



## Workforce Services Memorandum – State Apprenticeship Funding Announcement

**Effective Date:** July 1, 2022

**Duration:** June 30, 2023

### Program Purpose:

This guidance communicates requirements and procedures to provide the Tennessee Department of Labor and Workforce Development (TDLWD) State funds to Local Workforce Development Boards (LWDBs) in support of employers. In addition, the guidance defines the eligibility of both training recipients and their respective employers as grantees.

### Eligible Participants:

Program participants must include first- or second-year apprentices.

### Project Design:

Local Boards will submit a contract that defines the number of first- and second- year apprentices that will be served with state funding.

- First-year apprentices – up to \$2,500 cap per apprentice
- Second-year apprentices – up to \$1,500 cap per apprentice

Reimbursable Training Expenses include:

- Participant’s salaries in accordance with OJL as applicable (see funding cap limits)
- Textbooks and materials
- Tuition expense (tuition is defined as instruction related to the Related Technical Instruction (RTI) portion of the apprenticeship program) or Training Cost
- Other costs associated with the apprenticeship program, such as PPE, tools, etc.
- Up to five (5) percent allowable administration costs

### Requirements:

- Must be enrolled in a US DOL Registered Apprenticeship Program.
  - Reimbursement should go to employer or for cost associated with Apprenticeship Program.
  - Apprentices must be added to VOS and the US DOL Form 671 must be provided by the sponsor and uploaded to VOS.

Local Boards must designate a staff member to attend bi-weekly check-in meetings with Workforce Service staff to update on award progress, successes, challenges and efforts to ensure inclusion and diversity amongst eligible participants.

LWDBs must submit applications in SmartSimple no later than August 8, 2022 by 12:00pm CST.

**Contact:** For any questions related to this memorandum, please contact [Apprenticeship.TN@tn.gov](mailto:Apprenticeship.TN@tn.gov).

A handwritten signature in blue ink, appearing to read "Steve Playl", written over a horizontal line.

Steve Playl,  
Assistant Commissioner, Workforce Services Division