

## **Introduction to the Express Program**

Thank you for your interest in the Workforce Training Fund Express Program. This brief introduction will walk you through the program structure, eligibility requirements and the application submission and review process.

### **(A) What is the [Express Program](#)?**

The Workforce Training Fund Express Program assists companies with 100 or fewer employees to address their employee training needs through a list of pre-registered courses. A company whose request has been approved will be reimbursed for up to 50% of the actual cost of training. The program is paid for through a surcharge on Unemployment Insurance taxed to for-profit and some non-profit companies.

### **(B) [Eligibility](#) for Approval:**

- In order to qualify, businesses must be in compliance with its tax obligations under Massachusetts General Laws.
- The business must contribute to the Workforce Training Fund through Unemployment Insurance payments.
- Businesses must have 100 or fewer Massachusetts employees.
- Businesses may only request reimbursement for training W2 employees who are on the company's payroll and work in Massachusetts.
- The reimbursement amount requested per trainee per course cannot exceed \$3,000
- The cumulative amount requested within a calendar year cannot exceed \$30,000
- The training has to be approved by Express and cannot be legally mandated (e.g. OSHA).

**Note:** If you are a Massachusetts non-profit, you must be paying Unemployment Insurance through the **Contributory Method** vs. the Reimbursable Method to be eligible. Government agencies are not eligible to apply.

### **(C) What do you need **BEFORE** you start an application?**

1. Federal Employer Identification Number (FEIN)
2. Massachusetts Department of Unemployment Assistance (DUA) Number
3. A Certificate of Good Standing (COGS) from the Massachusetts Department of Revenue, issued within the past six-months.

4. The course(s) information from our [Express Course Directory](#)
5. Point of contact information (e.g. email address for all correspondence)
6. Specific company and training knowledge
  - ◇ Number of Employees Working in Massachusetts (both Full-Time and Part-Time)
  - ◇ A list of all employees to be trained
  - ◇ Start date of training (applications must be submitted at least four-weeks in advance)

**(D) What is the application process?**

- Application ➡ Review Process ➡ Contract Creation ➡ Start of Training

**(E) What do you need to Request a COGS?**

- You need a MassTax Connect Account login username and password. If you have never created a MassTax Connect account, [click here](#) to download instructions on how to do so.

**(F) How to Request a COGS?**

- Login to your [MassTax Connect](#) account.
- Here's a step-by-step video created by the Department of Revenue on how to request a COGS once logged in: <https://www.mass.gov/info-details/masstaxconnect-certificate-of-good-standing-video-tutorials>
- If deemed compliant, your COGS will be available for download within 1-2 business days from your MassTax account.

**(G) Where do I go to Submit an Express Application?**

- Use the following link: <https://commcorp.tfaforms.net/328781>

This brief outline should get you started, but if you have any questions or concerns please feel free to email our Express Coordinator, Jose Ibarra, at [express@commcorp.org](mailto:express@commcorp.org) or via phone at 617-717-6943.