

Maryland’s Fostering Employment Program | June 15, 2021

- TO:** Division of Workforce Development and Adult Learning (DWDAL) staff, Local Workforce Development Area (Local Area) directors, and Registered Apprenticeship Sponsors
- FROM:** Division of Workforce Development and Adult Learning (DWDAL) Maryland Department of Labor (MD Labor)
- SUBJECT:** Guidance on the implementation of the Maryland Fostering Employment Program.
- PURPOSE:** To provide policy guidance on Maryland’s Fostering Employment Program.
- ACTION:** Local Area directors, American Job Center (AJC) Labor Exchange Administrators, central office managers, and Maryland Apprenticeship Training Program staff will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the MD Labor website](#).
- EXPIRATION:** Until cancelled or replaced.

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GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through the American Job Centers (AJC)s, WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. Maryland's Fostering Employment Program works in concert with WIOA priorities, concentrating programming on two WIOA target populations, foster care recipients and unaccompanied youth experiencing homelessness.

REGISTERED APPRENTICESHIP AND PRE-APPRENTICESHIP

Registered Apprenticeship

Registered Apprenticeship is a proven model of job preparation that combines paid On-The-Job Learning (OJL) with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an "earn and learn" strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that provide sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and their training may be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. Business Involvement – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. OJL – Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the apprentice must learn over the course of the program to become fully proficient at the job. OJL must consist of at least 2,000 hours per year of the apprenticeship, and must take place at the work site under the direction of a highly skilled journeyworker.
3. Related Instruction (classroom style training) – Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, nonprofit, community-based organization, industry, labor organization, business association, or by the business itself. The instruction may be provided at the school, online, or at the work site. Registered Apprenticeships must include at least 144 hours of Related Instruction per year of the apprenticeship.

4. Rewards for Skill Gains – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate apprentices as they advance through training and become more productive and skilled at their job.
5. National Occupational Credential – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as apprentices master skills as part of their career pathway.

School-to-Apprenticeship (STA), a program within Registered Apprenticeship, is designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program while still in high school, and continue after graduation with full credit given for the high school portion. The STA apprentices may receive their Related Instruction directly from their high school or from a Registered Apprenticeship Sponsor as noted in their Standards of Apprenticeship. All STA apprentices must be properly registered with the Maryland Apprenticeship and Training Program. STA is an eligible program under *Maryland's Fostering Employment Program* policy.

In Maryland, Registered Apprenticeships are approved through the Maryland Apprenticeship and Training Council. More information on requirements for Registered Apprenticeships in Maryland is available at <http://www.labor.maryland.gov/employment/appr/>.

Pre-Apprenticeship

Pre-apprenticeship programs provide instruction and training to enhance math, literacy, and other vocational and pre-vocational skills needed to gain entry into a Registered Apprenticeship program.

To be considered a pre-apprenticeship program, a program must:

1. Have a partnership with at least one Registered Apprenticeship program that assists in placing individuals who complete the pre-apprenticeship program into a Registered Apprenticeship as a Registered Apprentice;
2. Prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s) as a Registered Apprentice;
3. Include training and curriculum based on industry standards and be approved by the documented Registered Apprenticeship Sponsor(s);
4. Include opportunities to attain at least one industry-recognized credential;
5. Provide access to educational and career counseling and other supportive services, directly or indirectly; and,
6. Provide hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options and understanding how the skills acquired through coursework can be applied toward a future career.

Pre-apprenticeship programs must also possess or develop a strong record of enrolling their pre-apprenticeship graduates into a Registered Apprenticeship or have a signed letter of commitment from the partnered Registered Apprenticeship Sponsor(s) to hire all completers if the pre-apprenticeship training provider is not the Registered Apprenticeship Sponsor program. While there may be situations where an individual graduates from a pre-apprenticeship and does not continue into a Registered Apprenticeship,¹ it is the expectation that anyone who graduates from a pre-apprenticeship program has a pathway into a Registered Apprenticeship.

¹ Examples of this include the individual wanting to pursue other career paths, among others.

MARYLAND'S FOSTERING EMPLOYMENT PROGRAM

Section 128(a) of WIOA allows up to 15 percent of funds allocated to the State, known as Governor's Set Aside funds, to be used at the discretion of the Governor to fund innovative, State-led job training initiatives. Recognizing the need to reach foster care recipients and unaccompanied youth experiencing homelessness² with workforce system resources that will facilitate a smooth transition to gainful employment, Maryland has allocated \$500,000 of these funds to create the Maryland Fostering Employment Program.

Foster care recipients and unaccompanied youth experiencing homelessness often face unique employment barriers that affect their ability to secure jobs on career pathways with opportunities for advancement. Addressing these barriers requires collaboration and coordination of services across multiple agencies within the State's workforce system. The Maryland General Assembly passed the [Maryland Fostering Employment Act of 2018](#), codified as § 4-305 of the Human Services Article of the Maryland Code, to ensure that state agencies work together to expand access to Registered Apprenticeships and pre-apprenticeship programs for these populations.

Registered Apprenticeships and pre-apprenticeships offer a unique, flexible training system that combines related instruction with structured OJL. By focusing on the excellent career opportunities afforded through these programs, Maryland is helping under-resourced youth overcome barriers to employment on their way to building solid careers.

The Maryland Fostering Employment Program is structured as two, interconnected projects:

1. Registered Apprenticeships - Project #1 is designed to subsidize a portion of the training and supportive services costs incurred by Registered Apprenticeship employer Sponsors who hire work-authorized³ foster care recipients or unaccompanied youth experiencing homelessness.
2. Pre-Apprenticeships - Project #2 is designed to support pre-apprenticeship programs that equip enrolled participants with the skills and knowledge they need to successfully advance into a Registered Apprenticeship. Maryland's Fostering Employment Program funds will be used to subsidize a portion of the training and supportive services costs of pre-apprenticeship programs. Like Project #1, Project #2 targets services to work-authorized foster care recipients and unaccompanied youth experiencing homelessness.

² "Unaccompanied youth experiencing homelessness" is the same population as the federally and state defined "unaccompanied homeless youth."

³ "Work-authorized" includes citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, parolees, and other immigrants authorized by the U.S. Attorney General to work in the United States.

TARGET POPULATIONS

Maryland's Fostering Employment Program targets young people between the age of 16 and 25 from two populations with barriers to employment:

1. Foster care recipients; and,
2. Unaccompanied youth experiencing homelessness.

FOSTER CARE RECIPIENTS

An individual is eligible to participate as a foster care recipient if that individual was placed in an out-of-home placement by the Maryland Department of Human Services (DHS) and either:

1. Resided in an out-of-home placement on the individual's 18th birthday or at the time the individual graduated from high school or successfully obtained a high school diploma;
2. Resided in an out-of-home placement on the individual's 13th birthday and was placed into guardianship or adopted out of an out-of-home placement after the individual's 13th birthday; or,
3. Resided in an out-of-home placement in the State for at least 1 year on or after the individual's 13th birthday, and returned to live with the individual's parents after the out-of-home placement ended.

An individual is also considered an eligible foster care recipient if that individual is a younger sibling of a foster care recipient who is eligible, so long as the younger sibling exited foster care through a concurrent placement into guardianship or adoption by the guardian or adoptive family.

Foster care recipients who are within the program age range (16-25) must sign a waiver authorizing Maryland's Department of Human Services to confirm the individual's foster care status and for MD Labor to disclose the individual's eligibility for Maryland's Fostering Employment Program to potential pre-apprenticeship or Registered Apprenticeship programs.

MD Labor will provide its partners with the waiver titled, *Authorization for Verification of Eligibility for Foster Care Recipients in the Fostering Employment Program and Release of Information*, to disseminate to potential participants. After participants sign the waiver, it should be sent to Director of Apprenticeship and Training, Chris MacLarion, via e-mail at christopher.maclarion@maryland.gov. From there, MD Labor will verify the participant's foster care status by contacting the Older Youth team in the Placement and Permanency Unit at DHS, who will cross-reference the waiver with their records.

A copy of the waiver can be found in *Attachment A – Authorization for Verification of Eligibility for Foster Care Recipients in the Fostering Employment Program and Release of Information*.

If at any point the participant would like to rescind their consent allowing DHS to disclose their foster care status, they may do so by notifying Director of Apprenticeship and Training, Chris MacLarion, in writing via e-mail at christopher.maclarion@maryland.gov.

UNACCOMPANIED YOUTH EXPERIENCING HOMELESSNESS

For the purposes of this program, unaccompanied youth experiencing homelessness are work-authorized individuals between the ages of 16 and 25 who:

1. Have had a consistent presence in Maryland for at least one year before enrollment in a pre-apprenticeship or Registered Apprenticeship program that is documented by school, employment, or other records;
2. Are not in the physical custody of a parent or guardian;
3. Are a homeless child or youth, as defined by the McKinney-Vento Homeless Assistance Act;⁴ and,
4. Were determined to be a homeless child or youth by:
 - a. A Maryland local school system homeless liaison, as defined by the McKinney-Vento Homeless Assistance Act;
 - b. A Director (or designee) of a Maryland-based program funded under the Runaway and Homeless Youth Act;
 - c. A Director (or designee) of a Maryland-based program funded under the Title IV, Subtitle B of the McKinney-Vento Homeless Assistance Act; or
 - d. Self-Attestation by the individual.

Unaccompanied youth experiencing homelessness who are within the program age range (16-25) and whose eligibility is being verified by a Maryland local school system homeless liaison must sign a waiver authorizing the local Board of Education to confirm the individual's status and for MD Labor to disclose the individual's eligibility for the Fostering Employment Program to potential job readiness or apprenticeship programs. MD Labor will provide the interested participant with the waiver, titled the *Authorization for Verification of Eligibility in the Fostering Employment Program and Release of Information*. After signing the waiver, MD Labor will verify the participant's status as an unaccompanied youth experiencing homelessness with the corresponding school system.

A copy of the waiver can be found in ***Attachment B – Authorization for Verification of Eligibility for Unaccompanied Youth Experiencing Homelessness in the Fostering Employment Program and Release of Information***.

If at any point the participant would like to rescind their consent allowing the Board of Education or MD Labor to disclose their foster care status, they may do so by notifying Director of Apprenticeship and Training Chris MacLarion in writing via e-mail at christopher.maclarion@maryland.gov.

⁴ Full text of McKinney-Vento Homeless Assistance Act can be found here: <https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-sec578-3.xml>

OUTREACH

Both MD Labor and DHS use several strategies to ensure individuals from the target populations are successfully recruited to participate in Registered Apprenticeship and pre-apprenticeship opportunities supported under Maryland's Fostering Employment Program.

MD Labor's Apprenticeship Navigators should promote the apprenticeship model and Maryland's Fostering Employment Program to:

1. DHS Independent Living Coordinators who work with youth in foster care;
2. Organizations focused on serving foster care alumni;
3. WIOA Title I Youth Services Providers in Local Workforce Development Areas (Local Areas); and,
4. Events organized by Maryland's Department of Housing and Community Development (DHCD), local Continuums of Care, or Community Action Agencies to reach unaccompanied youth experiencing homelessness and service providers who work with the population.

AJC staff should understand and be prepared to promote the Maryland Fostering Employment Program to eligible job seeker customers.

State and Local Area Business Services staff should conduct outreach to local businesses with Registered Apprenticeship programs, promoting the Maryland Fostering Employment Program, as appropriate, to meet business needs. Business services staff are encouraged to assist interested Registered Apprenticeship and pre-apprenticeship Sponsors and employers in completing the required applications.⁵ Staff may also refer the business to Chris MacLarion, Director of Apprenticeship and Training, by e-mail at christopher.maclarion@maryland.gov for additional questions.

DHS will promote Maryland's Fostering Employment Program to staff working directly with the target population, including Independent Living Coordinators, among others. Additionally, DHS will work to develop marketing materials for the program to be shared on their websites.

Strategic partnerships are essential to the success of the Maryland Fostering Employment Program. Other groups that could help to identify and support participants include, but are not limited to:

1. EARN Maryland partners;
2. Pre-apprenticeship program partners (e.g. Project JumpStart);
3. Registered Apprenticeship Sponsors;
4. Maryland Adult Education programs;
5. Coordinators in local school systems (e.g. homeless liaisons);
6. Maryland Department of Public Safety and Correctional Services;
7. Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and Child Support customers;
8. Maryland State Department of Education's Division of Rehabilitation Services (DORS) customers;
9. Non-profit, faith-based, and community-based organizations;
10. Fostering Change Network Foundation;
11. Department of Housing and Community Development; and,
12. Department of Juvenile Services.

⁵ More detailed information on the application process for Registered Apprenticeships and pre-apprenticeships is available on page 14 of this Policy Issuance.

PROJECT #1 – REGISTERED APPRENTICESHIPS

The goal of Project #1 is to reimburse Registered Apprenticeship sponsors and/or employers for up to \$7,500 per apprentice, per year, for the cost of Related Instruction and supportive services for Registered Apprentices who are foster care recipients or unaccompanied youth experiencing homelessness.

Anyone 18 years or older who meets the program specific qualifications can be a Registered Apprentice. However, some programs allow individuals who are 16 years and older to participate, granted permission by a parent or guardian. Candidates for Registered Apprenticeship positions must be physically able to perform required tasks and may be required to have access to transportation. Individual program requirements may vary, but most Registered Apprenticeship programs require a High School Diploma or equivalent.⁶ Candidates may also have to pass program specific tests in math and/or English.

MD Labor recognizes that foster care recipients and unaccompanied youth experiencing homelessness who meet specified eligibility requirements are allowed tuition exemptions at public institutions of higher learning, including community colleges. When Registered Apprenticeship programs partner with community colleges, the tuition waiver afforded to foster care recipients and unaccompanied youth experiencing homelessness may cover the cost of the Related Instruction at community colleges. Maryland's Fostering Employment Program is designed to support foster care recipients and unaccompanied youth experiencing homelessness in accessing opportunities they would not otherwise be afforded. Therefore, Registered Apprenticeships that partner with community colleges for Related Instruction are ineligible to participate in Maryland's Fostering Employment Program.

Note that this only includes Registered Apprenticeships where the Related Instruction is provided by the community college. Registered Apprenticeships that use classroom space at community colleges but provide the Related Instruction separately are still eligible.⁷

REIMBURSEMENT CAPS

Registered Apprenticeship Sponsors may be reimbursed for up to \$7,500 of the costs associated with training, per apprentice, per year, for up to four years, provided that the apprentice continues to advance each year in the Registered Apprenticeship.

PROHIBITED USE OF FUNDS

Funds cannot be used for capital costs, the purchase of equipment, the payment of employee wages and/or benefits while in training, or wage subsidies. All courses/classes must be a part of the Registered Apprenticeship's approved program of Related Instruction to be eligible. Funds cannot be utilized for continuing education to maintain current certifications unless required in the Sponsor's Related Instruction, an occupation skill certification is obtained, or it results in a salary increase for the registered apprentice.

⁶ Currently, Maryland options for high school credentials include the GED® Test or National External Diploma Program®.

⁷ For more information, please see the [Maryland Fostering Employment Act of 2018](#)

PROJECT #2 – PRE-APPRENTICESHIPS

The goal of Project #2 is to support access to pre-apprenticeship programs, which will lead to Registered Apprenticeship opportunities. Funding will be used to subsidize the costs of training and supportive services for participants enrolled in pre-apprenticeships who are foster care recipients or unaccompanied youth experiencing homelessness.

Anyone 18 years or older who meets the program specific qualifications can be a pre-apprentice. However, some programs allow individuals who are 16 years and older to participate, given permission by a parent or guardian.

REIMBURSEMENT CAPS

Entities offering pre-apprenticeships may seek a maximum of \$3,500 per apprentice, per year.

PROHIBITED USE OF FUNDS

Funds cannot be used for capital costs, the purchase of equipment, the payment of participant wages and/or benefits while in training, or wage subsidies. All courses/classes must be a part of the pre-apprenticeship instructional program to be eligible.

SUPPORTIVE SERVICES

In addition to including elements designed to build occupational skills, Registered Apprenticeships and pre-apprenticeship programs often offer a range of supportive services. Supportive services provide financial assistance to individuals who would not otherwise be able to participate in a program. The list of allowable supportive services is as follows:

Assistance Obtaining a Driver's License

Awardees may provide participants assistance with obtaining a driver's license, except for paying legal fees and/or fines. Examples of assistance may include payment for driver's education⁸ or the cost of getting the driver's license card.

Transportation Assistance

Transportation allowances are available to participants. The transportation allowance must be related to program participation and can cover the cost of traveling to and from training, job interviews, and job fairs, or, as support during the first two weeks of starting a new job. Transportation allowances require:

1. Documentation to verify the actual distance traveled and/or a receipt for the cost of the transportation service (e.g. public transit); and,
2. Confirmation of the participant's attendance for the program(s) that required travel.

Payment Guidelines: Transportation allowances can be used for public transit users, drivers, and/or rideshare such as Uber, Lyft, or Zipcar. Awardees must collect and maintain appropriate documentation to verify the participant's covered transportation allowance. For public transit users, Awardees may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland. For drivers, Local Areas may approve a travel allowance at a rate not higher than the official Internal Revenue Service (IRS) mileage rate. The maximum allowable payment is \$50 per day, with a maximum cap of \$250 per week. Google Maps or MapQuest must be used to determine daily mileage. Mileage is calculated from the participant's home address to the training, interview, job fair, or job site.

Uniforms, Tools and Related Equipment

Awardees may assist eligible participants with the costs of uniforms, tools, and/or equipment required for participation in approved training programs or new jobs. Examples of covered items include but are not limited to: steel toe boots and worker tools of the trade.

Payment Guidelines: Awardees must base payments on the curriculum requirements of the training program or on the requirements of the participant's new, full-time job. Payments must be made based on the market value for uniforms, tools, and/or related equipment. Awardees must collect and maintain appropriate documentation to verify the participant's covered allowance.

Child or Dependent Care

When daycare costs for a child or dependent exceed the amount subsidized by the Local Departments of Social Services, Local Areas may assist participants with the additional costs. To receive this payment, the dependent needing daycare must be:

1. Under the age of 13;
2. Under the age of 18 and physically or mentally incapable of self-care;

⁸ "Behind-the-Wheel" hours are eligible as long as they are included as part of the driver's education course.

3. A spouse who is physically or mentally incapable of self-care and has the same principal address of the program participant; or,
4. A parent who is physically or mentally incapable of self-care.

Payment Guidelines: Awardees provide this supportive service payment to actively engaged program participants or to those who are in the first two weeks of new employment. Payments must be made based on the average cost of child or dependent care in the jurisdiction for which the participant is accessing care.⁹ Payments may cover some, or all of, the costs of care. Local Areas must only approve daycare costs for days that the participant is in training or at work.

To receive child care payments, the participant must complete ALL of the following steps:

1. Apply for a Purchase of Care Subsidy through the Local Departments of Social Services;
2. Provide application results to Local Area staff;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need;¹⁰ and,
5. Document relationship to person in care.

To receive dependent care payments, the participant must complete ALL of the following steps:

1. Provide legal proof of adult dependent's condition that causes the need for care;
2. Provide proof that participant has contracted with a State-approved daycare provider;
3. Demonstrate evidence of need; and,
4. Document relationship to person in care.

Union Initiation Fees

Awardees may assist participants with union initiation fees,¹¹ which are the costs associated with joining a union, to obtain employment.

Payment Guidelines: Awardees should make payments based on the costs of union initiation fees. The maximum allowable payment is \$200. Awardees must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered union fee allowance.

Application Fees

Awardees may assist participants with application fees for participation in MD Labor approved Registered Apprenticeship programs. Any application fees reimbursed must occur only after the participant is successfully registered as a Registered Apprentice.

Clothing for Interviews and Job Fairs

Awardees may assist participants with the costs associated with clothing for job interviews and/or job fairs. Examples of items that this supportive service covers include: dress shirts, ties, business suits or suit coats, dresses, khaki pants, or dress shoes. Local Areas must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

⁹ Local child care rates can be found here: <https://earlychildhood.marylandpublicschools.org/families/child-care-scholarship-program/child-care-scholarship-rates>.

¹⁰ Need is demonstrated if after all other funding sources are applied the cost of care is not covered.

¹¹ Union initiation fees are different than regular, recurring union fees.

Payment Guidelines: Awardees should base the supportive service payment on documentation of an upcoming interview or job fair. The payment must be made on the market value of the item. The maximum allowable payment is \$100 per participant.

Other Supportive Services

Other supportive services may be funded with MD Labor approval. If an awardee has a substantiated reason to believe that a supportive service payment, outside of what has already been identified in this policy issuance, would be appropriate and necessary to a program participant’s successful completion, then the Awardee has the option to notify MD Labor and provide a written proposal to justify the prospective supportive service. MD Labor staff will review the proposal and determine whether the cost is appropriate for inclusion as a supportive service.

Payment Guidelines: Awardees must follow the payment guidelines identified by the awardee in their MD Labor-approved proposal.¹²

¹² Supportive Services must fall within definition under 20 CFR 651, “[General Provisions Governing the Wagner-Peyser Act Employment Service](#)”

APPLYING TO MARYLAND’S FOSTERING EMPLOYMENT PROGRAM

PROJECT #1 – REGISTERED APPRENTICESHIPS

To apply for reimbursement through *Maryland’s Fostering Employment Program*, Registered Apprenticeship Sponsors must first submit the application provided in **Attachment C – Maryland Fostering Employment Registered Apprenticeship Program Application**. Registered Apprenticeship Sponsors must submit completed applications electronically to dmatpapprenticeshipandtraining-labor@maryland.gov for consideration. Applications must be submitted at least 30 days prior to commencement of the Registered Apprenticeship program’s Related Instruction classes to be considered for Maryland’s Fostering Employment Program funding. Applications will be accepted and reviewed on a rolling, first-come, first-served basis until program funds are exhausted.

PROJECT #2 – PRE-APPRENTICESHIPS

To apply for reimbursement through *Maryland’s Fostering Employment Program*, pre-apprenticeships must first submit the application provided in **Attachment D – Maryland’s Fostering Employment Pre-Apprenticeship Program Application**. Pre-apprenticeships must submit completed applications electronically to dmatpapprenticeshipandtraining-labor@maryland.gov for consideration. Applications must be submitted at least 30 days prior to commencement of the pre-apprenticeship program to be considered for Maryland’s Fostering Employment Program funding. Applications will be accepted and reviewed on a rolling, first-come, first-served basis until program funds are exhausted.

APPLICATION REVIEW

The DWDAL Director of Apprenticeship and Training (or designee) is the application reviewer for both projects. The reviewer must review and approve or deny submitted applications within 14 calendar days. The Reviewer must ensure that approved applications meet eligibility requirements.

APPLICATION APPROVAL/DENIAL

MD Labor must inform applicants via email of approvals or denials within 14 calendar days of application receipt.

If approved, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Award Notification to be signed by the applicant. **Attachment E – Sample Maryland Fostering Employment Program Grant Award Notification** provides a sample of the award notification.

MD Labor will deny incomplete applications. If a grant application is denied, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Denial Notification containing feedback on the application. A sample of this notification is provided through **Attachment F – Sample Grant Denial Notification for the Maryland Fostering Employment Program**. A denied applicant may request reconsideration of the decision. The request must be emailed to dmatpapprenticeshipandtraining-labor@maryland.gov within 15 calendar days of the date of the Grant Denial Notification and (1) state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. The DWDAL Assistant Secretary (or designee) will consider all requests for reconsideration and provide a written response to the applicant within 14 calendar days of request receipt. The DWDAL Assistant Secretary (or designee)’s decision is final.¹³

¹³ Any of the time periods under this section, “Application Approval/Denial,” may be extended by the MD Labor DWDAL Assistant Secretary at their sole discretion.

MONITORING AND RECORD RETENTION

MONITORING

As Maryland's Fostering Employment Program is funded through WIOA, the State acknowledges that the U.S. Department of Labor may conduct fiscal and/or programmatic monitoring. MD Labor may conduct annual fiscal and programmatic monitoring of the project to ensure that policies are being followed and expectations are being met, including nondiscrimination and equal opportunity provisions. Monitoring may include desk and/or on-site monitoring. Failure of MD Labor to supervise, evaluate, or to provide guidance and direction shall not relieve the grantee of any liability to comply with the terms of the grant or award agreement.

RECORD RETENTION

In accordance with the Standards of Apprenticeship, Maryland requires participating Registered Apprenticeship and pre-apprenticeship Sponsors to maintain records for at least five years of all persons applying for the apprenticeship program indicating whether or not the applicant:

1. Completed the application process;
2. Met the apprenticeship program qualifications;
3. Was placed on the eligibility list; and,
4. Was registered.

All records, both electronic and physical, must be maintained in accordance with Training and Employment Guidance Letter (TEGL) 39-11, "Guidance on the Handling and Protection of Personally Identifiable Information (PII)," as well as DWDAL's policy concerning security,¹⁴ to maintain confidentiality and protect Personally Identifiable Information (PII). PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all grantees/awardees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

¹⁴ DWDAL's current and archived policies are available at the following link:
<http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Grantees working with participants in need of accommodations are responsible for securing the necessary support. Grantees may refer to MD Labor's Nondiscrimination Plan¹⁵ and Language Access Plan¹⁶ for more information on accommodations and services.

¹⁵ MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

¹⁶ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act](#) (WIOA), 29 U.S.C. § 3101 et. seq (2015);
- Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g;
- [Md. Code Ann., Human Services § 4-305](#), “Maryland Fostering Employment Act of 2018;”
- MD Code Ann., Human Services, § 1-201 “Confidentiality of Information-in general;”
- MD Code Ann., Labor & Emp. § 11-405 “Duties of the Council;” and,
- MD Code Ann., Education §15-106.1 Tuition exemption for foster care recipients.

REGULATION

- 24 CFR § 578.3, “[McKinney-Vento Homeless Assistance Act, Definitions;](#)”
- 29 CFR § 29-30, “[Apprenticeship Programs; Equal Employment Opportunity;](#)”
- 29 CFR § 97.42, “[Retention and Access Requirements for Records;](#)”
- 34 CFR Part 99, Family Education Rights and Privacy Act; and,
- COMAR 09.12.42 and 43, “Equal Employment Opportunity and [Maryland Apprenticeship and Training.](#)”

USDOL GUIDANCE

- TEGL 39-11, “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\),](#)” dated June 28, 2012.

OTHER RESOURCES

- American Institute for Innovative Apprenticeship, “[Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors,](#)” dated June 2017;
- American Institute for Innovative Apprenticeship, “[National Occupational Frameworks;](#)”
- [Definitions of Homelessness for Federal Program Serving Children, Youth, and Families;](#)
- [Maryland WIOA Combined State Plan;](#)
- Maryland Policy Issuance 2020-02, “[State Apprenticeship Expansion Grant,](#)” May 15, 2020;
- Maryland Policy Issuance 2019-10, “[Apprenticeship Innovation Fund,](#)” August 28, 2018; and,
- Maryland Policy Issuance 2017-08, “[Maryland Business Works,](#)” September 11, 2017.

ATTACHMENTS

- Attachment A – Authorization for Verification of Eligibility for Foster Care Recipients in the Fostering Employment Program and Release of Information
- Attachment B – Authorization for Verification of Eligibility for Unaccompanied Youth Experiencing Homelessness in the Fostering Employment Program and Release of Information
- Attachment C – Maryland’s Fostering Employment Program Application
- Attachment D – Sample Maryland Fostering Employment Pre-Apprenticeship Program Application
- Attachment E – Sample Maryland Fostering Employment Program Grant Award Notification
- Attachment F – Sample Grant Denial Notification for the Maryland Fostering Employment Program

Authorization for Verification of Eligibility for Foster Care Recipients in the Maryland’s Fostering Employment Program and Release of Information

A “Foster Care Recipient” is an individual who was placed in an out-of-home placement by one of Maryland’s local departments of social services and who resided in an out-of-home placement when the individual reached the age of 18, when the individual successfully completed high school or obtained GED, or resided in an out-of-home placement for at least one year on or after reaching the age of 13 and was placed into guardianship, adopted, or reunited with at least one of the individual’s parents. Younger siblings of individuals who resided in out-of-home placements for at least one year on or after reaching the age of 13 are also “Foster Care Recipients” if they concurrently entered into guardianship with the same guardian or were adopted by the same adoptive family as their older siblings.

I, _____, the undersigned, authorize the Maryland Department of Labor with the assistance of the Department of Human Services to verify my status as a Foster Care Recipient and my eligibility for pre-apprenticeship and Registered Apprenticeships through the Fostering Employment Program.

I further authorize the Maryland Department of Labor to make referrals on my behalf and to disclose my status as a Foster Care Recipient to employers and workforce agencies that prepare individuals for career advancement and job placement.

I also understand and acknowledge that there is no guarantee that a referral made by the Maryland Department of Labor on my behalf will result in my acceptance to a pre-apprenticeship or Registered Apprenticeship that will secure career advancement or job placement.

I understand that I may rescind my authorization at any time by notifying the Division of Workforce Development and Adult Learning of the Maryland Department of Labor in writing by e-mail to Chris MacLarion at christopher.maclarion@maryland.gov.

I represent that I have read and understand the foregoing statement.

Legal Name: _____ DOB: _____

Preferred Name: _____

Address: _____

Phone: _____

Witness for the undersigned: _____

Signature: _____ Date: _____

If under age 18, Signature of Parent or Guardian (if still in care, a representative from the applicable local department of social services):

Signature: _____ Date: _____

Authorization for Verification of Eligibility for unaccompanied youth experiencing homelessness in the Maryland's Fostering Employment Program and Release of Information

I, _____, the undersigned, authorize the Board of Education, pursuant to the Family Educational Rights and Privacy Act (FERPA), to disclose information to verify my status as an unaccompanied homeless youth and my eligibility for pre-apprenticeship and Registered Apprenticeships through the Fostering Employment Program.

I further authorize the Maryland Department of Labor to make referrals on my behalf and to disclose my status as an unaccompanied homeless youth to employers and workforce agencies that prepare individuals for career advancement and job placement.

I also understand and acknowledge that there is no guarantee that a referral made by the Maryland Department of Labor on my behalf will result in my acceptance to a pre-apprenticeship or Registered Apprenticeship that will secure career advancement or job placement.

I understand that I may rescind my consent at any time by notifying the Division of Workforce Development and Adult Learning of the Maryland Department of Labor in writing by e-mail Chris MacLarion at christopher.maclarion@maryland.gov.

I represent that I have read and understand the foregoing statement.

Legal Name: _____ DOB: _____

Preferred Name: _____

Address: _____

Phone: _____

Witness for the undersigned: _____

Signature: _____ Date: _____

Parent or Guardian Signature & Date if required:

_____ Date: _____

I understand that I may rescind my consent at any time by notifying the Maryland Department of Labor in writing. All requests should be sent to: christopher.maclarion@maryland.gov

Total Training Costs

(Company pays for 100% of total training costs initially and then receives 50% reimbursement)

A.	Tuition and Fees (Training Vendors)	\$ _____
	List and cost of individual courses/program offerings	

B.	Books and Training Materials	\$ _____
	List and cost of books/training materials	

C.	Supportive Services	\$ _____
	List and cost of supportive services delivered	

	Total training costs (A+B+C)	\$ -
	Company share of training costs	\$ -
	Requested amount of training costs	\$ -

(to be entered on page one)

Information Concerning Registered Apprentices Involved in Related Instruction

List all Registered Apprentices for whom reimbursement is being requested. Attach additional sheets if necessary. Additional demographic data, including Social Security Number per participating apprentice, may be requested upon award. Data is collected for federal performance reporting required under the funding award.

Registered Apprentice Name	First Day of Work	
	\$	
Present Position	Present Wage	Present Benefits

New position and /or wages immediately after completion of Related Instruction

Future Wage	Future Benefits
-------------	-----------------

Registered Apprentice Name	First Day of Work	
	\$	
Present Position	Present Wage	Present Benefits

New position and /or wages immediately after completion of Related Instruction

Future Wage	Future Benefits
-------------	-----------------

Registered Apprentice Name	First Day of Work	
	\$	
Present Position	Present Wage	Present Benefits

New position and /or wages immediately after completion of Related Instruction

Future Wage	Future Benefits
-------------	-----------------

FOR OFFICE USE ONLY

**Approval of Training by Maryland Department of Labor
Division of Workforce Development and Adult Learning**

Name and Title of MD Labor Representative

Telephone Number

Email Address

Date Submitted to MD Labor

Date Approved by MD Labor

Total Training Costs

A.	Tuition and Fees (Training Vendors) List and cost of individual courses/program offerings	\$ _____

B.	Books and Training Materials List and cost of books/training materials	\$ _____

C.	Supportive Services List and cost of supportive services	\$ _____

	Total training costs (A+B+C)	\$ -
	Company share of training costs	\$ -
	Requested amount of training costs	\$ -

(to be entered on page one)

Industry Recognized Certifications

Please provide a description of at least one industry-recognized certification that was earned by participant who completed the pre-apprenticeship

Registered Apprenticeship Partners

Please list the Registered Apprenticeships partnered with the program

FOR OFFICE USE ONLY

**Approval of Training by Maryland Department of Labor
Division of Workforce Development and Adult Learning**

Name and Title of MD Labor Representative

Telephone Number

Email Address

Date Submitted to MD Labor

Date Approved by MD Labor

DATE

SALUTATION FIRST LAST
BUSINESS
STREET ADDRESS
CITY, STATE ZIP

Dear SALUTATION LAST NAME:

On behalf of the Maryland Department of Labor (“Labor” or “Department”), I would like to thank you for your interest in the Fostering Employment grant program (“Grant”). The Grant review team has reviewed your proposal and agreed to fund your proposal in the amount of \$ **AWARD**. The award number is **XXX**.

By accepting the grant award, you, as the Grantee, are agreeing to the following terms:

- 1) The funds provided by Labor will be used solely for the purpose of related instruction and/or supportive services as outlined in the *Fostering Employment Program* Application.
- 2) The funds awarded to you will only be spent to support employees verified by the Department as being eligible for the Grant.
- 3) You acknowledge that grant funds must be expended in conformity with the requirements and provisions of this Agreement, those outlined in the Department’s Policy for this Grant, the approved Application, and any amendments thereto. You further acknowledge that you will comply with any programmatic, financial, or other implementation policies determined by Labor, as may be required by Labor to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Grant agreement.
- 4) Labor reserves the right to amend or revise the requirements if necessary, for the effective administration of the Grant.
- 5) All grant funds shall be expended on or before six months from the date of this Grant.
- 6) You acknowledge that grant funds are subject to the availability of federal funds.
- 7) You agree to invoice Labor only for your actual costs paid for Related Instruction, upon successful completion of each year or certification by the Registered Apprentice, not to include costs paid by other grant fund streams, by the Registered Apprentice, etc.
- 8) You agree to provide Labor with the following information as a prerequisite to payment of grant funds:
 - a) Copies of any certifications obtained from the training;
 - b) Proof of completion of the training outlined in the Application;

christopher.maclarion@maryland.gov | 410-767-3969 | www.labor.maryland.gov

- c) Proof of payment for the training outlined in the Application; and
 - d) A completed W-9.
- 9) If requested, you agree to provide MD Labor with reporting data regarding the *Fostering Employment Program* for the express purpose of allowing MD Labor to report performance information to the United States Department of Labor. The monthly reporting format is attached.
- 10) You agree to establish and maintain records related to the training for a period of no less than three (3) years from the completion of the training. You further agree to allow Labor and/or the United States Department of Labor, if requested, access to these records for the purpose of monitoring.
- 11) Labor, as it deems necessary, may supervise, evaluate and provide guidance in the conduct of training activities performed under this grant. However, failure of Labor to supervise, evaluate, or provide guidance and direction shall not relieve Grantee of any liability for failure to comply with the terms of the grant award.
- 12) You certify that you and any providers or vendors possess and maintain any and all necessary licenses and approvals, certifications, and are in compliance with all applicable State and federal laws and regulations.
- 13) You certify that all necessary approvals for the commencement of the training have been obtained, including all applicable certificates, permits and licenses. You also maintain all certifications, licenses, permits, and approvals necessary to operate the training, and shall otherwise satisfy all requirements necessary to operate the training throughout its duration.
- 14) You further certify that:
- a) You have all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.
 - b) The acceptance of the grant and the entering into of the Agreement serves as the valid and legally binding acts and agreements of Grantee.
 - c) The representations, statements, and other matters contained in the approved Application and any amendments thereto are and remain true and complete in all material respects.
 - d) You have not been, nor currently are, the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
 - e) You will operate the activities funded by this Grant in compliance with State and federal laws and regulations.
 - f) You certify that you prohibit, and covenant that you will continue to prohibit, discrimination on the basis of political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, national origin (including limited English proficiency (LEP)), veteran's status or genetic information, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), age, or disability.

- g) You will comply with all applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, public accommodations, and credit practices.
 - h) You will comply with the State of Maryland's policy concerning drug and alcohol free workplaces, as set forth in the Governor's Executive Order 01.01.1989.18 and COMAR 21.11.08 and the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. The Grantee must remain in compliance with these policies throughout the term of this Agreement.
 - i) You agree to maintain confidentiality of records as required by applicable laws and regulations, including but not limited to Md. Ann. Code, Gen'l Prov. Art. § 4-101 *et. seq.*, Lab. & Empl. Art. §8-625, COMAR 09.01.01, 09.33.01, and 42 U.S.C. § 503.
 - j) You certify that no part of the grant funds, no part of the project, and no part of the Property, shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- 15) Grantee shall hold harmless and indemnify the Department and the State of Maryland ("State") from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys' fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the Grantee or its Subgrantees or subcontractors under this Grant. This indemnification clause shall not be construed to mean that the Grantee shall indemnify the Department or the State against liability for any losses, damages, claims, suits, actions, liabilities, and/or expenses that are attributable to the sole negligence of the Department or the State or the State's employees. The Department and the State have no obligation to provide legal counsel or defense or to the Grantee or its Subgrantees or subcontractors in the event that a suit, claim, or action of any character is brought by any person as a result of or relating to the Grantees performance under this Grant. The State has no obligation for the payment of any judgments or the settlement of any claims against the Grantee or its Subgrantees or subcontractors as a result of or relating to the Grantees performance under this Grant. Grantee agrees that all costs incurred by the Department or State as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, including reasonable attorney's fees, shall be immediately, and without notice, due and payable by Grantee to the Department. The Department and State are not deemed to have waived any immunity that may exist in law, regulation or otherwise. This Section shall survive the term of this Agreement.
- 16) All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, may be delivered:
- a) Via electronic mail to the Grantee's assigned Grant Advisor, or
 - b) By mail to:

Maryland Department of Labor
Division of Workforce Development and Adult Learning
Attn: Christopher MacLarion, Director of Apprenticeship and Training

1100 North Eutaw Street, Room 209
Baltimore, MD 21201

c) Communications to Grantee shall be directed to the party identified in the Proposal as the Lead Applicant.

17) This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Grantee shall comply with all applicable federal, State, and local laws.

18) Labor intends to make available to the public certain information regarding the Grant and the Grantee. In addition, the Department may be required to disclose information about the Grant to the Maryland General Assembly and may desire to disclose such information to other State or federal officials or their staff, local government officials or their staff, and other lenders and funding sources. Such information that may be disclosed to any of the foregoing, including the public, may include the name of the Grantee; the name, location, and description of the Grant; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the Application, and the sources, amounts and terms of other funding used to complete the Grant, including capital contributions from the Grantee. This information may be confidential under Maryland's Public Information Act, General Provisions Article, § 4-101 *et seq.* of the Annotated Code of Maryland (the "Public Information Act"). If Grantee does not want this information made available to the above referenced parties, Grantee must attach a written objection to this agreement for consideration by the Department.

Should you or any member of your staff have any questions regarding this grant, please contact Mr. Christopher MacLarion, Director of Apprenticeship and Training at 410-767-3969 or Christopher.MacLarion@maryland.gov.

Sincerely,

Assistant Secretary
Division of Workforce Development and Adult Learning

Enclosure – Approved Grant Application

Grant Information

Grantee Name	
Grantee DUNS Number	
Federal Award Identification	PY19/FY20 WIOA Formula Grant
Federal Award Identification Number	AA-33234-19-55-24
Federal Award Date	July 1, 2019
Grantee Period of Performance	From ____ to ____
Total Amount Obligated to the Grantee	\$
Total Amount of Federal Award	Total PY19/FY20 WIOA Governor's Set-Aside Funds \$6,132,871.00
Federal Award Project Description	WIOA Formula Grant, Governor's Set-Aside Funds
Federal Awarding Agency	U.S. Department of Labor, ETA Division of Federal Assistance
Pass-Through Entity	Maryland Department of Labor Division of Workforce Development and Adult Learning
Awarding Official	
CFDA Number and Name	17.258 WIOA Adult, 17.278 WIOA Dislocated Worker, 17.259 WIOA Youth

IN WITNESS WHEREOF, the undersigned have executed this to the Grant Agreement on or before the date first set forth herein.

Witness/Attest:

FOR GRANTEE:

By: _____ (SEAL)
Name:
Title:

Date

MARYLAND DEPARTMENT OF LABOR, a principal
department of the State of Maryland

By: _____ (SEAL)
Assistant Secretary

Date Executed on behalf of Department

DATE

SALUTATION FIRST LAST
BUSINESS
STREET ADDRESS
CITY, STATE ZIP

Dear **SALUTATION LAST NAME**:

Thanks for submitting your application to the Maryland Department of Labor's (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) for funds under the 2021 State Apprenticeship Expansion Grant. At this time, we cannot approve your request because _____.

Although we are currently unable to approve your request, we can assist with your application to create an opportunity that meets the purposes of the grant that is intended to expand access to Registered Apprenticeship programs in Maryland. MD Labor's commitment to innovative practices includes funds for expanded and Registered Apprenticeship activities.

If you wish to file an appeal, please submit a request within 14 calendar days from the date of this notice. The appeal must be either emailed to dmatpapprenticeshipandtraining-labor@maryland.gov or sent by mail within 14 calendar days of the date of the Grant Denial Notification and (1) state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. Appeals sent by mail must be sent to the following address:

Maryland Department of Labor
Division of Workforce Development and Adult Learning
Attn: Christopher MacLarion, Director of Apprenticeship and Training
1100 North Eutaw Street, Room 209
Baltimore, MD 21201

DWDAL's Assistant Secretary will consider all appeals and provide written response within 30 calendar days of appeal receipt.

Thank you for your interest in the Maryland Fostering Employment program. Please contact me at 410-767-3969 or christopher.maclarion@maryland.gov if you have any questions or concerns.

Sincerely,

Chris MacLarion
Director, Apprenticeship and Training

christopher.maclarion@maryland.gov | 410-767-3969 | www.labor.maryland.gov