

**Job Skills Training Program (JSTP)
Massachusetts EA Shelter Response
FAQ's for Prospective Employer Partners**

TRAINEE LOGISTICS

What are program eligibility requirements for participating Trainees?

Trainees are individuals currently residing in Massachusetts shelters who entered the United States lawfully. While they await federal work authorization, they want to develop their skills through a training program that includes on-the-job training.

Is the Trainee considered an employee of the company?

No, the Trainee is considered a JSTP program participant. The Trainee is not an employee of the Participating Business but more similar to an intern. The Commonwealth Corporation Foundation acts as a financial and contractual intermediary between the JSTP Trainee and the participating business. The participating business pays a fee to participate in the program and receive JSTP training support. In turn, Trainees will receive a needs-based state benefit payment for participating in the job skills training program of 18-25 hours per week.

Are Massachusetts residents living in EA shelters required to participate in this program while awaiting their work authorization?

No, this is an entirely voluntary program offered to EA shelter residents who are on the path to work authorization, over 18 years old, and seeking job skills training as they prepare to enter the Massachusetts workforce.

Are the JSTP Trainees vaccinated for COVID-19? Have they received the standard US vaccinations?

JSTP is partnering with the Massachusetts Department of Public Health (DPH) who provides mobile vaccination services for COVID-19 and the flu to newly arrived migrant families. Many migrant families traveled to the United States with immunization records and may be able to provide those records to JSTP Participating Businesses upon request. DPH can also provide mobile vaccination clinics – either at the site of the Participating Business or in a central location – to Trainees who desire to be vaccinated. JSTP administrators can help coordinate these services.

If a Trainee is injured while participating in on-the-job training, will they be covered by the business's workers compensation policy?

Yes. In Massachusetts unpaid student interns in high school, professional school, and other unpaid workers in internships desiring to obtain skills in a new area of work are covered under workers compensation law. Participating businesses are advised to inform their workers compensation insurance provider that they will have trainees on site.

Can the Participating Business hire program participants once their work authorization is granted?

Businesses may, at their discretion, make offers of employment to program participants once they've received work authorization. But program participants and employers should understand that completion of the program does not entitle a program participant to paid employment.

What if the Trainee is not a good fit for my business? What if I am dissatisfied with the Trainee's performance?

The Participating Business can request changes if a program participant's training is not proceeding as expected. To help ensure a positive experience for both the Participating Business and Trainee, will have ongoing check-ins with a designated case manager to be able to freely discuss and troubleshoot any potential challenges that may arise.

BUSINESS LOGISTICS

What are program eligibility requirements for participating businesses?

Businesses must have a physical presence in Massachusetts and be able to provide trainees with a mutually acceptable in-the-workplace skills training program within the specified training period.

As a Participating Business, what do I have to provide to JSTP Trainees?

The host business is responsible for ensuring that trainees have reasonable access to its premises for purposes of training and for providing a safe, clean, harassment-free, and lawful environment, commensurate with what it provides to its employees. The business will further be responsible for ensuring that trainees are given adequate training, protective gear as needed, and have all tools necessary to facilitate a successful and effective training experience.

Does the business need to provide supervision of the participant?

Yes, supervision is a key part of training and necessary to support the learning experience and skills development of the program participant.

Our training periods are 8 hours per day, for 4 days per week. Can the JSTP Trainee participate for more than 25 hours per week?

No. JSTP Participants will be receiving additional supports including work readiness and ESOL training. As such, they will not be available for more than 25 hours/week.

Can a business offer a hybrid or remote learning experience?

Hybrid or remote learning may be offered on a case-by-case basis. JSTP Personnel and/or the Commonwealth Corporation Foundation may evaluate this structure based on available resources.

Is the business responsible for transportation services for the program participant between the host company's facility and the shelter?

No, providing such services is not a program requirement, but Participating Businesses can provide transportation if available. JSTP will make every effort to support Trainees' specific transportation needs, given that transportation is a challenge for EA shelter residents.

FINANCES

What is the cost to become a Participating Business?

The Participating Business pays a fee of \$4,100 for one JSTP Trainee to be engaged in the company's on-the-job training program for 18-25 hours/week for a 12-week term.

Do I pay the fee upfront or across the JSTP term?

The Participating Business has the option to pay the full fee upfront, or pay monthly, as determined by the terms in the Host Site Agreement

Will you reimburse me if a Trainee leaves before the JSTP term is finished?

Yes. If the Trainee does not fulfill their obligations or the Participating Business is not satisfied with the Trainee, we will reconcile the paid Business Fees to reflect the actual amount of time the JSTP Trainee participated in the program.

As a Participating Business, is my entire contribution to the Commonwealth Corporation Foundation tax deductible? If not, how will that be determined?

Participating Businesses who enroll in the program will pay a participation fee and provide training, and in return will benefit from the increased capacity the trainees will provide; their participation fees may not be entirely tax-deductible. Some businesses may not want to participate in the program but may still offer support by making a tax-deductible donation.