



Pennsylvania
CareerLinkSM

Business Services Guide

A guide for Pennsylvania employers

A proud partner of the **AmericanJobCenter**[®] network

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program.

No-cost services for your business!

No matter the size and the industry, anywhere in Pennsylvania, our knowledgeable team has the support you need when you need it.

STAFF RETENTION

- Rapid Response
- Strategic Early Warning Network
- Shared Work program
- Supporting employees with substance use disorder



RECRUIT AND HIRE

- Job referrals and job matching
- Recruitment events
- Open interview events at PA CareerLink®



COMPLIANCE

- Reporting new hires
- Unemployment Compensation Tax
- Labor law Compliance



TRAIN AND UPSKILL

- Registered Apprenticeships
- On-the-Job Training
- SkillUp™ PA



EMPLOYER-FOCUSED DISABILITY SERVICES

- Disability services



FINANCIAL INCENTIVES

- Work Opportunity Tax Credit
- Disabled Tax Credit
- Federal bonding
- Business Education Partnerships
- Funding and supportive services



BUILDING YOUR NETWORK

- Industry Partnerships
- Labor market information



ABOUT THIS HANDBOOK PAGE 4

The Pennsylvania Department of Labor and Industry (L&I) and PA CareerLink® offer a variety of services for your business.



BUSINESS SERVICES PAGE 5

All businesses in Pennsylvania can take advantage of the many no-cost services offered through L&I and PA CareerLink®.



RECRUIT AND HIRE PAGE 6

PA CareerLink® can assist with your recruiting and hiring needs including, but not limited to, job postings, candidate referrals, job fairs, and hiring events.



TRAIN AND UPSKILL PAGE 8

Registered apprenticeships, On-the-Job training, and Incumbent Worker training opportunities provide innovative ways for you to add skilled workers to your business and increase skills of workers.



BUILDING YOUR NETWORK PAGE 10

Connect with business leaders and access up-to-date labor market data to help your business achieve success.



FINANCIAL INCENTIVES PAGE 12

You can meet hiring needs, strengthen your communities, and benefit from financial incentives, while accessing a network of support through PA CareerLink®.



STAFF RETENTION PAGE 14

Whether it is strategic planning, preparing for or minimizing a layoff, restructuring or anticipating a seasonal slowdown, L&I has services that can assist and remediate long-term impacts.



COMPLIANCE PAGE 16

L&I has resources that can answer your questions regarding current rules and regulations.



EMPLOYER FOCUSED DISABILITY SERVICES PAGE 17

L&I will help you understand the services that are available when you consider hiring an individual with disabilities. Disability awareness training is available to you and your employees after hire.



ABOUT THIS HANDBOOK

PURPOSE OF THE BUSINESS SERVICES GUIDE

The Pennsylvania Department of Labor and Industry (L&I), through PA CareerLink[®], provides a variety of services at no cost for your Pennsylvania businesses. PA CareerLink's[®] mission is two-fold: match businesses with qualified workers in communities across Pennsylvania and help job seekers successfully transition to quality jobs and career pathways. Your local PA CareerLink[®] can also connect you to a wide range of resources and services including Labor Law Compliance forms and guidance, free copies of Commonwealth-mandated postings, tax credit information, and helpful labor force data.

CONTACT INFORMATION

There are many ways to contact us:



Visit in Person

Visit us in person at your local PA CareerLink[®]. You can find a list of PA CareerLink[®] locations on our website at <https://www.pacareerlink.pa.gov>.



Go to our Website

Visit: <https://www.pacareerlink.pa.gov> for more information or ask for help using the [online form](#). The [L&I Business Services webpage](#) contains the most recent version of the Business Services guide along with links to additional web content for all the listed services.



Call Us

Call your local PA CareerLink[®] to connect with an employer representative. Contact information for every PA CareerLink[®] is on our website at <https://www.pacareerlink.pa.gov>.



Text Telephone Service (TTY)

A TTY line is available to individuals with hearing or speech difficulties calling from a TTY device. Videophone services may also be available for American Sign Language (ASL) users. Please contact your local PA CareerLink[®] for support.



Email Us

Email us at RA-LI-BWPO-ESVCS@pa.gov to connect with your local PA CareerLink[®].

LANGUAGE ASSISTANCE

Free services are available to assist you if you do not speak English. For assistance in a language other than English, please call or visit your local PA CareerLink[®].

Hay servicios gratuitos disponibles para ayudarlo si no habla inglés. Para obtener asistencia en un idioma que no sea inglés, llame o visite su oficina local de PA CareerLink[®].

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

We will ensure complete access to all L&I programs, activities, and services.

To request an accommodation for a disability, please contact your local PA CareerLink[®].



BUSINESS SERVICES

WHO CAN USE L&I'S BUSINESS SERVICES?

All Pennsylvania businesses can take advantage of the many services L&I, PA CareerLink®, and local workforce development boards offer. The services available are at no cost and give businesses support by helping you with job postings, holding job fairs, making talent referrals, connecting employees to training, answering questions about labor law compliance, and providing required posters to hang in your business.

Build your network by meeting with other businesses in your industry and take advantage of the labor market information that will help you make data-driven business decisions. Whatever your needs, the PA CareerLink® workforce ecosystem has something for you. L&I, PA CareerLink®, and local workforce development boards have programs and services that are valuable to your business:



HOW DO I ACCESS L&I'S BUSINESS SERVICES?

You can access in-person services at PA CareerLink® or virtually, by using the PA CareerLink® online system. At PA CareerLink®, our Business Services Teams (BST) are on hand to help you. They provide you with a knowledgeable representative who serves as your single point-of-contact for all L&I and PA CareerLink® services. Your representative can provide customized recommendations for services and programs to best meet your business' needs.

Benefits to Employers for using your local PA CareerLink®

- No cost to you
- Delivery system for employment, training, and education services
- Education on state/federal work programs
- Access to local candidates who are ready to work now
- Free consulting on recruiting strategies and options
- Access to many PA CareerLink® facilities for open interview events
- Labor law education resources
- Unemployment compensation tax education resources
- Layoff aversion and strategic early intervention services



RECRUIT AND HIRE

PA CareerLink® can help connect you to qualified candidates in your community. PA CareerLink® will post jobs, find candidates, refer candidates to you, and provide resources for interview events. Your BST representative can deliver services that fit your business' needs.

Job Postings

Job Referrals &
Job Matching

Recruitment
Events

Veteran
Recruitment

Open Interview
Events at PA
CareerLink®

JOB POSTINGS

PA CareerLink® staff can help you post jobs, answer your questions, and provide technical support if you choose to navigate the PA CareerLink® system on your own. They make speedy connections between your business and job seekers by reviewing and publishing job postings. Our online tools make it easy to search the talent pool. Simply create a [job posting and connect with candidates](#) at no cost. Receive detailed information about job seekers when you perform a search. You will also enjoy the sort and filtering capabilities to help manage your referral lists. Candidate search activities are managed from one location – Your Dashboard.

JOB REFERRALS AND JOB MATCHING

PA CareerLink® provides talented applicants who are job-ready and meet your business' hiring needs. Your local PA CareerLink® BST representative helps you identify talent needs and refers qualified candidates to fill positions. Our services are strategically designed to ensure job seekers can build on strengths, overcome barriers, increase in-demand skills, and thrive.



RECRUITMENT EVENTS

Consider your local PA CareerLink® representative as a partner for recruiting efforts by providing on-site and virtual opportunities for employer recruitment events and job fairs. Job seekers can register for many employer events using PA CareerLink® online. Events can be industry-specific so job seekers in attendance possess the skills and abilities necessary to meet your needs. There may be a nominal fee to participate in job fairs and recruitment events depending on the venue.

“PA CareerLink® is a great resource, especially in this recruiting environment. Finding good candidates can be challenging and expensive, so this has been a win-win solution. The ease of use and our success rate to identify and keep quality talent makes this one of our favorite resources.”

- Bonnie Steinert, HR Manager; Lampire Biological Labs

VETERAN RECRUITMENT

PA CareerLink® has teams of specially trained staff who can help you recruit and hire local veterans. The Local Veterans' Employment Representatives (LVER) contact area employers, hold seminars for employers, and help veterans gain employment. You can find help recruiting and hiring veterans. PA CareerLink® BST's can introduce you to the employment professionals you need to connect with local veterans.

OPEN INTERVIEW EVENTS AT PA CAREERLINK®

PA CareerLink® sites across the Commonwealth have the space and expertise to host open interview events for your business. Your BST representative can help set-up and manage events so you can focus on interviewing prospective candidates. If you are interested in holding an interview event at PA CareerLink® to find qualified candidates for job openings, contact your local PA CareerLink®.





TRAIN AND UPSKILL

Your business, employees, and prospective employees can benefit from a comprehensive training plan and your local PA CareerLink® BST is here to help. Registered apprenticeships, On-the-Job and Incumbent Worker training, and SkillUp™ PA provide innovative ways to add workers to your business, increase productivity, retain company expertise, and increase workers' skills. Funding support may be available for training and credential attainment. Contact your local PA CareerLink® BST to learn more and connect with opportunities for your workforce.

Registered Apprenticeship

On-the-job & Incumbent Worker Training

SkillUp™ PA

REGISTERED APPRENTICESHIP

Establishing [registered apprenticeships](#) is a way to invest in your workforce and close skills gaps. Registered apprenticeships are a custom, structured training model specific to an occupation, allowing apprentices to earn income while gaining experience. Programs can take one to six years to complete and combine on-the-job training with classroom learning and job-related technical instruction. Apprenticeships are customized to your business, industry, and occupational needs.

Apprenticeship programs play a key role in preparing the next generation of workers, addressing labor shortages and strengthening Pennsylvania's economy. The combination of related technical instruction and on-the-job training is essential to the apprenticeship structure's success.



 **Paid Job:**
Apprentices are paid employees who produce high-quality work while they learn skills that support business needs.



 **On-the-Job Learning:**
Apprentices get hands-on, structured training from a mentor at the job site.



 **Related Technical Instruction (RTI):**
Apprentices learn in a classroom setting (virtual or in-person), gaining insight into job-related skills.



 **Mentorship:**
Apprentices receive mentorship from skilled journey workers who help and enhance critical hands-on learning.



 **Credentials:**
Apprentices earn portable, nationally recognized credentials issued at the completion of their programs.

ON-THE-JOB AND INCUMBENT WORKER TRAINING

Training your new employees can be costly. [On-the-Job Training \(OJT\)](#) is a free program that can reduce your onboarding costs. If your business qualifies, you could get partial wage reimbursement on eligible new hires for a limited time. Local PA CareerLink® staff administer the program, screen new hires for eligibility, work with you to draft a mutually agreed-upon training contract, handle most of the paperwork, and initiate a reimbursement schedule for monthly payments made to you.

Incumbent Worker Training (IWT) is a subsidy that offsets training costs for your current employees. IWT helps meet your business' needs by upskilling or reskilling your employees, so they are qualified and capable of doing the job you need done. These types of trainings can lead to promotions or lateral moves for employees, which can create openings for job seekers to backfill positions. Incumbent Worker Training can also help retain your skilled workforce and, in some cases, avoid staff lay-offs. Local PA CareerLink® staff can tell you if IWT is available in your area, help determine whether it is a good fit for your business, and walk you through the application and funding process.



Free online learning - no additional cost to your business.

Flexible training that matches your employee's skill level and learning pace.

SkillUp™ PA

Strengthen the skills of your workforce.

More than 6,000 job training modules available.

SkillUp™ PA

L&I launched [SkillUp™ PA](#) to give Pennsylvania employers and workers access to a diverse menu of online courses. It offers a flexible, self-directed e-learning service to help you build and enhance employee skills and create opportunities for professional growth and development.

SkillUp™ PA includes access to free curriculum to obtain industry-recognized credentials, including Computing Technology Industry Association (CompTIA), cybersecurity, project management, human resources, Microsoft Office Specialist, and much more. Upskill your workforce by taking advantage of this **free resource**. Your local PA CareerLink® representative can connect you.



BUILDING YOUR NETWORK

Have you ever wondered how other businesses in your industry overcome obstacles, get the word out about products and services, take advantage of new technologies, or find resources to support growth? Let your local PA CareerLink® help build your network.

Industry Partnerships

Labor Market Information

INDUSTRY PARTNERSHIPS

[Industry partnerships \(IP\)](#) are an action-oriented forum to collaborate with other businesses and tackle issues that affect your industry and bottom line. A business-driven agenda means that business leaders determine an IP's direction and priorities, collaborating to address workforce outreach and recruitment strategies, career-awareness initiatives, training for new hires and existing employees, retention needs, infrastructure, supply coordination, and more.

What purpose do the partnerships serve?	IPs are a cooperative alliance for businesses within an industry sector to tackle shared challenges such as workforce issues, economic development, and education.
How are partnership priorities developed?	Business leaders define an agenda for strengthening the industry by forming action teams to explore and remove obstacles that affect the sector's competitiveness.
Who is at the table from the private sector?	Corporate level decision-makers are at the table with their fingers on the industry's pulse as a whole and a clear sense of their business' vision for the future.
Who is at the table from the public partners?	A robust and aligned partner team including workforce development, economic development, and education professionals.

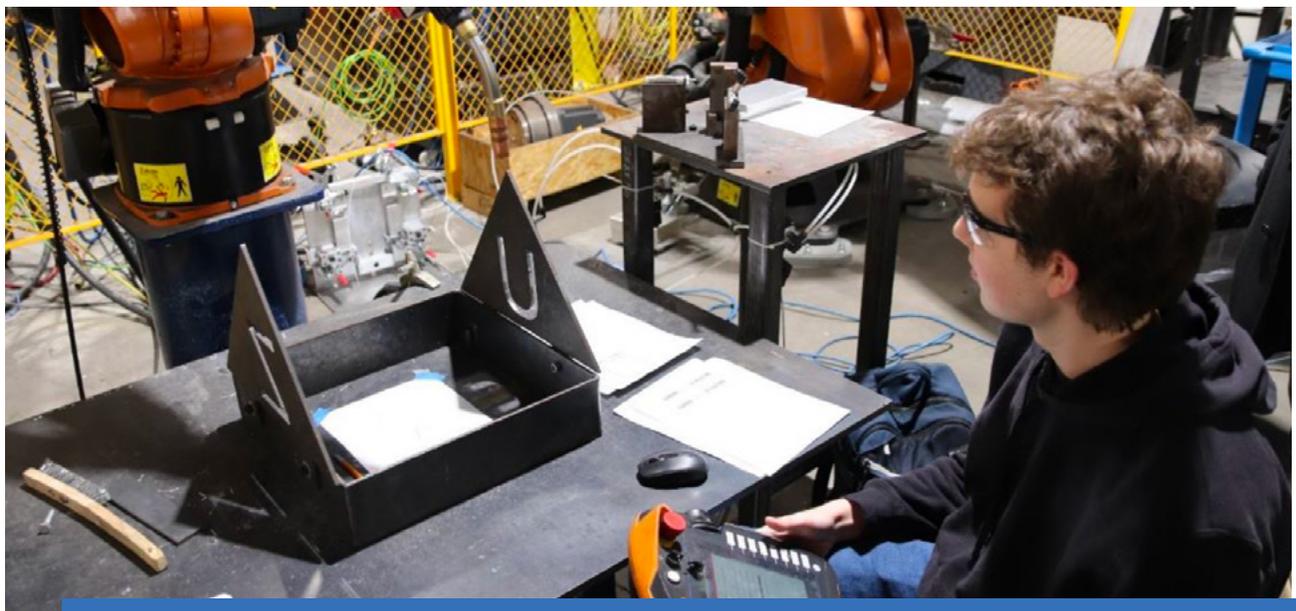


LABOR MARKET INFORMATION

PA CareerLink® business services staff use labor market information to help you plan for current and future needs. L&I's Center for Workforce Information & Analysis (CWIA) provides up-to-date labor market data for Pennsylvania businesses via its [labor statistics website](#).

CWIA is staffed by L&I statisticians, analysts, and economists and is designated by the Governor's Office as the primary source of labor market information for the Commonwealth. Its mission is to produce and provide timely, objective, and credible workforce/economic statistics and analysis to help you and other customers make informed policy, business, and career decisions that strengthen Pennsylvania's economic security. Your PA CareerLink® business service team representative can connect you to [CWIA employer resources](#) that will help you make data-informed business decisions.

Areas of Interest (AOI)	County Profiles	Economic Review of PA	Employment by Size Code (Industry)	Equal Employment Opportunity (EEO) Data
Labor Surplus Areas	Minimum Wage Reports	Monthly News Releases	Occupational Wages	PA Monthly WorkStats
Projections, Occupational/ Industries	Top 50 New Hires	Unemployment Compensation Program Data	Veterans in PA Report	Workforce Development Area (WDA) Profile





FINANCIAL INCENTIVES

PA CareerLink® offers a range of services to help your business build a strong and reliable workforce. By leveraging these programs, you can meet hiring needs, strengthen your communities, and benefit from financial incentives – all while accessing a network of support through your local PA CareerLink®.

Work Opportunity
Tax Credit

Disabled Tax
Credit

Federal
Bonding

Business
Education
Partnerships

Funding and
Supportive
Services

WORK OPPORTUNITY TAX CREDIT

The [Work Opportunity Tax Credit \(WOTC\)](#) is a federal tax credit available to employers who invest in American job seekers facing barriers to employment. Employers can claim a tax credit if you hire somebody from a WOTC targeted group.

You must apply for and receive a certification verifying the new hire is from a targeted group before you can claim the tax credit. With certification secured, taxable employers can claim the WOTC as a general business credit against income taxes, and tax-exempt employers can claim the WOTC against payroll taxes.



Employees eligible under the Federal Work Opportunity Tax Program

- Qualified short-term and long-term IV-A recipients (Temporary Assistance for Needy Families (TANF))
- Qualified veterans
- Ex-felons (within one year of release)
- Designated Community Residents (DCR)
- Vocational rehabilitation referrals
- Summer youth employees
- Supplemental Nutrition Assistance Program (SNAP) recipients
- Supplemental Security Income (SSI) recipients
- Qualified long-term unemployment recipients



Businesses eligible for the Federal Work Opportunity Tax Credit

Any business, regardless of size or industry, may be eligible to claim tax credits under the WOTC program. Because there is no limit to the number of individuals employers can hire as part of the program, there is no cap on the amount of credits you can claim.



How do employers claim the Federal Work Opportunity Tax Credit?

1. Find eligible applicants through your local PA CareerLink®.
2. Screen applicants to confirm if they qualify for one of the target groups.
3. File required documents with your local PA CareerLink®.
4. Monitor hours worked and qualified wages paid to ensure requirements are met.
5. Claim the tax credit when filing your annual tax return.
6. Keep accurate records of all forms and supporting documents.

DISABLED TAX CREDIT

The [Disabled Tax Credit](#) (26 U.S. Code § 44) is for eligible small businesses that incur expenses complying with the Americans with Disabilities Act (ADA). To qualify, your business must have fewer than 30 employees or a gross yearly income of less than \$1 million. The maximum allowable tax credit is \$5,125 annually.

Eligible expenditures may include: removing architectural, communication, or transportation barriers; providing qualified readers, taped texts, interpreters, assistive devices; and offsetting the purchase or modification of equipment and devices for individuals with disabilities.

FEDERAL BONDING

The [Federal Bonding Program](#) incentivizes you to hire “at-risk,” hard-to-place job seekers for your business. This program provides a no-cost insurance bond when you employ at-risk job seekers. When program requirements are met, anyone considered to be an “at-risk” job seeker (e.g., re-entrants, bankruptcy debtors, recovering substance users, dishonorably discharged from the military) is considered eligible. Your local PA CareerLink® BST representative can provide more information.

Program Highlights: <ul style="list-style-type: none">• No cost to the job seeker or employer• No paperwork to complete• No waiting – bond is issued immediately• Bond is good for six months at \$5,000 of coverage• No deductible	Program Requirements: <ul style="list-style-type: none">• Must be of legal working age in Pennsylvania• Must be at a job that lasts more than six months• Self-employed individuals are ineligible• Must pay federal taxes through payroll deduction
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BUSINESS EDUCATION PARTNERSHIPS

Through Business Education Partnerships, your business can connect with young talent through career exploration events and summer work experiences that help shape the future workforce. Participation in L&I’s Business Education Partnership grant activities, administered by local workforce development boards statewide, is an investment in your future workforce. Special projects such as career fairs, job shadowing, internships, and tours are vital to fostering a robust and skilled workforce. These initiatives provide invaluable opportunities for students to gain real-world experience, understand industry demands, and develop essential skills.

By participating, businesses not only contribute to developing talent’s professional growth, but you also benefit from fresh perspectives and innovative ideas. Additionally, these partnerships bridge the gap between education and employment, ensuring that students are well-prepared to meet the job market’s evolving needs. Your involvement is key to building a dynamic and competitive workforce that drives economic growth and success.

FUNDING AND SUPPORTIVE SERVICES

You may encounter qualified candidates who would be great hires but have barriers, making them unable to accept the position. If eligible, there may be supportive services that would benefit them. Supports may include bus passes or transportation assistance, uniforms or other items necessary for the position, childcare financial assistance, and much more. Your local PA CareerLink® BST representative can provide more information.



STAFF RETENTION

Running a business can have its challenges, and when you need support your local PA CareerLink® BST representative is there to help. Whether it is strategic planning, planning for or minimizing a layoff, restructuring, or preparing for a seasonal slowdown, we have services that can help minimize long-term effects on your business and workforce. Reach out to your local PA CareerLink® to connect with the L&I services that fit your needs.

Rapid Response

Strategic Early Warning Network

Shared Work Program

Supporting Employees with Substance Abuse

RAPID RESPONSE

Facing an economic transition or hardship? [Rapid Response](#) teams provide strategic planning services to support your business and help your workers find reemployment as soon as possible **at no cost**. The teams provide a customizable approach as business challenges occur. You can expect confidential support and timely action for your transition planning needs. Rapid Response services may also help to prevent closure or reduce the size or duration of a layoff.

Services include:

- Help with conducting an orderly shutdown
- Information about government regulations and services
- Pre-layoff outplacement services that help workers shorten transition time
- Collaboration with local economic development organizations
- Help with the re-employment of dislocated workers

Rapid Response services are state and federally funded benefits provided at no cost to you and your workers.

Services are free and available by request.

STRATEGIC EARLY WARNING NETWORK (SEWN)

For more than 40 years, the [Strategic Early Warning Network \(SEWN\)](#) has helped Pennsylvania businesses assess financial standing, operations, market opportunities, and plans for future growth. These services are provided to you **at no cost** with the support of L&I. SEWN offers a confidential and personalized analysis tailored to your company’s unique situation. Recognizing that no two companies are alike, SEWN adopts a comprehensive approach to identify the most effective solutions. Your local PA CareerLink® BST representative can connect you with SEWN services.



SHARED WORK PROGRAM



[Pennsylvania's Shared-Work Program](#) allows you to retain your workforce during a slowdown by temporarily reducing the work hours of a group of employees. The available hours are then shared equally among employees rather than initiating layoffs. Employees covered by a shared-work plan receive a percentage of their Unemployment Compensation (UC) Weekly Benefit Rate while working a reduced schedule, if eligibility requirements are met per UC Law.

When your workload increases again, you can quickly ramp up operations without the expense of recruiting, hiring, onboarding and training employees. Shared-Work helps you retain the expertise of your workforce while protecting your employees from the financial hardship of a layoff. If you experience seasonal or unexpected slowdowns, contact your local PA CareerLink® to learn more about the Shared-Work Program and connect to its services.

"As a small company that sells winter heating oil, the Shared-Work program allows us to share the work between employees during the slower, warmer months. The company benefits because it is simple to sign up for, we save on wages and training costs, and it helps us keep our well-trained employees year after year."

-Amy Purcell, President | Robert E Reedy & Sons Inc.

SUPPORTING EMPLOYEES WITH SUBSTANCE USE DISORDER

Your local PA CareerLink® BST representative can help you connect to resources to help you support your workforce. L&I has created a resource for you if you are [supporting employees with substance use disorder](#). It contains a list of commonly used resources to treat drug and alcohol addictions. Education and training empower employers to normalize recovery, break stigma, and cultivate a healthier workplace. Discover how supporting employees in recovery strengthens both the workplace and their path to success.

Becoming a more recovery friendly workplace may:

- Improve employee well-being
- Decrease employee turnover
- Increase workplace productivity
- Reduce your healthcare costs
- Expand your labor force



COMPLIANCE

Is your business in compliance with the latest rules and regulations? L&I administers and monitors regulations that touch the daily lives of Pennsylvanians in a variety of ways. Contact your local PA CareerLink® to ask questions or connect with resources.

Reporting New
Hires

Unemployment
Compensation Tax

Labor Law
Compliance

REPORTING NEW HIRES

You must report information about newly hired, re-hired, and temporary employees to Pennsylvania's new hire directory. Information is submitted to a state directory to crossmatch open child support cases, locate non-custodial parents who change jobs frequently, and reduce fraudulent overpayments in state benefit programs, such as unemployment and workers' compensation programs. Your local PA CareerLink® BST representative can help you [report new hires](#).

UNEMPLOYMENT COMPENSATION TAX SERVICES

Your PA CareerLink® BST representative can connect you with the Office of Unemployment Compensation Tax Services (OUCTS). Unemployment compensation provides temporary income to workers who lose employment through no fault of their own. To qualify for UC benefits, workers must have performed services covered by Pennsylvania's Unemployment Compensation Law. Additionally, individuals must have worked for an employer who pays into the UC Trust Fund.

Employers make contributions in the form of quarterly tax payments. The payments are the main source of funding for UC benefit payments. An employee withholding tax is a secondary funding source. Your local PA CareerLink® BST representative can connect you with [OUCTS resources](#) and you can view the [PA Unemployment Compensation Employer's Handbook](#).

LABOR LAW COMPLIANCE

Do you need posters or have labor law compliance questions? Your local PA CareerLink® can help. The [Bureau of Labor Law Compliance \(BLLC\)](#) is responsible for administering Pennsylvania labor and employment laws. BLLC enforces laws ensuring workers receive compensation owed, including minimum wage and overtime, wage payment and collection, and prevailing wage. BLLC also enforces laws regulating child labor, seasonal farm labor, industrial homework, equal pay, medical fees required for employment, apprenticeship and training, misclassification of workers as independent contractors, mandatory overtime in health care, employee personnel files, and requirements of electronic verification in the construction industry. Additionally, BLLC helps companies comply with legal obligations, preventing violations from occurring in the first place.

"With unemployment rates low, we were struggling to find qualified candidates. The OJT funding provided us the opportunity to hire and train less qualified individuals we would not have hired in the past. It's a terrific program for employers who are having the same difficulties in hiring!"
-Randy Pfirman, Owner of Under Pressure Connections



EMPLOYER-FOCUSED DISABILITY SERVICES

Your PA CareerLink® BST representative can connect you to disability services provided through L&I's [Office of Vocational Rehabilitation \(OVR\)](#). Services help individuals with disabilities prepare for, obtain, or maintain employment. They help your business recruit, make referrals, provide follow-up support, and connect to business incentives.

Disability Services

DISABILITY SERVICES

Your PA CareerLink® BST representative can connect you to a wide range of services that OVR provides to businesses. They can help you understand the services that are available when considering hiring an individual with disabilities, as well disability awareness training options for you and your employees after hire. Technical assistance analyzing your job openings to consider any necessary accommodations is also available.

Support for your recruitment and hiring needs is available. This includes matching pre-screened, qualified candidates to your business needs and providing follow-up to ensure you and the employee are satisfied. **No-cost services** for business may include:

- Direct referrals of pre-screened, qualified talent
- Disability awareness and etiquette training
- Americans with Disabilities Act (ADA) consultations and training
- On-the-Job Training wage reimbursement for new hires, job retention, internships, apprenticeships, permanent and non-permanent jobs
- Technical support and tax credits
- Job analysis by OVR staff and/or rehabilitation engineers to determine suitable accommodations in the workplace



APPENDICES

APPENDIX A – LEGAL DISCLOSURES

Public Communication Disclosure

Many of the programs in this guide are 100% federally funded with State Expansion Apprenticeship Formula, Workforce Information Grant, Workforce Innovation and Opportunity Act, Wagner-Peyser Act, Work Opportunity Tax Credit, Unemployment Insurance, and Jobs for Veteran State Grant funding. Other programs are paid for with Pennsylvania tax payer dollars.

Equal Opportunity Information

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.