

THE IRON RANGE RESOURCES WAGE SUBSIDY PROGRAM HAS BEEN EXTENDED THROUGH JUNE 2011

Employers who have participated in the program in the past or who are currently participating are eligible for an extended wage reimbursement for an additional 26 weeks or a total of \$10,000 per employee. In other words, if you have wage subsidy participant employees who have been consistently employed full-time, you can submit payroll documentation for half the hourly wage up to \$5 per hour for an additional \$5,000 or for an additional 26 weeks after approval of an extension modification request form.

Total wage subsidy benefits are now available for up to \$10,000 per employee or 52 weeks for up to 5 employees, whichever occurs first.

PLEASE READ THE FOLLOWING CAREFULLY. SOME CONDITIONS HAVE CHANGED AND MOST QUESTIONS WILL BE ANSWERED BELOW.

➔ IF YOUR BUSINESS...

Has EXHAUSTED your original \$5,000 or 6 month benefit for any employee:

- Only employees retained on a full time basis throughout the duration of their entire employment and are still employed with your business are eligible for the extension.
- You must provide full payroll documentation from immediately after your last invoiced payroll period. For questions on the end date of the original 6 months or \$5,000, contact Randy Lampton at randy.lampton@state.mn.us or (218) 748-2231. Please include the name(s) of the individuals you are inquiring about.
- You will be paid in a lump sum from the end of your original agreement up to a total of \$10,000 or an additional 26 weeks, whichever occurs first. If less time or wages has transpired between the original end date and now, you will be paid in lump sum up until the current date, after which you will submit regular invoices AT LEAST monthly.
- You may NOT backfill positions from which wage subsidy participant employees were laid off.
- Please contact Renee' Marconett at renee.marconett@state.mn.us to notify us of your intent to collect this extension; please include the business name and the names of employee(s) to be extended.
- You must fax or mail the attached signed modification form to apply for the extension. Fax to Renee' Marconett at (218) 748-2240 or send via mail to P.O. Box 1028, Virginia, MN, 55792. **You must respond with your intent to apply for the extension by July 30 as funds are only available on a first-come, first-served basis.**

Is CURRENTLY collecting a wage reimbursement for any employee:

- You may simply keep submitting payroll documentation until you reach \$10,000 per employee or a total of 52 weeks of reimbursement. There is no need to contact us unless a participant leaves your employ.
- You must submit an invoice along with payroll documentation AT LEAST monthly.
- Please contact Renee' Marconett at renee.marconett@state.mn.us to notify us of your intent to collect this extension; please include the business name and the names of employee(s) to be extended.
- You must fax or mail the attached signed modification form in order to apply for the extension. Fax to Renee' Marconett at (218) 748-2240 or send via mail to P.O. Box 1028, Virginia, MN 55792. **You must respond with your intent to apply for the extension by July 30 as funds are only available on a first-come, first-served basis.**

Is HIRING NEW employees:

- You still may only hire up to 5 employees TOTAL under the program; if you have already had 5 people on the program, you are ineligible for further benefits aside from the extension for those 5.
- If your business has already participated in the program and wants to hire additional people up to the total of 5, simply email Renee' Marconett with the name(s), start date(s), wage(s), and title(s) at renee.marconett@state.mn.us.
- If you haven't hired anyone under the program yet but had completed and submitted an application prior to June 1, you must submit a new application (attached) and include employee information as requested.
- ***The new application can only be submitted once you have actual hires. We can no longer reserve funding for companies that have not yet hired or haven't yet submitted the names of eligible hires, as funds are only available on a first-come, first-served basis.*** Fax the application to Renee' Marconett at (218) 748-2240 or send via mail to P.O. Box 1028, Virginia, MN 55792.

➔ FREQUENTLY ASKED QUESTIONS

Has the eligibility criteria changed with the new extension?

- **No.** Eligible businesses must still be headquartered in the Taconite Assistance Area, have no employee on layoff status, and be requesting reimbursement for permanent, full-time positions only.

Can I hire an additional 5 people under the program?

- **No.** Any one eligible business may still only hire up to 5 people total under the program.

What if an employee hired under the program is now part time? Can we use the extension to get them back to full time?

- **No.** Only employees who have been retained on a full time basis the entire time they've been employed are eligible for the extension. All payroll documentation submitted for the extension must reflect this full time status.

What if we've had to lay off individuals that were not hired under the program but still have wage subsidy employees working full time?

- You are not eligible for the extension or to hire additional individuals under the program. A business with ANY individuals on lay-off status is not eligible for the program.

➔ PLEASE NOTE!!

You MUST invoice on at least a MONTHLY BASIS from now on. Failure to do so may result in forfeiture of funds.

Funding is available on a first-come, first-serve basis. Only when a new application (for employers who have not yet hired under the program) or the extension modification is approved AND THE INDIVIDUAL(S) IS IDENTIFIED, will funding will be secured.

All employees hired under the program must be FULL TIME. If they take leave time during any given pay period, please include a note with your invoice explaining why payroll documentation doesn't reflect full time hours. Consistent patterns of less than full time hours will be considered ineligible for reimbursement.