training

<b>Website:</b>	<a href="https://dol.nebraska.gov/ReemploymentServices">https://dol.nebraska.gov/ReemploymentServices</a>
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On-the-Job Training (OJT) is training by an employer that is provided to a paid participant engaged in productive work to develop specific occupational skills or obtain specialized skills required by an employer that the participant does not already possess. An OJT helps employers recruit more efficiently, hire better, prepare employees who understand workplace expectations, and reduce their training costs.

#### How it Works

Employers who are a good fit for on-the-job training enter a training contract with the Nebraska Department of Labor (NDOL). OJT candidates:

- Cannot have worked at the employer previously
- Must also work in a full-time or part-time position that pays a minimum of \$12 hourly for adults and,
- Minimum of \$9 hourly for youth

#### Eligible Employers

- Private for-profit businesses, private non-profit organizations, or public sector
- Providing workers compensation
- Up to date on Unemployment Insurance (UI) tax
- Not debarred or suspended from receiving federal contracts

## Occupational Skills Training

**Website:**

<https://dol.nebraska.gov/ReemploymentServices>

The Greater Nebraska Workforce Development Area partners with five Career & Technical Education institutions which include Central Community College, Southeast Community College, Northeast Community College, Mid-Plains Community College, and Wester Nebraska Community College. Through this partnership, we have created a list of training and education programs offered by these schools which provide job seekers with the opportunity to earn industry recognized credentials. These credentials allow students to demonstrate the knowledge and skills required to succeed in a specific occupation or industry.

Some job seekers that have been enrolled in Title I are eligible for tuition and supportive service assistance while pursuing these credentials. Materials covered can range from books, uniforms, and tools required to complete their occupational skills training.

## Incumbent worker training and skill upgrading and retraining

**Website:**

<https://dol.nebraska.gov/ReemploymentServices>

Incumbent worker training is designed to meet the special requirements of an employer to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Incumbent worker training is conducted with a commitment by the employer to retain or avert the layoffs of the incumbent worker(s) trained.

Skills upgrading and retraining is available to prepare participants for a new occupation through instruction in new and different skills demanded by technological changes. These are courses promoting skills upgrading to train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages.

## Customized Training

**Website:**

<https://dol.nebraska.gov/ReemploymentServices>

Customized training (CT) is training designed to meet the needs of a specific employer, or group of employers. It may be provided for the introduction of new technologies, new production or service procedures, or upgrading existing skills. The employer must commit to employ, or continue to employ, the worker(s) upon successful completion of a customized training. The employer or group of employers develop the training plan and measurable goals and determine the method by which the training is provided. The career planner will assist with this process as needed.

### Participant Eligibility

CT participants must meet general eligibility requirements for the Title I training program. CT is generally used for hiring new employees or recently hired employees and not for retraining existing employees.

### General Guidelines

**CT training methods include, but are not limited to:**

- Classroom training through a traditional classroom setting with a group of trainees and a qualified instructor.
- Laboratory training with hands-on instruction or skill acquisition under direct guidance of a qualified trainer.
- Electronic or computer-based training delivered through a computer program at a pace set by the trainee or through video conferences that are live, interactive instruction with a trainer; or
- Other training that is customized to the employer's specific training needs.

## Transitional Jobs

**Website:**

<https://dol.nebraska.gov/ReemploymentServices>

Transitional jobs (TJ), defined as time-limited work experiences that are wage-paid and subsidized, and are in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history.

These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

There is no requirement that the employer retain the individual upon completion of the TJ however, retention is preferred for the benefit of the worker and employer when appropriate.

### Participant Eligibility

In addition to meeting general eligibility requirements for the Title I training program and being unemployed at the date of application to the Title I program; the participant must also have one or more barriers to employment and be chronically unemployed or have an inconsistent work history.

### Eligible Employers

Eligible employers can be from the public, private, or non-profit sectors. As TJs are structured to help participants achieve success in the workplace and develop skills needed to obtain and retain unsubsidized employment, the employer must be able to provide supervision and appropriate feedback to the participant at regular intervals during the course of the activity and be willing to participate in the required monthly monitoring conducted by the career planner.

#### **An employer will be ineligible if they meet one or more of the following:**

1. The employer has recently laid off an individual of the same or equivalent position.
2. The transitional job placement would infringe upon the promotion of or displacement of any currently employed worker or lead to a reduction in their hours.
3. The employer is a private for-profit employment agency including but not limited to temporary employment agencies, employee leasing firms or staffing agencies.

### Length and Wage Limits

Transitional jobs are time limited to no more than 500 hours. Participants can work up to 40 hours a week. The participant may be placed with more than one employer during the transitional job activity, but the total number of hours for all worksites may not exceed 500 hours or 26 weeks, whichever comes first. Greater Nebraska Title I will pay 100% of the participant's wages. Wages are set at the Nebraska minimum wage (\$9/hr at the effective date of this policy).

The maximum cost to be paid per participant for the WE component of the TJ is \$4,500.

## Paid and Unpaid Work Experiences

**Website:**

<https://dol.nebraska.gov/ReemploymentServices>

Paid and unpaid work experiences (WE) will be in positions that are entry-level in the private for-profit sector, the non-profit sector, or in the public sector, and may include the following types of work experiences:

### Pre-Apprenticeship Programs

Pre-apprenticeship is defined as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and involves a documented partnership with at least one, if not more, Registered Apprenticeship programs.

### Job Shadowing

A work experience option where youth learn about a job by walking through the workday as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the youth.

### Work Experience (Paid Internship)

Work Experience is a short-term or part-time work assignment with a worksite partner designed to enhance employability of the participant through development of good work habits and basic work skills.

### Eligible Employers

Eligible employers can be from the public, private, or non-profit sectors. WEs are structured to help participants achieve success in the workplace and develop skills needed to obtain and retain unsubsidized employment. The employer must be able to provide supervision and appropriate feedback to the participant at regular intervals during the course of the activity and be willing to participate in the required monthly monitoring conducted by the career planner.

### Length & Wage Limits

Work Experiences are time limited to no more than 500 hours. Participants can work up to 40 hours or less a week. The participant may be placed with more than one employer during the work experience activity, but the total number of hours for all worksites may not exceed 500 hours in total.

Greater Nebraska Title I will pay 100% of the participant's wages. Wages are set at \$10/ hour. The maximum cost to be paid per participant for the work experience is \$5,000.



## Registered Apprenticeships

**Website:**

<https://dol.nebraska.gov/ReemploymentServices>

The Registered Apprenticeship system combines supervised on-the-job training with technical classroom instruction in subjects related to the apprentice's chosen occupation. The apprentice has the opportunity to earn a living while gaining skills, and pay raises are awarded throughout the program as skills increase. Apprenticeship has been proven to be a very successful strategy for preparing skilled workers for great-paying jobs and helping America compete effectively in the global economy.

Apprenticeship programs are operated by both the public and private sector. Those entities offering an apprenticeship program are called sponsors, and may be an employer, employer association, or labor union. Recently, community colleges, workforce development centers, and faith and community-based organizations have collaborated with businesses and industries to develop Registered Apprenticeship programs through sponsoring employer-participation agreements. The sponsor of an apprenticeship program plans, administers and usually pays for the program.

### Apprenticeships for Employers

By working with an employer that values life-long learning, apprentices become invested in improving their skills and in achieving a certificate of completion, a nationally recognized credential. While combining hands-on skill development with classroom learning, apprentices learn and understand why they do what they do. Apprentices become problem solvers, good team members, and demonstrate better interpersonal skills. On average, apprentices demonstrate better attendance, possess the latest technological skills, and fill the critical need for skilled workers to replace retirees. They help employers achieve and maintain a highly productive workforce.

Although you pay for apprenticeship training, the actual cost to the employer is minimal. The program includes both classroom and on-the-job training, so apprentices will be producing for you while they learn. Apprentice wages are usually 40-60% less than journey worker wages, and Registered Apprenticeship sponsors are exempt from paying overtime to apprentices for the related classroom instruction portion of their training. If your business is in a field requiring licensing, apprentices are prepared for the licensing exams when they complete the program.

### Employer Process

A written agreement is signed between the apprentice and the employer that acknowledges joint commitment to the training process. The agreement is approved in Nebraska by the Office of Apprenticeship.

## Worker Training Grants

**Website:**

<https://dol.nebraska.gov/ReemploymentServices>

In accordance with Nebraska Revised Statutes § [48-622.02](#) and 48-622.03, the Nebraska Worker Training and Support Cash Fund may be used to provide training opportunities that:

- expand the Nebraska workforce by increasing the pool of highly skilled workers in Nebraska.
- support public and private job training programs designed to train, retrain, or upgrade work skills of existing Nebraska workers of for-profit and not-for-profit businesses.
- recruit workers to Nebraska; and
- train new employees of expanding Nebraska businesses.

# Department of Labor Layoff Aversion and Response Programs

## Trade Adjustment Assistance

<b>Website</b>	<a href="https://dol.nebraska.gov/ReemploymentServices">https://dol.nebraska.gov/ReemploymentServices</a>
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The Trade Act programs, Trade Adjustment Assistance (TAA), Reemployment Trade Adjustment Assistance (RTAA), and Alternative Trade Adjustment Allowance (ATAA), assist individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. The goal of the Trade Act programs is to help trade-affected workers return to suitable employment as quickly as possible. To facilitate this goal, TAA certified workers may access a menu of services that include training, income support, relocation allowances, job search allowances, and a health coverage tax credit (HCTC). TAA participants that require retraining in order to obtain suitable employment may receive occupational training.

In addition, the ATAA/RTAA program for workers 50 years and older during eligible period provides an alternative to the benefits offered under the regular TAA program. Participation in ATAA/RTAA allows older workers, for whom retraining may not be suitable, to accept reemployment at a lower wage and receive a wage subsidy. When a petition is certified, both of these benefits may be available to those workers under the petition.

### Requirements for TAA

Petitions for TAA must satisfy three criteria as outlined in 20 CFR 618.225.

1. A significant number or proportion of the workers in the workers' firm, must have become totally or partially separated or be threatened with total or partial separation during the 1-year period prior to the petition date.
2. Sales or production, or both, of the workers' firm has decreased during the one-year period prior to the petition date.
3. Imports of the article or service have increased during the one-year period prior to the petition date.
4. Increased imports have contributed importantly to worker separations, or threat of separation, and the decline in sales or production of the workers' firm.
5. The component parts supplied to the firm, identified in the section, represented at least 20% of the supplier's production or sales during the one-year period prior to the petition date; or loss of business with the firm contributed importantly to separation or threat of separation at the worker's firm.

### Requirements for RTAA/ATAA

Reemployment Trade Adjustment Assistance (RTAA) and Alternative Trade Adjustment Allowance (ATAA) is an alternative assistance program for workers 50 years old or older during eligible period certified eligible for trade adjustment assistance. There are no requirements for group certification specifically for RTAA, but there is a separate certification for ATAA.

## Rapid Response

<b>Website</b>	<a href="https://dol.nebraska.gov/ReemploymentServices">https://dol.nebraska.gov/ReemploymentServices</a>
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The Rapid Response program helps workers to reestablish employment promptly following a layoff. Our Reemployment Services team works directly with employers to quickly connect workers to resources such as resume and interview preparation, Unemployment Insurance, and education and training opportunities. The program is flexible to meet the needs of each employer and their team.

### Rapid Response Scenario:

Frank's Ranch Surplus has informed their employees that they will be permanently closing their doors after 30 years. The owner reached out to the Nebraska Department of Labor to schedule a Rapid Response event for his employees so that they have the opportunity to learn about the unemployment process and Employment and Training programs available to assist them in transitioning to a new career.

## Short-Time Compensation Program

<b>Website</b>	<a href="https://dol.nebraska.gov/ReemploymentServices">https://dol.nebraska.gov/ReemploymentServices</a>
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The Short-Time Compensation (STC) program helps prevent layoffs by allowing employers to uniformly reduce affected employees' hours by 10 to 60 percent while permitting the employees to receive a prorated unemployment benefit. STC helps retain workforce during a temporary slowdown in work. Employees are allowed to receive a partial unemployment benefit to help them offset the loss of income.

STC preserves employees' jobs and the employers skilled workforce during disruptions to regular business activity by reducing hours of work for an entire group of affected employees rather than laying off some employees while other continue to work full-time.

The program provides a portion of a weekly unemployment compensation payment to affected employees whose work weeks have been reduced. STC also cushions the adverse effect of the reduction in business activity on workers and ensures that these workers will be available to resume prior employment levels when business demand increases.

### STC Scenario:

Cold Steel manufacturing decreased production on their barrel assembly line. The decrease in production was due to low supply in choke tubes. Cold Steel decided that they would need to decrease the employees on that production line by 25 percent until material was available to resume fulltime production. The company submitted the necessary paperwork for a Short-Term Compensation plan to the Department of Labor to avoid a temporary layoff and retain their current workforce. Cold Steel was able to resume operations months down the road and was able to retain their entire workforce during this supply shortage.

# Department of Labor Recruitment and Hiring Tools

## Work Opportunity Tax Credit (WOTC)

<b>Website:</b>	<a href="https://dol.nebraska.gov/ReemploymentServices">https://dol.nebraska.gov/ReemploymentServices</a>
<b>Points of Contact:</b>	<b>Email:</b> <a href="mailto:NDOL.WOTC@nebraska.gov">NDOL.WOTC@nebraska.gov</a>

The Work Opportunity Tax Credit (WOTC) is a Federal tax credit available to employers for hiring individuals from certain target groups who have faced significant barriers to employment. WOTC joins other workforce programs that incentivize workplace diversity and facilitate access to good jobs for American workers.

WOTC helps targeted workers move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are able to reduce their income tax liability.

Employers claim about \$1 billion in tax credits each year under the WOTC program. There is no limit on the number of individuals an employer can hire to qualify to claim the tax credit, and there are a few simple steps to follow to apply for WOTC.

### Targeted Groups

Employers can hire eligible employees from the following target groups for WOTC.

- Qualified IV-A Recipient
- Qualified Veteran
- Ex-Felon
- Designated Community Resident
- Vocational Rehabilitation Referral
- Summer Youth Employee
- Supplemental Nutrition Assistance Program (SNAP) Recipient
- Supplemental Security Income (SSI) Recipient
- Long-Term Family Assistance Recipient
- Qualified Long-Term Unemployment Recipient

## Federal Fidelity Bond Program

<b>Website:</b>	<a href="https://dol.nebraska.gov/ReemploymentServices">https://dol.nebraska.gov/ReemploymentServices</a>
<b>Points of Contact:</b>	<b>Email:</b> <a href="mailto:NDOL.FidelityBonds@nebraska.gov">NDOL.FidelityBonds@nebraska.gov</a>

The Federal Fidelity Bonding Program is a hiring incentive tool covering individuals whose backgrounds can pose significant barriers to securing or retaining employment. You can meet your hiring requirements and protect your assets through the program – an initiative that provides \$5,000 worth of fidelity bond coverage for the first six months of employment or promotion. There is no cost to employers. Contact the Nebraska Department of Labor today to learn more or to request a bond.

### Eligibility Criteria

#### Employee/Individual

In order to be eligible for fidelity bond coverage, an individual must:

- Have a criminal record, including those involved with the criminal justice system by virtue of their history of opioid or other drug addictions.
- Be authorized to work in the United States.
- Be of legal working age applicable to the position/working hours; and
- Be a new hire, or the recipient of a promotion with the employer seeking the bond.

#### Employer/Employment

- The employer to which the fidelity bond will be issued must be located in Nebraska, or be operating in Nebraska, and be in good standing with the Nebraska Secretary of State.
- The employer must provide the individual with a firm job offer or commitment of employment with a set start date and a reasonable expectation of permanence.
- The employment (W-2 employee paid wages with taxes withheld) must be in a family-sustaining job, whether full-time or part-time.
- If the employer is a sole proprietor, employer must complete the United States Citizenship Attestation Form.
- Employer must have an active account in NEworks.
- **Self-Employed person cannot be issued a fidelity bond.**

### Fidelity Bond Scenario

Jane logistics is having a difficult time recruiting the skilled workforce she needs to keep up operations. After speaking with her local Business Service Representative, she learns that Department of Labor staff are currently offering pre- and post-employment workshops within the local jail. Jane has never thought about hiring a justice involved individual. After speaking with the Reemployment staff, she decides to focus her recruitment efforts on newly released inmates and utilizes Fidelity bonding to protect her assets along with WOTC Tax Credit.

## Foreign Labor Certification

<b>Website:</b>	<a href="https://dol.nebraska.gov/ReemploymentServices">https://dol.nebraska.gov/ReemploymentServices</a>
<b>Points of Contact:</b>	<b>Email:</b> <a href="mailto:NDOL.FLC@nebraska.gov">NDOL.FLC@nebraska.gov</a>

The Foreign Labor Certification (FLC) Program is federally funded through a contract with the US Department of Labor (USDOL). Prior to bringing foreign workers into the US, employers must file a labor certification application with the National Processing Center (NPC) in Chicago (temporary) or Atlanta (for permanent workers).

In Nebraska, all employers must have an active employer recruiting account on [NEworks.nebraska.gov](http://NEworks.nebraska.gov).

[20 CFR 655.1304\(d\)](#) requires Nebraska Department of Labor to verify the compliance of safety standards for employer-provided housing, rental, and public accommodations as applicable to local and state standards. Therefore, the employer or agent must provide documentation that the housing accommodation(s) are compliant with local, State, or Federal housing standards.

### USDOL Guidance

#### [Agricultural Temporary Labor Certification \(H-2A Program\)](#)

If there are not sufficient U.S. workers who are able, willing, qualified and available for a requested position and employment of the foreign worker will not adversely affect the wages and the working conditions of U.S. workers similarly employed, then the employer may request full-time temporary employment certification for foreign workers in agricultural based jobs, as defined in 20 CFR 655.103 (c), lasting no longer than one year. Use the link above for specific instructions and forms.

#### [Nonagricultural Temporary Labor Certification \(H-2B Program\)](#)

Employers who meet specific regulatory requirements can hire foreign nonimmigrant workers to fill temporary nonagricultural jobs. Employers will need to post a job order in NEworks (use the links for specific instructions and forms).

### [FLC Forms](#)

#### [Permanent Labor Certification](#)

Employers can permanently hire foreign workers.

#### [Professional and Specialty Occupations \(H-1B Program\)](#)

Employers can temporarily hire foreign workers on a nonimmigrant basis in specialty occupations.



### [Prevailing Wage Information](#)

The Immigration and Nationality Act requires that hiring a foreign worker will not affect the wages and working conditions of comparably employed U.S. workers.

## **Nebraska Workforce Development Area's Network of Partners**

The Workforce Innovation and Opportunity Act reinforces the partnerships and strategies necessary for American Job Centers and Nebraska Department of Labor job centers to provide all job seekers and workers with the high-quality career, training, and supportive services they need to obtain and maintain good jobs. Such partnerships seek to align industry, education, and human services systems which, help create job training pipelines that help local Nebraskans secure stable, well-paying employment and help employers locate well-qualified workers.

Partnerships are made up of agencies from government, non-profit, local, community, and private sectors. All have the same mission in connecting job seekers to training opportunities to increase their skills for successful employment placement. There may be opportunities for employers to work with multiple partners with their recruitment and retention needs. Working within this network of partners will increase access for additional training funds, and expand the pool of qualified candidates.

### **Career and Technical Colleges**

Career and technical colleges provide dynamic and responsive pathways to career and technical, academic transfer and continuing education programs that contribute to personal, community and workforce development.

The Nebraska Workforce Development Areas partner with the five community colleges located in Greater Nebraska. Central Community College, Southeast Community College, Northeast Community College, Mid-Plains Community College, Western Nebraska Community College, and Metropolitan Community College. This partnership focuses on bridging the gap between education and the workplace. Youth and adult students are being prepared to transition successfully from school to the workplace and career. These Career and Technical Colleges provide curriculum that allow students to attain industry recognized credentials for occupations that are in high demand, high skilled and high waged. The Nebraska Department of Labor team collaborates with these local colleges and provide detailed area labor market information to make certain that the credentials earned are in high demand by local employers, and upon graduation connect them will new careers in Nebraska.

### **Adult Education, Title 2**

Adult Education strives to prepare students for college or career advancements through high school equivalency and call preparation activities.

The partnership with Adult Education allows for a targeted approach for job seekers that need individualized career services. As adults are looking to further their education, the Department

of Labor works with them to identify additional occupational skills training opportunities that will further prepare them for the workforce. Career services may include continuing their post-secondary education at a Career and Technical College, or entering Registered Apprenticeship, On-the-Job Training, or Work Experience program.

## **Community Services Block Grant**

The goal of the Community Services Block Grant is the reduction of poverty, the revitalization of low-income communities and the empowerment of low-income families and individuals to become fully self-sufficient.

The CSBG is designed to help low-income individuals and families: secure and retain meaningful employment; attain an adequate education; improve the use of available income, obtain adequate housing, emergency assistance, remove obstacles which block the achievement of self-sufficiency.

The Nebraska Workforce Development Areas partner with agencies receiving this grant to assist job seekers in eliminating barriers to employment and provide the necessary amenities so that the participant gains the skills and experience they need to be successful in a new career. This also eliminates burdens and barriers employers are facing when attempting to recruit job seekers that have their own obstacles affecting their ability to enter the workforce.

## **Job Corps**

Job Corps' mission is to educate and train highly motivated young people for successful careers in Nebraska's fastest-growing industries. They teach eligible young people the skills they need to become employable and independent and place them in meaningful jobs or further education. Their work-based learning program provides students with opportunities to link their career technical training with practical, on-the-job activities.

### **Programs:**

Welding, Painting, Carpentry, Cement Masonry, Brick Masonry, Facilities Maintenance, and Business and Office Administration.

Partnering with Job Corps allows for an opportunity to identify youth workers who are currently receiving hands on experience and skills within high demand industries. Title I Career Planners provide presentations to upcoming graduates educating them on local occupational labor market information to attract the next generation of skilled workers to their region, and develop a pipeline of skilled workers for local employers.

## **Migrant & Seasonal Farmworker Programs, Title 1D (Proteus)**

Under the Department of Labor's National Farmworkers Job Program, Proteus staff in Nebraska promote access to employment by offering education, training, and support services to job seekers who have worked in the agricultural industry. The goal of this program is to provide opportunities for current or former ag workers to upgrade their skills to climb the ranks within the current industry or successfully transition into a new career.

The Department of Labor practices co-case management with eligible job seekers in Title I and Proteus. This approach allows additional funding for the job seeker to obtain the skills and credentials necessary to be competitive in the local job market. This practice also provides additional funding opportunities to employers willing to conduct an on-the-job training, or work experience.

## **Native American Programs**

The Division of Indian and Native American Programs Workforce Innovation and Opportunity Act Section 166 grantees and the Nebraska Department of Labor share a vision of providing employment and training services to tribes and tribal organizations. The programs are designed to support employment and training activities in order to develop more fully the academic, occupational and literacy skills; make individuals more competitive in the workforce; and promote economic and social development.

This partnership assists in an increase in the priority for providing services to Native American job seekers with the ability to leverage financial resources to assist in upskilling and overcoming barriers to employment in order to successfully place individuals into a career with self-sufficient wages.

## **Senior Community Services Employment Program**

The Senior Community Services Employment Program (SCSEP) is a community service and work-based training program for older Nebraskans. The program provides training for low-income, unemployed seniors. SCSEP participants gain work experience in a variety of community activities at non-profit and public facilities, including schools, hospitals, daycare centers, and senior centers; allowing them to enhance their professional skills and be placed in unsubsidized employment opportunities.

NDOL assists in identifying employers and other organizations who could benefit from and are interested in partaking in a work experience from this talent pool. Work experiences can assist in decreasing the training costs for the first few months of employment. This program can also assist in identifying workers who are currently at the end of their Work Experience and ready for a new career. Staff can assist in connecting employers with the skilled workers they are seeking.

## **Equus Workforce Solutions**

Equus Workforce Solutions provide training toolkits for Apprenticeships, Work Experience and On-the-Job Training. They offer recruitment and hiring strategies for businesses of all sizes that include direct placement services, recruitment and retention consulting services and connections to resources for new hire or current employee training services.

They provide a full continuum of solutions focused on increasing opportunities for individuals and families and help foster the competitiveness of businesses.

Equus and the Department of Labor work as a team to identify the hiring needs of employers in their region. This is a collaboration between both business teams to identify needs of like industries and develop a strategy to leverage funding and programs in order find the right fit for occupations within those industries.

### **Vocational Rehabilitation Services, Title 4**

Vocational Rehabilitation programs provide services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, so that they may prepare for and engage in competitive integrated employment or supported employment and achieve economic self-sufficiency.

NDOL works closely with VR partners to assist in identifying careers in a physical environment that are accessible and provide assistive tools, technologies, or training to help individuals to be effective in the workplace.

# Nebraska's Local Workforce Development Areas

Nebraska has three local workforce development areas.

1. The Greater Lincoln Workforce Development Area, which serves Lancaster and Saunders Counties.
2. The Greater Omaha Workforce Development Area, which serves Douglas, Sarpy, and Washington Counties.
3. The Greater Nebraska Workforce Development Area, which serves the remaining 88 counties in Nebraska.

