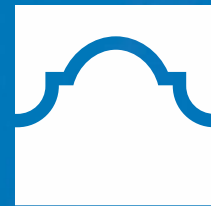


SKILLS FOR SMALL BUSINESS (SSB) Program

Train your Workforce.

Transform your Business.



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award

2018 Award Recipient



Great
Place
To
Work[®]

Certified
MAR 2024-MAR 2025
USA



Invest In Your Employees

Skills training...

- Increases competitiveness
- Enhance your business operations
- Upgrades new and incumbent employee skills
- Retain employee talent
- Prepares newly hired employees for job requirements



Areas of Grant Training



- Childcare Provider
- Construction
- Customer Service
- Healthcare
- Leadership
- Manufacturing
- Office
- Office Technology



SSB Catalog

Training Options: Face-to-Face, (Classroom) Online or On-Site



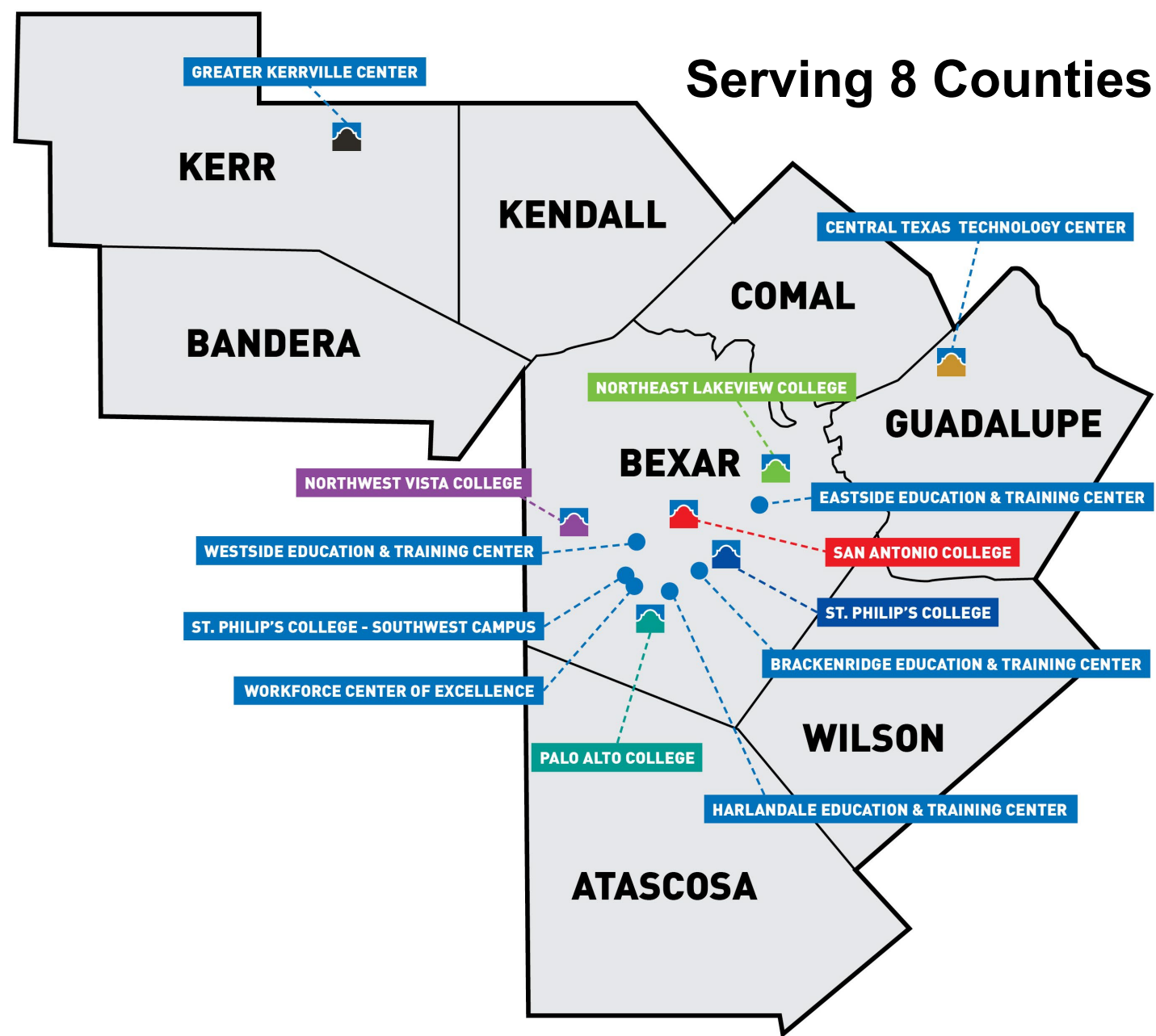
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The Alamo Colleges District Family

- 5 Colleges
 - San Antonio College
 - St. Philip's College
 - Palo Alto College
 - Northwest Vista College
 - Northeast Lakeview College
- 7 Education & Training Centers
 - Greater Kerrville (GTC)
 - Central Texas Technology (CTTC)
 - Eastside (ETTC)
 - Westside (WETC)
 - Workforce Center of Excellence (WCOE)
 - Brackenridge & Harlandale (BETC/HETC)
- 2024 New Center
 - Southside (SETC)
- New Center Coming Soon in 2025
 - Northeast (NWETC)

Serving 8 Counties



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Eligible Small Businesses – 1 to 99 Employees



- Trainees must be full-time employees
- Must have Texas Workforce Commission (TWC) Unemployment Tax account
- Be current on paying unemployment insurance
- Must be paying prevailing wages
- Private businesses are eligible to participate



Ineligible Small Businesses



- Self employed
- Small businesses with no full-time, part-time, or 1099 employees
- Businesses with over 100 employees
- Community-based organizations, publicly funded entities, and other public non-profits are not eligible



Training for New Employees

- Have been in the current role for **under** a year
- Must be a **full-time**, regular employee
- Must earn prevailing wage
- TWC will cover tuition and fees up to **\$1,800** for new hire employees per 12-month period



EXAMPLE: New hire received \$**1,800** in tuition funds



OSHA 30	\$908
CPR/First Aid	\$338
Customer Service	\$230
Basic Keyboarding	<u>\$308</u>
Total Spent	\$1,784

Remaining Balance \$16

Training for Incumbent Employees

- Have been in the current role for **over** a year
- Must be a full-time, regular employee
- Must earn prevailing wage
- TWC will cover tuition and fees up to **\$900** for incumbent employees per 12-month period



EXAMPLE: Incumbent received **\$900** in tuition funds



OSHA 10	\$366
CPR/First Aid	\$338
Generations in the Workplace	<u>\$196</u>
Total Spent	\$900

Employer Online Application



3 Step Process

Step 1. Go to the website
<https://www.twc.texas.gov/businesses/skills-small-business-employers>

Step 2. Click on "Apply Now"

Resources

- [Apply Now](#)
- [America's Small Business Development Centers](#)

Contact Us

Business Services

[877-463-1777](tel:877-463-1777)

Email

skills@twc.texas.gov

Want us to contact you?

[Submit a Contact Request](#)


TWC Main Office Address


101 E 15th Street
Austin, TX 78778
United States

NEED ASSISTANCE?
TWC Workforce Business Services Outreach & Customer Support Team

Step 3. Complete the application, sign and click finish

Information Required For Application – Table 1





SKILLS FOR SMALL BUSINESS PROGRAM
TEXAS WORKFORCE COMMISSION
SKILLS FOR SMALL BUSINESS APPLICATION

[Application Instructions](#)
[Skills for Small Business Program Overview](#)

Thank you for your interest in Skills for Small Business (SSB) funded training. Prior to completing this application, please review the [Skills for Small Business Program Overview](#) and the [Program Parameters](#), it provides information on eligibility, program parameters, reporting requirements, and submission of the application.

We strongly urge the applicant to consult with the community college where they are planning on taking the trainings for any assistance in completing the application or specific questions about the application process. Our Employer Engagement and Community Outreach team is available to answer questions about the program and/or assist you in completing the application. Please contact us at 877-463-1777 or e-mail SkillsForSmallBusiness@twc.texas.gov.

Applications should be submitted at least two weeks prior to and no more than six weeks in advance of requested training. Training cannot be considered or funded retroactively. Please note that incomplete applications cannot be accepted and will be returned with required information identified for revision/completion, once corrected the application needs to be resubmitted with the required edits.

All SSB program funds will go directly to the community or technical college to cover the costs of approved training.

Applicant Information:

- Please provide the small business information requested in Table 1 below.
Important: The address provided must be the street address of the participating employees physical work site. Post Office box addresses are not accepted. Businesses associated with a corporate office, multiple business entities or a corporation that exceeds 50 employees are not eligible for SSB funded training.

TABLE 1 – SMALL BUSINESS INFORMATION			
Legal Name of Small Business:			
Contact Name:			
Contact Title:			
Contact's E-mail Address:			
Contact's Phone Number:			
Street Address:			
City:			
County:			
State:	Texas		
Zip Code (must include 9 digit zip code):			
Business's Total Number of Employees:			
Medical Insurance Provided?	YES	NO	
Workers' Compensation or other benefits provided?	YES	NO	
Business industry NAICS Code			



3. Please provide the total number of new hires or existing employees to participate in requested training.
Note: New employees are those hired by the applying company within 12 months prior to TWC's receipt of the application requesting training. Pending approval, new employees are eligible for up to \$1,800 worth of tuition and

Applicant Information:

- Table 1, Please provide the requested information. Important: The address provided must be the actual street address of the business where the participating workers are employed, not a Post Office box number.

TABLE 1 – SMALL BUSINESS INFORMATION			
Legal Name of Small, Private Business:			
Contact Name:			
Contact's Title:			
Contact's E-mail Address:			
Contact's Phone Number:			
Actual Street Address:			
City:			
County:			
State:			
9-digit Zip Code:			
Total Number of Employees (Corporatewide):			
Medical Insurance Provided?		YES	NO
Workers' Compensation or other benefits provided?		YES	NO
TWC Account Number: (This is the account under which the business reports employee wages to the TWC Tax Department.)			
4-Digit NAICS Code that identifies your industry: (To determine correct code, access the U.S. Census Web site at: http://www.census.gov/eos/www/naics/)			

Information Required For Application – Table 1

TEXAS WORKFORCE COMMISSION
SKILLS FOR SMALL BUSINESS PROGRAM
 TEXAS WORKFORCE COMMISSION
 SKILLS FOR SMALL BUSINESS APPLICATION

Thank you for your interest in Skills for Small Business (SSB) funded training. Prior to completing this application, please review the [Skills for Small Business Program Overview](#) and the [Program Parameters](#), it provides information on eligibility, program parameters, reporting requirements, and submission of the application.

We strongly urge the applicant to consult with the community college where they are planning on taking the trainings for any assistance in completing the application or specific questions about the application process. Our Employer Engagement and Community Outreach team is available to answer questions about the program and/or assist you in completing the application. Please contact us at 877-463-1777 or e-mail SkillsForSmallBusiness@twc.texas.gov.

Applications should be submitted at least two weeks prior to and no more than six weeks in advance of requested training. Training cannot be considered or funded retroactively. Please note that incomplete applications cannot be accepted and will be returned with required information identified for revision/completion, once corrected the application needs to be resubmitted with the required edit.

All SSB program funds will go directly to the community or technical college to cover the costs of approved training.

Applicant Information:

1. Please provide the small business information requested in Table 1 below.
 Important: The address provided must be the street address of the participating employees physical work site. Post Office box addresses are not accepted. Businesses associated with a corporate office, multiple business entities or a corporation that exceeds 99 employees are not eligible for SSB funded training.

Legal Name of Small Business:	
Contact Name:	
Contact Title:	
Contact's E-mail Address:	
Contact's Phone Number:	
Street Address:	
City:	
County:	
State:	Texas
Zip Code (must include 9 digit zip code):	
Business's Total Number of Employees:	
Medical Insurance Provided?	YES NO
Workers' Compensation Insurance Provided?	YES NO
Business Industry NAICS Code:	
Is your business a childcare provider/business?	YES NO
If you answered YES in the previous question, please provide the Child Care Regulation Permit Number:	
TWC Unemployment Tax Account Number: (This is the 9 digit account under which the business reports employee wages to the TWC Tax Department.)	
Is the business working with a Professional Employer Organization (PEO) for payroll purposes? (If working with a PEO please provide the name and TWC number)	YES NO
PEO Name:	
TWC Number:	

TABLE 2 – SELECTED COLLEGE INFORMATION

Name of College/Colleges:	
College Contact Name (if applicable):	
College Contact E-mail Address (if applicable):	

Is your business a childcare provider/business?	YES	NO
If you answered YES in the previous question, please provide the Child Care Regulation Permit Number:		
TWC Unemployment Tax Account Number: (This is the 9 digit account under which the business reports employee wages to the TWC Tax Department.)		
Is the business working with a Professional Employer Organization (PEO) for payroll purposes? (If working with a PEO please provide the name and TWC number)	YES	NO
PEO Name:		
TWC Number:		

Per TWC Grant Application Evaluator to be sent after submitting online application (optional if you answered “YES”):

To process applications for businesses utilizing a Professional Employer Organization (PEO), a letter from the PEO is required. Please submit a signed document with the PEO’s letterhead containing the following information:

- PEO’s name,
- PEO’s contact information,
- PEO’s TWC unemployment tax account number, and
- A statement regarding the service and reporting of employees (provide the number of employees reported by the PEO) provided by the PEO.

Information Required For Application – Table 2



TEXAS WORKFORCE COMMISSION APPLICATION: **SKILLS FOR SMALL BUSINESS PROGRAM**

Thank you for your interest in Skills for Small Business-funded training. Prior to completing this application, please review the [Skills for Small Business Program Overview](#). Our Business Outreach and Project Development team is available to answer any questions you have about the program and/or assist you in completing the application. Please contact us at (877) 463-1777 or e-mail SkillsForSmallBusiness@twc.state.tx.us.

Please e-mail the fully completed Microsoft Word version (without signatures) and Attachment A spreadsheet to the attention of Cristina Ramos at SkillsForSmallBusiness@twc.state.tx.us. Please also send the original signed application by fax to (512) 463-7187 or by mail to the following address:

Texas Workforce Commission
Workforce Business Services, Attention: Cristina Ramos
101 E. 15th Street, Room 424-T
Austin, Texas 78701

You also may either fax the signed application to Cristina Ramos at (512) 463-7187 or mail the original signed application to the address above. It is recommended applications are submitted at least two weeks prior to and no more than six weeks in advance of requested training. Training cannot be considered or funded retroactively. All SSB program funds go directly to the public community or technical college to cover the costs of approved training.

Please note unreadable or incomplete applications cannot be accepted. Any unreadable or incomplete documents received will be returned with required information identified for revision/completion and application resubmission.

Applicant Information:

- Table 1. Please provide the requested information. Important: The address provided **must** be the actual street address of the business where the participating workers are employed, not a Post Office box number.

TABLE 1 – SMALL BUSINESS INFORMATION

Legal Name of Small, Private Business:		
Contact Name:		
Contact's Title:		
Contact's E-mail Address:		
Contact's Phone Number:		
Actual Street Address:		
City:		
County:		
State:		
5-Digit Zip Code:		
Total Number of Employees (Corporatewide):		
Medical Insurance Provided?	YES	NO
Workers' Compensation or other benefits provided?	YES	NO
TWC Account Number: (This is the account under which the business reports employee wages to the EDC/ES/Department)		
4-Digit NAICS Code that identifies your industry: (To determine correct code, access the U.S. Census Web site at: http://www.census.gov/eos/www/naics/)		

- Table 2. Please provide eligible public community or technical college information, including the name of the contact person with whom you have consulted in completing this application, if applicable. (View [Applications with third-party training providers will be reviewed on a case-by-case basis.](#))

TABLE 2 – SELECTED COLLEGE INFORMATION

Name of College:	
College Contact Name (if applicable):	
College Contact Title (if applicable):	
College Contact E-mail Address (if applicable):	
State:	



- Please provide the total number of new hires or existing employees to participate in requested training.

Note: New employees are those hired by the applying company within 12 months prior to TWC's receipt of the application requesting training. Pending approval, new employees are eligible for up to \$1,500 worth of tuition and fees in a 12-month period. Existing employees are those employees by the applying company longer than 12 months prior to TWC's receipt of the application requesting training. Pending approval, existing employees are eligible for up to \$900 worth of tuition and fees in a 12-month period.

a. New:

b. Existing:

- Please explain how each training course(s) listed in Attachment A directly relates to business needs, and will have an immediate, positive impact on the business' daily operations.

Response:

- Please complete Table 3 on Attachment A at the end of this document (Page 4). Rows may be added as needed.

Questions 3 and 4:

- Total number of new and existing employees to be trained
- Explain how training relates to business needs

College Information

- Name of College
- College Contact Name
- College Contact Email Address



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How to Find the O*NET-SOC Code

Go to this website



<http://www.onetsocautocoder.com/plus/onetmatch>

O Net Soc Auto Coder website can assist you in finding the employee job description SOC code for the grant employee spreadsheet.

Home FAQ API Feedback

O*NET-SOC v12.1.1 **AutoCoder™**

Accurate, Consistent, and State-tuned

Thematic™ Search

Job Title

Job Description

Set Supplementary Inputs

Search clear

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Home FAQ API Feedback

O*NET-SOC v12.1.1 **AutoCoder™**

Accurate, Consistent, and State-tuned

Thematic™ Search

Job Title

Job Description

Set Supplementary Inputs

Search clear

ONET 2016-8 SOC 2010 ONET 2016-8 NEC+GC

Code	Title	Score
43-6014.00	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	★★★★★ 94
43-6011.00	Executive Secretaries and Executive Administrative Assistants	★★★★☆ 81
43-6013.00	Medical Secretaries	★☆☆☆☆ 59
43-9061.00	Office Clerks, General	★☆☆☆☆ 58
43-6012.00	Legal Secretaries	★☆☆☆☆ 57
43-9199.00	Office and Administrative Support Workers, All Other	★☆☆☆☆ 56
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping	★☆☆☆☆ 50

view all match results

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TWC Prevailing Wage Chart

Texas Workforce Development Areas (WDA) Wages

Occupational Employment and Wage Statistics Program, Data Benchmarked to 2022

Area Name	Rate Type	Occup. Code	Summary Level	Occupational Title	PCT25 Wage
Alamo WDA	Hourly	43-6011	Detail	<i>Executive Secretaries and Executive Administrative Assistants</i>	\$24.71
Alamo WDA	Hourly	43-6012	Detail	<i>Legal Secretaries and Administrative Assistants</i>	\$17.91
Alamo WDA	Hourly	43-6013	Detail	<i>Medical Secretaries and Administrative Assistants</i>	\$15.82
Alamo WDA	Hourly	43-6014	Detail	✓ <i>Secretaries & Administrative Assistants, Except Legal, Medical, & Executive</i>	✓ \$15.63
Alamo WDA	Hourly	43-9021	Detail	<i>Data Entry Keyers</i>	\$13.93
Alamo WDA	Hourly	43-9022	Detail	<i>Word Processors and Typists</i>	\$20.38
Alamo WDA	Hourly	43-9031	Detail	<i>Desktop Publishers</i>	\$15.14
Alamo WDA	Hourly	43-9041	Detail	<i>Insurance Claims and Policy Processing Clerks</i>	\$18.31
Alamo WDA	Hourly	43-9051	Detail	<i>Mail Clerks and Mail Machine Operators, Except Postal Service</i>	\$13.77
Alamo WDA	Hourly	43-9061	Detail	<i>Office Clerks, General</i>	\$13.87
Alamo WDA	Hourly	43-9071	Detail	<i>Office Machine Operators, Except Computer</i>	\$16.58
Alamo WDA	Hourly	43-9111	Detail	<i>Statistical Assistants</i>	\$17.05
Alamo WDA	Hourly	43-9199	Detail	<i>Office and Administrative Support Workers, All Other</i>	\$17.20

Alamo Area



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TWC Skills for Small Business Application – Table 3

Completed Table 3

Trainee Name	Job Title	SOC Code	Hourly Wage	New Job	Existing Job	Prior SSB-Funded Training (Y/N)	Course Title/Section	Course Start (mm/dd/year)	Course End (mm/dd/year)	Total Course Cost (Tuition & Fees Only)	Amount for SSB Program to Fund*	Amount to be Paid by Business (if applicable)
Jane Doe	Office Manager	43-3011	\$17.00		X	N	Accounting I	04/04/2018	05/24/2018	\$450.00	\$400	\$50
Jane Doe	Office Manager	43-3011	\$17.00		X	N	Accounting II	05/25/18	06/15/18	\$550.00	\$500	\$50
John Smith	Architectural Drafter	17-2011	\$21.00	X		Y	Autodesk Inventor	05/02/2018	05/30//2018	\$1,800	\$1,800	\$0
Emiliano Solis	General Constructor Laborer	47-2061	\$16.00	X		N	OSHA 10 (General Industry Safety)	07/19/2022	07/20/2022	\$281.00	\$281.00	
Fernando Sanchez	General Constructor Laborer	47-2061	\$18.00	X		N	OSHA 10 (General Industry Safety)	07/19/2022	07/20/2022	\$281.00	\$281.00	
Rodolfo Brown	General Constructor Laborer	47-2061	\$18.00	X		N	OSHA 10 (General Industry Safety)	07/19/2022	07/20/2022	\$281.00	\$281.00	
Ariel Green	General Constructor Laborer	47-2061	\$17.00	X		N	OSHA 10 (General Industry Safety)	07/19/2022	07/20/2022	\$281.00	\$281.00	
Tadeo Perez	General Constructor Laborer	47-2061	\$17.00	X		N	OSHA 10 (General Industry Safety)	07/19/2022	07/20/2022	\$281.00	\$281.00	



TWC Skills for Small Business Application Process



1



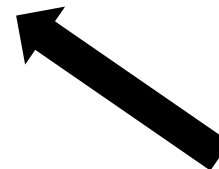
2

\$\$\$



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3



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TWC Training Information Form (TIF)

Data Reporting Requirements:

If your business' application is determined to be fundable, you will be asked to please provide TWC with specific data on each participating employee before the application is approved and funds are released to the college. It will be used by the college to track each employee's progress in the approved courses and report monthly to TWC.

The following are the required data elements that must be provided to TWC prior to final approval on the application and release funds to the college for the requested training:

- Employee's full name, middle initial (if applicable), and last name
- Employee's Social Security Number*
- Employee's mailing address
- Employee's birth date
- Employee's veteran status (Yes or No)
- Employee's hire date

* ***IMPORTANT:*** *There is NO alternative to the use of a SSN as the identifier of individual employees participating in the Skills for Small Business program. Employees who do not allow the release of this information to TWC will not be able to participate in the program. Upon application approval, TWC staff will follow up with your business for secure receipt of required information.*



Skills for Small Business Resources

Kathy Fogle, Account Executive

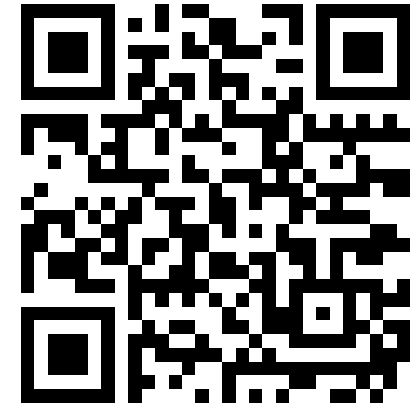
Alamo Colleges Center Operations

&

TWC Skills for Small Business Partner at

kfogle3@alamo.edu

(210) 485-0863



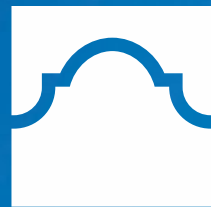
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Thank you.

Learn more at

alamo.edu/SkillsforSmallBusiness



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