



## KIT/KIR Program Guidelines

### KANSAS DEPARTMENT OF COMMERCE WORKFORCE TRAINING PROGRAMS

The Kansas Department of Commerce administers two training programs designed to assist businesses with training new and existing employees. The Kansas Industrial Training Program (KIT) and the Kansas Industrial Retraining Program (KIR).

#### **KANSAS INDUSTRIAL TRAINING**

The Kansas Industrial Training (KIT) program is designed to assist firms involved in “net new job” creation.

- Firms must show they are creating at least one net new job in the state of Kansas. For new companies, any job that is created in Kansas is a “net new job.” For expanding companies, a “net new job” is any job that is created over and above the employee base, which is determined by calculating the average number of permanent full- and part-time employees over the preceding 12 months.
- Firms that are creating new jobs that do not satisfy the “net new job” requirement may qualify for assistance, subject to approval from the Secretary of the Kansas Department of Commerce.

#### **KANSAS INDUSTRIAL RETRAINING**

The Kansas Industrial Retraining (KIR) program is designed to assist companies who are restructuring or retraining their workforce.

- Firms must show they are restructuring their business operations or retraining their workforce due to one or more of the following:
  - *Incorporation of existing technology (unable to pay for training associated with upgrades to existing technology)*
  - *Development and incorporation of new technology (unable to pay for training associated with upgrades to existing technology)*
  - *Diversification of production*
  - *Development and implementation of new production*
- A company must show that employees to be trained are likely to be displaced because of obsolete or inadequate job skills and knowledge.
- A company must retrain at least one existing position.
- Training plan must be concurrent with project start date.

#### **OTHER WORKFORCE DEVELOPMENT ASSISTANCE**

A wide variety of services are available to businesses through the Kansas Workforce Centers located throughout the state. Services include, but are not limited to, statewide and national job listings; applicant pre-screening and application acceptance; space to conduct interviews as well as staff to assist in scheduling; space for job fairs; applicant assessment services and testing; veteran services; and current labor market information. These services are available to all Kansas employers at no cost and may be accessed through [www.kansasworks.com](http://www.kansasworks.com) or by contacting the local Kansas Workforce Center.

## HOW TO APPLY FOR FUNDING

### Contact our Business Development Training Staff or In-State Development Staff

- The employer must have direct contact with a Business Development Training staff or an [In-state Business Development](#) staff member for their area prior to the development of a training application. Staff will determine company eligibility, identify local workforce training contacts and answer general questions regarding the application process. When initial eligibility is established, Business Development Training staff will send the template needed to prepare the training application to the company via e-mail.

*\*To find your local In-state Business Development staff member, click on the hyperlink above.*

### Preparing the Application

- Using the template provided by staff, prepare the training application. Please note, an application for training new jobs must be submitted separately from an application for training existing jobs.
- Free guidance is available through Business Development Training staff. The application procedure is designed to be simple and straightforward.

### Submit the Completed Application

- Submit the completed application to [KIT-KIR@ks.gov](mailto:KIT-KIR@ks.gov).
- Submit payment in the amount of \$500 electronically via the links below. If paying by check, contact Business Development Training Staff or an In-State Business Development staff member to obtain the Fee Payment Form.
  - Online KIT Payments: <https://otc.cdc.nicusa.com/p/Kansas/Dept.%20of%20Commerce%20-%20KIT/>
  - Online KIR Payment: <https://otc.cdc.nicusa.com/p/Kansas/Dept.%20of%20Commerce%20-%20KIR/>
  - *A 2.5% service fee will be applied to online Credit and Debit Card payments (2.5% of the total charge) and a \$1.50 service fee will be applied to online ACH payments.*
- Applications will not be processed until payment is received.

### Processing of the Application

- Once the application and fees have been received, the application will be assigned to a project manager who will work with the company contact person to develop a contract and final budget amount.
- If a completed training application is not received within 90 days of commencement of the training project, any training funds that have been reserved for the project may be released.

## REIMBURSEMENT PROCESS

- Companies submit a Reimbursement Cover Sheet and related documentation, as defined, at the end of the project for actual training expenses.
- The Trainee Roster must include the names of the trainees.
- Reimbursements will be based on the proportion of company matching funds, actual expenses incurred, and on the actual number of positions trained in accordance with the company's approved training plan.
- Companies may elect to be reimbursed through electronic funds transfer.

## FREQUENTLY ASKED QUESTIONS

### What are the eligibility requirements of the programs?

- Priority is given to **Kansas Basic Industries** (manufacturing; multi-state wholesale distribution; regional or national service; agriculture; mining; research and development; interstate transportation; and tourism activities primarily aimed at attracting out-of-state tourists). Non-basic industries are eligible only if some compelling economic benefit to the state can be shown and/or the project has an impact on occupations involved in businesses that play a supporting role in economic development efforts. Such projects might include those targeting severe labor shortages in specific occupations, housing shortages and certain business services. Swine production facilities are not eligible.
- A non-manufacturing company must show at least 51% of their revenue is generated from sources outside the state of Kansas.
- Health Care Coverage that includes Hospital Care, Physician Care, Mental Health Care, Substance Abuse Care, Pre-natal and Post-natal Care and Prescription Drug Coverage must be made available to all employees. For new employees this must be made available within 180 days of the hire date.
- A company must pay a starting average wage that meets the median wage for the county in which the project is located. The most recent KIT KIR Median Wage Chart can be found at [KansasCommerce.gov/MWC](https://www.kansascommerce.gov/MWC) or contact our office to see if you meet the wage standard.
- Companies with similar training needs may submit a joint application with other companies. A qualified training provider, such as a technical school, community college, university or other training entity, must be chosen as the fund administrator for projects involving several firms.
- The company must provide a \$500 non-refundable application fee prior to, or concurrent with, each application submission.
- Recent layoffs may affect a company's ability to participate in either the KIT or KIR program.

### How much funding is available?

- An application must be submitted prior to or concurrent with the beginning of the training. The typical funding range of a successful training project will fall between \$1,200 and \$2,000 per trainee.

### What matching funds are required?

- KIR projects require at least a dollar-for-dollar match from the company. Indirect, in-kind expenses are not eligible towards the match requirement.
- KIT projects do not require a match from the company.

### What types of training expenditures are eligible for reimbursement?

- Examples of eligible expenditures include instructor salaries, curriculum planning and development, materials, supplies, textbooks, manuals and minor training equipment.
- Travel costs including airfare, lodging (up to \$150/night), ground transportation and for overnight travel, a meal per diem of \$60 allowable 1 day prior to the training start date and 1 day after the training end date. Total travel costs not to exceed 50% of award amount.
- Other retraining may be eligible if it represents a significant restructuring of the business operation and is required for all trainees.

### What are ineligible training expenditures?

- Trainees' salaries, non-training related equipment, business management consultant fees, fringe benefits for trainers and fees associated with writing a company' training application.
- For KIR projects only, retraining in safety or federal program requirements (OSHA, ADA, etc.) is not eligible for reimbursement unless it is directly related to changes in technology or production activities. In addition, supervisory training is not an eligible expense.

### How much time does a company have to complete its training project?

- Training contracts are 12 months in length.

### How many times can a firm utilize the programs?

- Companies are eligible for no more than two KIR contracts within a four-year period.
- Companies may apply in consecutive years to utilize the KIT program.
- Companies must close out previous projects prior to applying for new projects.

### When can a company submit a training application?

- An application must be submitted prior to or concurrent with the beginning of the hiring phase or training phase.
- Although funding is limited, applications are accepted throughout the year.

### Need more information?

- Call (785) 296-5298 or email [KIT-KIR@ks.gov](mailto:KIT-KIR@ks.gov).



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