

Whether you have a thriving business looking to expand, or a business looking to locate in New Mexico, you'll need new employees. Investing in staff is a big commitment, and the New Mexico Job Training Incentive Program (JTIP) can help. JTIP offers financial support for hiring new employees, from New Mexico's smallest rural companies to the largest urban businesses.

JTIP eases your financial commitment, giving you the op-

portunity to train employees on-site to meet your needs.

This financial support allows you to take the time to train new employees thoroughly and support them as they become more productive.

The knowledgeable JTIP staff is ready to assist you in developing a proposal and implementing the program when your company is approved for funding.

"The Job Training Incentive Program has allowed us to train our employees more comprehensively and effectively by freeing up dollars to specifically train new employees into the workforce."

Chris Wray, PESCO, Farmington



NEW MEXICO

Job Training Incentive Program

 **NEW MEXICO**
ECONOMIC DEVELOPMENT DEPARTMENT



How does your business take advantage of JTIP? Here are the eligibility guidelines, reimbursement policies and information needed to help get the process started.

COMPANY ELIGIBILITY

Two criteria are used to determine JTIP eligibility: the type of business and whether the business is expanding its workforce.

The type of business:

- companies that manufacture a product in New Mexico
- non-retail business service providers that receive more than 50% of their revenue from customers who are served out of state

Note: non-retail business service providers in certain green industries are exempt from the export requirement.

Employment expansion:

- existing companies which are at, or above, two-year employment average and are creating new positions
- companies relocating to New Mexico
- start ups that produce a saleable product and are beyond the initial R&D phase

JOB ELIGIBILITY

To be eligible for funding under JTIP jobs must:

- be full-time
- be year-round
- be newly created
- meet a minimum wage requirement
- relate to the production of the product (manufacturers) or the delivery of the service (business service providers and distributors)
 - manufacturing examples: production worker, electronic equipment assembler, first line supervisor, industrial engineering technician
 - service examples: customer service representative, environmental engineering technician, executive recruiter

TRAINEE ELIGIBILITY

To be eligible for funding under JTIP, trainees must:

- be new hires to the company
- reside in New Mexico

- have lived in New Mexico for one continuous year at any time in their lives
- not have dropped out of high school in the three months prior to being hired

REIMBURSABLE TRAINING COSTS

Qualified companies are reimbursed by JTIP for a portion of the expenses associated with training new hires in newly created jobs.

- a portion of wages during initial month(s) on the job
- cost of customized training provided by educational institution for qualified new hires. Customized training requires a separate contract.

All expenditures must be pre-approved by the JTIP board in order to be eligible for reimbursement.

REIMBURSEMENT GUIDELINES

- The wage reimbursement period ranges from one to six months, depending on job complexity and wages paid.
- The reimbursement percentage ranges from up to 30% or 40% in urban locations, and up to 75% in disadvantaged locations. Companies in rural and economically challenged areas are reimbursed at higher percentages than companies in urban locations.
- In order to be eligible for reimbursement, custom training must occur within the approved training period.

APPLYING FOR JTIP FUNDS

To receive funding under JTIP, companies must be approved by the JTIP board prior to hiring eligible employees. The JTIP board meets monthly, usually on the second Friday of the month.

The application process is simple:

- Contact JTIP staff to determine eligibility and request proposal guidelines. Staff is available to answer questions and provide technical assistance with proposal development.
- Submit one copy of the proposal to JTIP staff for review one month before the board meeting.
- Submit ten copies of the final proposal to JTIP staff when requested, usually two weeks before the board meeting.



- Attend the board meeting to represent the company and answer questions from the board.

PROGRAM ADMINISTRATION

The Job Training Incentive Program is administered by the New Mexico Economic Development Department (NMEDD), with cooperation from the New Mexico Department of Workforce Solutions, Higher Education Department, and the State Department of Public Education.

JTIP staff at NMEDD assists companies in preparing proposals, reviews proposal submissions, and makes recommendations to the JTIP Board.

The JTIP board's primary responsibilities are:

- establish program policy.
- assure funds are expended in accordance with New Mexico law.
- review and approve or disallow funding requests.

The JTIP Board includes representatives from business, organized labor, and state agencies.

FAQS

1) Is there a limit to the amount of JTIP funding a company can request?

Funding requests are based on projected expenses for participants hired in a four-month period. No limit is set arbitrarily. There is no minimum requirement.

2) Can a company apply for JTIP funds more than once?

A company can apply for JTIP funds as long as the company is in compliance with all established operating requirements and closeout procedures and the business continues to expand. Subsequent proposals must include information on the status of trainees funded under previous contracts.

3) Can employees hired before the JTIP board approves funding be included?

Only trainees hired **after** the JTIP board approves the company project are eligible for funding.

4) How long does it take to get approval for JTIP?

Companies must submit a proposal to JTIP staff one month before the board meeting at which funding will be considered by the JTIP board. Once the board approves a project, companies are free to begin hiring under the program.

5) Does JTIP restrict who I can hire?

Hiring employees is the sole responsibility of the company, which is encouraged to hire the most qualified candidates. In order to be claimed under JTIP, the employee must be hired into an approved position and meet eligibility requirements.

6) What are the administrative requirements?

A member of JTIP staff meets with each company after the proposal is approved to explain the simple record-keeping requirements.

7) When can I apply for reimbursement?

Companies can submit claims for reimbursement after each trainee completes the approved training hours. Reimbursement checks are generally available 7 – 10 days after the claim is submitted.

8) How can I learn more about JTIP?

Contact JTIP staff at New Mexico Economic Development Department.

Therese Varela, Program Manager
505-827-0323 • therese.varela@state.nm.us

Cindy Evans, Program Administrator/Marketing
505-827-0238 • cynthia.evans@state.nm.us

“Since PreCheck opened their doors in January 2007, we have created full-time jobs in Alamogordo that offer, among other lucrative benefits, healthcare and a retirement plan with a company match. . . Without the assistance of JTIP, this would not have been possible.”

Kim Carr, Director of Operations, PreCheck

