

Frequently Asked Questions

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What is the Supply Chain Automation Hub incentive fund?

- ▶ The incentive fund is one of many benefits the Supply Chain Automation Workforce Hub (Hub) offers to Registered Apprenticeship Program (RAP) sponsors and employers.
- ▶ The fund helps sponsors/employers offset the costs of launching RAPs, providing training to apprentices, and supporting resources and tools that are not available for free such as tuition for Related Training Instruction, training for mentors, and training equipment. Therefore, the incentive fund supports sponsors/employers to grow existing and develop new RAPs.

How does the incentive fund work?

- ▶ First, each applicant formalizes a working partnership with the Hub. Before applying, the Hub team discusses the applicant's needs and current resources.
- ▶ Each applicant submits an application package (including Registered Apprenticeship Partners Information Database System (RAPIDS) ID numbers, relevant financial documents, and demographic information for their enrolled apprentices.
- ▶ The application package is then reviewed by the Hub and then the U.S. Department of Labor (DOL).
- ▶ When the application is approved, the applicant signs a letter of commitment and provides the requested financial documents and invoices to the Hub for the total incentive fund amount.
- ▶ Once the invoice is received, the Hub allocates a one-time disbursement of funds directly to the sponsors/employers (applications are processed within approximately 90 days of approval).
- ▶ The Hub schedules regular check-in calls for sponsors/employers to provide updates on the use of the funds and discuss technical assistance needs.
- ▶ The Hub team helps sponsors/employers develop and implement sustainability plans.

What are the application deadlines?

Applications are considered on a rolling basis between **January 15 and October 31, 2025 (or until the funds are exhausted)**.

How does the sponsor/employer qualify for the maximum funding amount?

- ▶ The incentive amount is determined by the number of apprentices enrolled, with a new sponsor/employer receiving \$1,000 per apprentice.
- ▶ The maximum incentive is \$30,000 per sponsor/employer, per year.

What organizations are eligible to receive incentive funds as RAP sponsors?

- ▶ Education institution
- ▶ Workforce development boards
- ▶ Industry associations
- ▶ Employers
- ▶ Joint labor-management organizations, and
- ▶ Multi-employer partnerships

Can an organization receive incentive funds multiple times per year as new apprentices enroll?

No, organizations are eligible for a one-time incentive payment for the entire cohort of apprentices who begin their training in the same calendar year.

Can an organization receive incentive funds again if it has previously received them?

- ▶ Yes, organizations may reapply for incentive funding, but only if the funds will support a different occupation or new activities (reviewed on a case-by-case basis).
- ▶ Applicants must clearly outline plans to expand an existing program or launch a new one.
- ▶ Incentive funds cannot be used to support a new cohort of apprentices within an existing program or occupation.
- ▶ A new Letter of Commitment (LOC) should clearly outline how the funding for a new occupation or program will be utilized differently from the funding allocated to the previous program.

If one or more apprentices drop out after my organization receives incentive funds, do those funds need to be returned to the Hub?

- ▶ No, if an apprentice drops out of the program but was registered in RAPIDS and has a RAPIDS ID number, the organization does not have to return the funds.
- ▶ The incentive funds are predicated on apprentice enrollment only.

What can the incentive funds be used for?

- ▶ Classroom education or online training for apprentices (related training instruction)
- ▶ Outstanding costs related to on-the-job training
- ▶ Train-the-trainer costs or activities
- ▶ Training equipment for apprentices
- ▶ Curricula development
- ▶ Services (e.g., transportation, childcare, tools, supplies, etc.)

Are incentive funds paid directly to the sponsor of the RAP?

- ▶ Incentive funds are paid directly to the applicant, in a one-time payment.
- ▶ If the RAP sponsor applies for the incentive funds, the sponsor receives the funds.
- ▶ If an employer that is not also a sponsor applies for the incentive funds (and has formal approval from the sponsor), the employer receives the funds.
- ▶ If a sponsor has multiple employers, each employer can apply for the maximum amount of funding. However, a sponsor and its affiliated employer cannot both receive the funds for the same apprentice; incentive funds may only be distributed to one entity per enrolled apprentice.

What is the process for receiving incentive funds after my organization's application is approved?

There are five important steps:

- 1. Application Package Approval:** Once the full application package (online application and apprentice upload sheet) is approved, the Hub generates a draft LOC based on application responses and requests relevant financial information.
- 2. Tentative Approval & LOC Issuance:** The Hub team notifies the applicant of tentative approval, drafts the LOC, and sends it to the applicant for review and signature.
- 3. Finalizing the LOC:** Both the applicant and the Hub team sign the LOC.

- 4. Submission to DOL for Final Approval:** The Hub team submits the completed application package, including the signed LOC, to DOL for final approval.
- 5. Approval, Payment Processing, & Documentation Responsibility:** After final approval, the applicant is notified, and financial documents are requested. Incentive funds are processed and disbursed (this can take up to 90 days). The sponsor or employer must maintain all documentation related to fund use (e.g., receipts, invoices) and provide verification upon request.

What strategies ensure the long-term sustainability of the RAPs supported with incentive funds?

- ▶ Sponsors/employers must provide details about the ways in which the incentive fund is not the sole source of funding for resources or activities in their application.
- ▶ In addition to regular communication with sponsors/employers, the Hub technical assistance team helps develop sustainability plans and connect them to organizations in their communities that can provide the resources necessary to sustain their programs.

If my organization is currently receiving a grant or other funding from the DOL or another federal/state agency, am I also able to receive Hub incentive funds?

- ▶ Yes, incentive funds can be used along with other grants and funding resources as long as incentive funds are used for different needs than those covered by the other funding sources. For instance, if a grant covers apprentice tuition costs, then the incentive fund needs to offset other training costs, such as equipment, curriculum development, etc., for the same apprentice.
- ▶ Co-enrollment in multiple DOL training grants and programs is allowed. For detailed guidance on co-enrollment policies, you can refer to the [DOL's Policy Guidance on Co-enrollment](#).

What assistance/support does the Hub provide to incentive fund recipients?

- ▶ Technical assistance includes monthly check-ins with Hub staff, peer learning opportunities for fund recipients to connect with other recipients to learn from each other and share experiences, and various materials and curricula that have been demonstrated to be successful in other programs.
- ▶ Please review the Hub's [menu of technical assistance](#).

CONTACT INFORMATION

To learn how the Hub can help, please visit SCWorkforcehub.com or email us at SCAWorkforceHub@manhattanstrategy.com.

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