

Region VI Workforce Development Area

Helping businesses grow and thrive in North Central West Virginia.



Resource Guide for Businesses

Proudly Serving Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties.

Region VI Workforce
Development Board
regionviwv.org
(304) 368-9530

A proud partner of the **AmericanJobCenter** network

10/2023

Region VI Workforce Development Area

Helping businesses grow and thrive in North Central West Virginia.

The Region VI Workforce Development Area is composed of a thirteen (13) county area in North Central West Virginia serving the counties of Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur.

The Region VI Business Services Team is committed to connecting employers to support services in North Central West Virginia with the aim of developing and maintaining a skilled workforce and healthy economy in our area.

The Region VI Business Services Team will provide resources and support for our local businesses by:

- ✓ Assessing the needs of employers;
- ✓ Referring employers to appropriate agencies to meet the needs as outlined in the assessment;
- ✓ Providing employers with the information on training opportunities they can utilize in order to fill the need for a qualified workforce;
- ✓ Providing no-cost support services to ensure the long-term success of both employees and employers;
- ✓ Providing services designed to foster current economic growth and encourage new business; and
- ✓ Continuing to stay abreast of innovations and ideas which will benefit the employers in the region.

Aligning with these goals, this guide serves as an overview of resources for employers in Region VI Workforce Development Area.



WorkForce West Virginia

WorkForce West Virginia is a state agency funded through the U.S. Department of Labor that oversees the state unemployment insurance program as well as a network of workforce development services designed to provide West Virginia's citizens and employers the opportunity to compete in today's global economy. WorkForce West Virginia is a one-stop center for workforce resources, including the following employer services:

- **Find Qualified Workers** - WorkForce West Virginia provides employers with 24/7 access to the state's largest online database of potential job candidates, the Mid-Atlantic Career Consortium (MACC). Through this portal, employers can post active job listings and receive and review applications. To submit a Job Order, email: workforcejobs@wv.gov
- **Training for Employers**- Depending upon your specific workforce needs, we can help you determine the best education or training program, locate viable candidates to participate in training and even arrange on-the-job training for employees.
- **Business Services Team**- WorkForce West Virginia can help connect you with business services in your local community to meet and address a variety of immediate and long-term company needs, including access to available workforce training programs in your local community.
- **Unemployment Process**- WorkForce West Virginia provides companies with unemployment processing assistance. Employers can register businesses, file quarterly wage reports, make contributions and delinquent payments, and register for electronic submission of separation information.
- **Labor Market Information**- Find information relating to the Labor Force, Occupational Information, Industry Data, and Top Employers.
- **Layoff Aversion Resources**- Layoff aversion is currently conducted by the West Virginia Development Office (WVDO). Layoff Aversion is conducted by the State Rapid Response team and provides employer outreach and strategies prior to a layoff, or when a Worker Adjustment and Retraining Notification (WARN) is received.

FEDERAL BONDING PROGRAM

The Federal Bonding Program (FBP) provides Fidelity Bonds to the employer that guarantee honesty for at-risk hard-to-place, and criminal justice involved job seekers. The bonds cover the first six months of employment. There is no cost to the job applicant or the employer. This unique hiring incentive tool targets individuals whose backgrounds can pose significant barriers to securing or retaining employment including:

- Justice-involved men, women, and youth
- Individuals in recovery from substance abuse
- Temporary Assistance for Needy Families (TANF) recipients
- Individuals with poor credit records
- Economically disadvantaged youth and adults with little or no work histories
- Individuals dishonorably discharged from the military.

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WorkForce West Virginia Cont.

Employers receive the bonds free-of-charge as an incentive to hire these applicants. The FBP was designed to reimburse the employer for any loss due to employee theft of money or property up to \$10,000 during the first six months of a selected individual's term of employment.

Contact information: workforcewv.org, Employer Resources

If you have any questions about the Federal Bonding program, please email us at wfwvfederalbonding@wv.gov or you may call us at 304-558-7024.

This program is 100% federally funded.

WORK OPPORTUNITY TAX CREDIT (WOTC)

The WOTC is a federal tax credit program that offers significant incentives for employers who hire and retain individuals from specific target groups that have previously experienced difficulty in securing employment.

Program Benefits

Through this program, employers can:

- Receive tax credits for hiring individuals from targeted groups
- Reduce federal tax liability by as much as \$2,400 per new hire during the first year of employment
- Help those most in need to become economically self-sufficient
- Hire as many qualified employees as the payroll will allow
- Reduce recruitment and training costs
- Claim the tax credit with minimal paperwork
- Provide valuable on-the-job experiences to qualified job seekers

Contact information: <https://www.dol.gov/agencies/eta/wotc> or employers may call the WOTC state office to request forms at (304) 558-5050.

MILITARY INCENTIVE PROGRAM

A West Virginia State Tax Credit for Employers Who Hire Qualified Veterans

The Military Incentive Program (MIP) Act of 1991 created an employer tax incentive program designed to promote the employment of West Virginia veterans, reservists and National Guard members. Korean conflict and Vietnam era veterans who are economically disadvantaged, and all other disabled veterans are covered by this program. Also, included in the act are unemployed members of the National Guard and Reserves. Please call 1-800-252-JOBS for additional information about MIP.

WorkForce WV Contact Information for Region VI:

**workforcewv.org
1-800-252-JOBS**

Elkins Office
1023 N. Randolph Ave.
Elkins, WV 26241

Fairmont Office
416 Adams Street
Ste. 220
Fairmont, WV 26554



Clarksburg Office
153 West Main Street
Clarksburg, WV 26301

Morgantown Office
40 Commerce Drive
Suite 200
Westover, WV 26501

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WV One Stop Business Portal

When it comes to economic development, West Virginia means business! The West Virginia One Stop Business Portal is a cooperative multi-agency initiative encouraging business growth in West Virginia by providing a single point of entry for business owners to access state services and complete the requirements for business operations in West Virginia. It combines the resources of the Secretary of State's Office, the State Tax Department, the Division of Labor, and Workforce West Virginia in one convenient online location.

The One Stop framework achieves greater efficiencies for both business clients and state government agencies. The long-term goals focus on streamlining the processes for:

- Business registrations
- Filing business taxes
- Acquiring and maintaining required licenses and permits
- Unemployment Compensation registration
- Multiple state agency communication and data sharing

Plan My Business

This section will guide you through turning your ideas and concepts into a business plan and connect you to resources that will help you know what to expect on the path ahead.

- Research
- Business Plan Resources
- Business Fundamentals Workshop
- Veteran Resources
- Mentoring

Start My Business

This section is to help you prepare for getting your business up and running. These first few steps are critical to the foundation of your business venture, so make sure you take enough time to review all of the information and options available to you.

Step 1 - Business Structure and Name Availability

Step 2 - Federal Tax Registration

Step 3 - Register Your Business

Step 4 - Occupational, Professional, and Special Licenses and Permits

Step 5 - Insurance Requirements

Step 6 - Finding and Training Employees (if applicable)

Step 7 - Employer Responsibilities

Step 8 - Identify Regulations for Your Business

Operate My Business

In this section, you will find information to help you successfully operate your business and to maintain compliance in the Mountain State.

- Annual Reporting
- Making Changes/Filing Amendments
- Taxes
- E-Filing and Payment Options

WV One Stop Business Portal Cont.

- Licenses, Permits, and Renewals
- Managing Employees
- Insurance
- Regulations
- Business Counseling
- Exiting/Changing Over

Expand My Business

This section will help you determine when and how to expand your business in West Virginia.

- Business Counseling
- Customers
- Locations
- Financing
- Finding and Training Employees
- Buying a Business, Merging and Franchises
- Government Procurement
- Exports and Overseas Development

One Stop Business Center

To further enhance the One Stop online portal initiative, West Virginia blazed a trail by opening the nation's first One Stop Business Center to support its online efforts. Business owners can now take care of their business registration, licensing, tax issues, and unemployment compensation all in One Stop -- the "brick and mortar" companion to the One Stop Business Portal. The One Stop Business Center is also home to a customer call center, providing more responsiveness to customer inquiries.

The One Stop Business Center, located at 13 Kanawha Blvd. East, Suite 201, Charleston, West Virginia, includes the following state agencies in one convenient location to help with your business registration and compliance needs:

- Secretary of State (Business and Charities Divisions)
- State Tax Department

Website: www.business4.wv.gov



WV One Stop Business Portal

WV Small Business Development Center (SBDC)

The WV SBDC is a statewide network that provides tools, training, and connections for successfully starting and growing a small business. We play a vital role in West Virginia's economic development initiatives by:

- Assisting entrepreneurs in every stage of the business cycle, from prospective entrepreneurs to mature businesses looking for growth opportunities and more.
- Working with firms in all industry sectors.
- Being a member of a nationwide network of Small Business Development Centers who share resources in our mission to start and grow small businesses.
- Following the Baldrige Principles of performance excellence in achieving accreditation by America's SBDC, as required by Congressional mandate.

Client Services - What to Expect

- Coaching Assistance Provided at No Charge
- Confidentiality of Information Provided
- Unbiased Recommendations
- Non-Disclosure of Trade Secrets
- Assistance, Guidance, Recommendations and Education

Business Coaching Services:

- Marketing
- Funding
- Business Management
- Business Planning
- Technology Commercialization
- Human Resources
- Succession Planning
- Cybersecurity
- Financial Analysis
- International Trade
- Government Contracting
- Disaster Recovery

WV SBDC Locations in Region VI:

Frank Goldsborough
Morgantown Center
(681) 205-4694
Frank.G.Goldsborough@wv.gov

Sharon Stratton
West Virginia University Center
(304) 293-5839
Sharon.J.Stratton@wv.gov

Todd Crump
WV High Technology Foundation
Center
(304) 333-6751
Todd.D.Crump@wv.gov

Susie Higgins
Upshur County
Development Authority Center
(304) 472-1757
Susannah.V.Higgins@wv.gov

www.wvsbdc.com

888-WVA-SBDC

(888-982-7232)

AskMe@wv.gov



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West Virginia Economic Development

We believe there's no better place to build and grow a business in the Eastern United States than West Virginia. Our mission is to improve the quality of life for all West Virginians by strengthening our communities and expanding the state's economy to create more and better jobs.

Divisions:

- Small Business Development Center - The West Virginia Small Business Development Center plays a vital role in the economy by assisting small businesses and entrepreneurs in every stage of the business life cycle.
- Community Advancement and Development - WV CAD encourages strong civic engagement by supporting economic development, community growth and restoration, disaster preparedness and recovery, non-profit efforts and much more.
- Office of Energy - The West Virginia Office of Energy develops initiatives to increase energy efficiency among businesses and residents, while providing support, education and tools to accomplish those goals.
- International Development - The Division of International Development works tirelessly to develop relationships worldwide, bring global companies within West Virginia borders, and help West Virginia companies expand their global reach through international trade.
- Business and Industrial Development - Skilled in all matters of business, the Business and Industrial Development team (BID) stands ready to assist in the challenges that face growing companies as they scale properly, relocate facilities, expand to global trade or source difficult materials.
- The Broadband Enhancement Council - The West Virginia Broadband Enhancement Council exists to improve broadband access available in underserved and unserved areas of West Virginia.

Training Assistance Programs:

- Governor's Guaranteed Work Force Program - This flexible, customized training program under the West Virginia Development Office, helps eligible companies and businesses by providing funding that directly supports the transfer of knowledge and skills.
- West Virginia Advance Program - This flexible program offers customized job training awards to new and existing businesses. The program offers development and delivery of training services that will support a company's startup and ongoing employee development initiatives through a local Community and Technical College.

West Virginia Economic Development Cont.

WV Incentives

West Virginia's highest priority is meeting your company's needs. Part of the service includes providing aggressive development assistance in the form of tax credits and financing programs. This development assistance can reduce startup and operating costs and provide for enhanced productivity. West Virginia is a prime location for global businesses.

- Over 20 Tax Incentive Programs available
- Financial Assistance Programs available

www.westvirginia.gov

304-558-2234

1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Region VI Contact:

Matt Borrer

(304) 380-2413

Matthew.K.Borrer@wv.gov



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Office of Apprenticeship & Training

Local economic development corporations connect businesses to resources available through government and non-profit organizations.

Monongalia Co. Development Authority
265 Spruce Street, Suite 100
Morgantown, WV 26505
304-292-3311
info@morgantownpartnership.com
Website: morgantownpartnership.com

Marion Regional Development Corp.
110 Adams St.
Fairmont, WV 26554
681-753-5630
info@mrdcwv.org
Website: mrdcwv.org

Harrison Co. Economic Development Corp.
520 W. Main St.
Clarksburg, WV 26301
amy@harrisonedc.com
304-476-0298
Website: harrisonedc.com

Doddridge Co. Economic Development Authority
PO Box 147
187 Main Street
West Union, WV 26456
304-873-1652
j.wilt@doddridgecountyyeda.com
Website: doddridgecountyyeda.com

Lewis Co. Economic Development Authority
110 Center Avenue, 2nd Floor
Weston, WV 26452
304-269-4993
rsmith@lewiscountyywv.org

Upshur Co. Development Authority
21 East Main Street,
Buckhannon, WV 26201
304-472-1757
info@upshurda.com
Website: upshurda.com

Gilmer Co. Economic Development Association
gilmereda@gmail.com
Website: gilmercountyyeda.org

Braxton Co. Development Authority
89 Richard D. Minnich Dr., Box 7
Sutton, WV 26601
304-546-7323
Website: braxtoncountyywv.com

Preston Co. Economic Development Authority
157 Plaza Court, Suite 8
Kingwood, WV 26537
304-329-2299
pceda@prestonwva.com
Website: prestonwv.com

Tucker Co. Development Authority
PO Box 176
Thomas, WV 26292
304-614-8839
tuckercounty@gmail.com
Website: tuckerwv.com

Barbour Co. Development Authority
33 South Main Street
Philippi, WV 26416
304-457-1225
bcoed@frontier.com
Website: barbourcountyywv.org

Taylor Co. Development Authority
128 W. Main St
Grafton, WV 26354
304-265-5450
Hendersonp@frontier.com
Website: wvcountytaylor.com

Randolph Co. Development Authority
10 Eleventh Street
Elkins, WV 26241
304-637-0803
info@randolphwv.com
Website: randolphwv.com

Registered
Apprenticeship
programs are a
proven solution
to creating and
retaining a

pipeline of diverse, specialized talent that allows businesses like yours to succeed today.

What is a Registered Apprenticeship?

Registered Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, receive progressive wage increases, classroom instruction, and a portable, nationally recognized credential. Registered Apprenticeships are industry-vetted and approved and validated by the U.S. Department of Labor or a State Apprenticeship Agency.

Registered Apprenticeship programs help both employers and career seekers. For employers, Registered Apprenticeship programs offer the opportunity to:

- ✓ Recruit and develop a diverse and highly-skilled workforce
- ✓ that helps you grow your business
- ✓ Improve productivity, profitability, and your bottom line
- ✓ Reduce turnover, improve loyalty, and retain top talent
- ✓ Create flexible training options that ensure workers develop the right skills
- ✓ Vet workers and instill your company's culture
- ✓ Demonstrate investment in your community

Visit the U.S. Department of Labor's one-stop source for all things apprenticeship:

www.apprenticeship.gov

apprenticeship@dol.gov

Employer Fact Sheet: <https://www.apprenticeship.gov/sites/default/files/dol-industry-factsheet-employer-v10.pdf>



Region VI Contact:

Adam Mouse
Apprentice & Training Rep.
U.S DOL Office of
Apprenticeship
Mouse.Adam.K@dol.gov
(304) 623-7034

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Region VI Workforce Development Board

The Region VI WDB provides Workforce Innovation and Opportunity Act (WIOA) funded training services to employers located in the Region VI service area, which includes the following counties: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur.

On-The-Job Training

- Training of a new hire or upskilling of a current employee;
- Training for permanent, full-time employees (full time defined as working a minimum of 30 hrs. a week);
- Training for which the employer pays for not less than 50% percent of the hourly wage (will only fund positions that pay \$12 hr. or better);
- Max training period of 480 hours.

Customized Training

- Training designed to meet the needs of an employer (including a group of employers);
- Training which relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Board;
- Training for which employers pay for not less than 50% percent of the cost of training.

Incumbent Worker Training

- Training designed to meet the special requirements of an employer (or group of employers) to retain a skilled workforce, assist in business expansion or avert a layoff;
- Employee/s has an established employment history with the employer for 6 months or more.

| # of Employees | Employer share of cost | Region VI WDB share of cost |
|----------------|------------------------|-----------------------------|
| 1-50 | 10% | 90% |
| 51-100 | 25% | 75% |
| 101+ | 50% | 50% |

Region VI Workforce Development Board Cont.

Transitional Training

- May utilize Transitional Training to provide prospective employees with a 100% subsidized short-term period of employment, which could transition into permanent employment under an OJT contract.
- A transitional job is one that provides a limited work experience, that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history; these jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment.

For more information on any of the above WIOA Employer Programs call Amy Hall 304-368-9530, or Matt Wagner 681-404-6305.

Region VI Workforce Development Board
17 Middletown Road
White Hall, WV 26554
Phone: 304-368-9530

Website: regionviwv.org

Projects and programs provided by Region VI WDB are 100% funded with Federal WIOA funding.



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Pierpont Community & Technical College

Pierpont Community & Technical College's Center for Workforce Education provides a variety of non-credit courses and programs designed to provide a student with skill upgrades, certifications, and training for many purposes, including gainful employment, salary increases and/or advancement within a company or industry.

Corporate Training

Customized Corporate training is a proven solution to address today's challenges business and industry face attracting, retaining, and strengthening their workforce. Pierpont's Center for Workforce Education works with companies and organizations to develop programs focused on their specific training needs that ensure employees receive the knowledge and skills necessary to increase performance or to meet industry standards of excellence. Training may be conducted at a Pierpont campus, the company's site or wherever is most effective. Many training programs result in valuable, portable credentials resulting in a modern and highly skilled workforce.

Benefits/services offered to businesses:

- ✓ Customized workforce training that meets the needs of an individual company or industry
- ✓ Resources through the WV Community and Technical College (WVCTC) (link is external) System and partnerships with other state and federal funding opportunities
- ✓ Training for pre-employment, skill upgrades, certifications, and other job-related training including apprenticeship
- ✓ Flexible scheduling



What is Learn & Earn?

The West Virginia Community and Technical College System's Learn & Earn program is the state's leading workforce development, economic development, and educational partnership program.

The program connects employers with students, allowing them to take courses while gaining paid work experience with the company – empowering companies to meet immediate needs while building a skilled labor workforce for the future.

Pierpont Community & Technical College

The student pay is shared 50/50 by the company and the community and technical college, with students receiving at least \$10/hour to work in the field they're studying.

Learn & Earn supports a wide range of comprehensive, affordable training opportunities to meet your workforce needs, including:

- Skill Enhancement
- Certificates
- Associate Degree Programs
- Customized Training & Professional Continuing Education

Benefits to Employers Tap into a trusted talent pool

- Reduce the cost of onboarding
- Cultivate dedicated employees
- Address current skills gaps

Pierpont Community & Technical College
Center for Workforce Education
500 Galliher Dr.
Fairmont, WV 26554
304-367-4920
CWE@Pierpont.edu

Website: pierpont.edu



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West Virginia Chamber of Commerce

The West Virginia Chamber works to create an environment that allows our members to:

- ✓ Grow their business
- ✓ Invest, innovate and thrive
- ✓ Create jobs and hire quality employees

Region VI Chamber Locations:

Barbour County

101 College Hill Drive
Philippi, West Virginia 26416
Phone: 304-457-1958
info@barbourchamber.org
Website: barbourchamber.org

Buckhannon/Upshur

14 East Main Street
Buckhannon, WV 26201
304-472-1722
info@buchamber.com
Website: buchamber.com

Elkins/Randolph

10 Eleventh Street
Elkins, WV 26241
304-636-2717
chamber@erccc.com
Website: erccc.com

Harrison County

520 West Main Street
Clarksburg, WV 26301
304-624-6331
info@harrisoncountychamber.com
Website: harrisoncountychamber.com

Lewis County

P.O. Box 1074
354 Market Place Mall
Weston, WV 26452
304-269-2608
lcinfo@lcchamber.org
Website: lcchamber.org

Marion County

110 Adams Street
Fairmont, WV 26554
304-363-0442
mccc@marionchamber.com
Website: marionchamber.com

Morgantown Area Partnership

265 Spruce Street, Suite 100
Morgantown, WV 26505
304-292-3311
info@morgantownpartnership.com
Website: morgantownchamber.org

Preston County

157 Plaza Court, Suite 8 Kingwood,
West Virginia 26537
304-329.0576
info@prestonchamber.com
Website: prestonchamber.com

Tucker County

410 William Ave.
Davis, WV 26260
304-259-5315
tuckerchamber@canaanvalley.org
Website: tuckercountychamber.org

Doddridge County

West Union, WV 26456
doddridgecountychamber@gmail.com
Website:
<https://www.facebook.com/DoddridgeCountyChamber>



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West Virginia Career & Technical Education (CTE)

West Virginia's Career Technical Education (CTE) programs empower students to explore potential careers in various hands-on, technical training programs. CTE programs not only teach students real-world knowledge and skills, but also provide opportunities for industry-recognized credentials and meaningful work-based learning experiences.

CTE Programs help to provide a pipeline of qualified workers with industry recognized skills and credentials.

Region VI CTE Locations:

Monongalia County Technical Education Center

1000 Mississippi Street
Morgantown, WV 26501
304-291-9240

Website: mtec.mono.k12.wv.us

Randolph Technical Center

200 Kennedy Drive
Elkins, WV 26241-9527
304-636-9195

Website: rtc.rand.k12.wv.us

Fred Eberle Technical Center

208 Morton Avenue
Buckhannon, WV 26201
304-472-1259

Website: fetc.edu

Calhoun-Gilmer Career Center

5260 East Little Kanawha Hwy
Grantsville, WV 26147
304-354-6151

Website: cgcc.calhoun.k12.wv.us

United Technical Center

251 Marietta St.
Clarksburg, WV 26301
304-326-7580

Website: unitedtechnicalcenterwv.com

Marion County Technical Center

2 North Marion Drive, Route 250 North
Farmington, WV 26571
304-986-3590

Website: mctconline.com

Website:

<https://wvde.us/career-exploration-and-student-engagement/careertechwv/>



West Virginia DEPARTMENT OF
EDUCATION

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West Virginia Adult Education

WVAdultEd is committed to helping employers in the recruitment, education, training, and development of West Virginia workers. An educated, well-trained workforce leads to many benefits for employers. WVAdultEd can help employers *Recruit. Train. Retain.* a qualified and skilled workforce.

WVAdultEd benefits for Employers:

- FREE adult education instruction customized to employer needs.
- Classes offered in-person, virtually, online, or a combination to maximize learning and accommodate employers and employees.
- Career pathway programs developed to meet the demands of your business.
- Work-ready qualified applicants with industry recognized credentials.
- Allowing you time to focus on your business.

WVAdultEd Certifications and Distance Education:

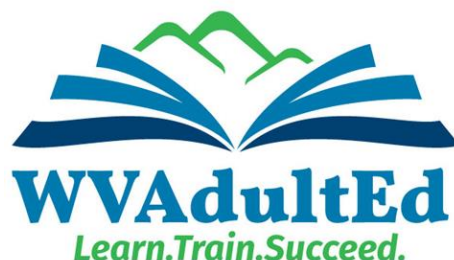
WVAdultEd's distance education program makes it possible for adult learners to study outside the traditional classroom by enrolling in one of the state-approved distance education curricula. ALL adult education programs are FREE! Courses include:

- BRING YOUR 'A' GAME TO WORK - Curriculum offered by the Center for Work Ethic Development that focuses on seven attributes employers seek.
- THROUGH THE CUSTOMER'S EYES I & II - Online program with interactions to demonstrate right and wrong ways to manage service situations; Part II expands on the essential core skills with additional training modules.
- MICROSOFT OFFICE SPECIALIST (MOS) - These certifications cover the entire Microsoft Office Suite.
- INTERNET AND COMPUTING CORE CERTIFICATION (IC3) |GS6 - Provides the participants with the foundation of knowledge required for the use of computer and internet.

Website: wvde.us/adult-education

Region VI Contact Information:

North Central Adult Education Regional Office
1384 Anmoore Rd., Suite 101
Bridgeport WV 26330
Anne Mezzanotte
304-933-3479



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WVU Industrial Extension

WVU Industrial Extension/West Virginia Manufacturing Extension Partnership supports small and medium sized manufacturers in West Virginia by strengthening their business through identifying opportunities to reduce cost and increase profit margins, building internal bench strength and leadership capabilities, and innovating new product/service offerings to expand market reach.

Benefits/Services

The WVMEP offers practical solutions to common organizational challenges. Our team is comprised of industry professionals with experience in a variety of manufacturing settings. We understand your challenges and the important role you play to our local, national, and global economies.

We have numerous offerings in the areas of:

- Innovation & Growth
- Occupational Health & Safety
- Management Systems
- Continuous Improvement
- Workforce

WVUIE goes into each facility we partner with to address what areas can be improved. Common areas of improvement for small businesses in WV include difficulty understanding customer demands, limited internal expertise, employees bearing multiple responsibilities and growth opportunities.

For medium sized manufactures, WVUIE uses day to day assistance so these businesses can focus on the future. Some areas these manufactures struggle with include sustainment meeting customer demands and execution of strategic plans.

Large WV businesses are given a trusted advisor to assist with strategy, goals, and objectives. Large businesses have well defined customer relationships, internal processes and controls and improvement opportunities are data driven. WVUIE helps these large businesses with executing the strategy, goals and objectives to continue strong customer relationships for the future.

Website: www.wvmep.com

Region VI Contact Information:

Jamie Cope, Business Development Manager
James.cope@mail.wvu.edu
304-610-5104



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West Virginia Division of Rehabilitation Services (DRS)

The Division of Rehabilitation Services (DRS) is a comprehensive employer assistance program for business owners and employers. Our goal is to assist business owners and employers with disability-related issues. DRS can provide you with critical business options in the areas of staffing, education, tapping into financial incentives associated with hiring a person who has a disability, or insuring accessibility to your goods and services.

Staffing assistance for your business

Business owners and employers can benefit from the following free DRS business solutions:

- **Recruitment:** Our Employment Specialists will match businesses with qualified job seekers from the DRS consumer database. Email your vacancy announcements directly to DRS staff for statewide or local distribution.
- **On-the-Job Training:** Funding is available to employers through DRS to assist with the costs associated with training a qualified job seeker from our consumer database.
- **Job Try-Out Program:** This no-cost trial work opportunity program is an opportunity for job-ready applicants to perform standard work requirements and display work skills for an employer.
- **Accessibility Assessments:** Employee turnover is expensive. It is more cost-effective to keep an existing employee who develops or incurs a disability as part of your workforce by making reasonable workplace accommodations. Employment Specialists can provide:
 - Job Analyses
 - Site Evaluations
 - Jobsite Accommodation Consultation
- **Placement Services Program:** DRS contracts with community vendors to provide services that help employees become acclimated to or increase their ability to perform the duties of their job. Contracted services may include job coaching, job retention, social skills training, job placement, etc.
- **Job Retention Services:** A business may have a great employee whose work performance has changed due to gradual loss of hearing or vision, accident, or illness, or any other physical or mental impairment that affects work performance. DRS can assess individual needs, assist with expenses for vocational rehabilitation and recommend workplace solutions to retain an employee who is at risk of losing his or her job because of a disability.

Educational assistance for your employees

DRS can help your business and your employees to develop a broader understanding of the diversity in today's workplace and marketplace, especially as it relates to understanding the needs of an employee with a disability or a customer with a disability. DRS can provide education and training focused on:

- Disability awareness
- Disability etiquette
- Sensitivity training

West Virginia Division of Rehabilitation Services (DRS) Cont.

Tax credits and hiring incentives

In today's highly competitive global market, the bottom line is the most important factor for business owners and employers.

There are three federal tax incentives available to assist employers with the cost of accommodations for employees with disabilities and to assist with the cost of making their place of business accessible to employees and to customers with disabilities.

- **Work Opportunity Tax Credit:** Federal tax credit for employers who hire employees with disabilities through DRS. The credit applies to the first \$6,000 of wages paid. (IRS Form 8850)
- **The Disabled Access Tax Credit:** Geared toward eligible small businesses to meet any increased expenses incurred in complying with the Americans with Disabilities Act. The allowable amount of the tax credit is equal to 50 percent of the expenditures in excess of \$250, but not more than \$10,250. (IRS Form 8826 — Disabled Access Credit, or Part 1, Line 1 of Form 3800 — General Business Credit)
- **The Barrier Removal Deduction:** A business may deduct up to \$15,000 per tax year for making its premises or public transportation vehicles more accessible. (Title 26, IRS Code, Section 190)

Contact a DRS employment specialist

Our employment specialists are your business resource for staffing, job retention and disability-related employment issues. They are experts at helping you find the right person for the job. We serve consumers with a wide range of knowledge and experience, and part of our job is to help them find opportunities that match their unique skills. This benefits employers as much as it benefits the workers we assist.

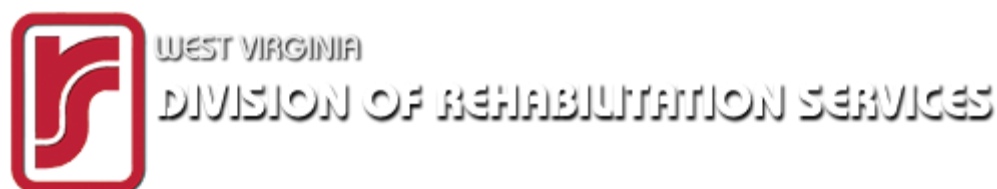
Region VI Employment Specialist:

- Peggy J. Tingler - 304-269-0547

DRS Employer Resource Guide:

<https://wvdrs.org/newsroom/EmployerResourceGuide.pdf>

Website: wvdrs.org



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PACE Enterprises Inc.

The mission of PACE Enterprises is to help people with disabilities obtain meaningful employment. A person with a disability comes to PACE and is evaluated and counseled to determine talents and career goals. Then, training is provided to polish the individual's unique talents and overcome shortcomings. Finally, the person is either introduced to a local employer or is employed in one of PACE's business endeavors.

Today, a growing number of businesses and government agencies look to PACE for:

- ✓ Commercial Contract Services
 - ✓ Custodial Services
 - ✓ Grounds Maintenance
- ✓ Document Shredding and Media Destruction
 - ✓ Contract Closeout
- ✓ Light Production and Assembly Services
 - ✓ Bulk Mailing
 - ✓ Food Service

PACE Enterprises' food service operation includes The Beehive Boxed Lunch Company which delivers boxed lunches to meetings and events throughout the greater Morgantown area. To schedule catering, call 304-983-2665.

PACE Shredding is a state-of-the-art, plant-based confidential and secure information destruction business that provides a wide array of services designed to make it easier for you to protect the information most critical to you, your customers, and your employees. Contact the Shredding Sales office at shredsales@paceenterprises.org or 304-376-0036.

Website: paceenterprises.org

Region VI Locations and Contact Information:

889 Mylan Park Lane, Morgantown, WV 26501
1224 Country Club Road, Fairmont, WV 26554
304-983-7223 (PACE)
info@paceenterprises.org



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Jobs & Hope West Virginia

Jobs & Hope West Virginia is the state's comprehensive response to the substance use disorder crisis offering support through a statewide collaboration of agencies that provide West Virginians in recovery the opportunity to obtain career training and to ultimately secure meaningful employment.

Jobs & Hope WV Workforce Employment Program

A collaboration of Program Partners: Jobs & Hope WV, WorkForce WV and West Virginia Military Authority, offering subsidized job placement(s) for WV employers who hire Jobs & Hope participants. Benefits include salary reimbursement for wages up to 1,040 hours up to \$25,000 per employee, free drug screening, additional support services through the Jobs & Hope Transition Agents. For more information, call (304)561-6416 or email ng.wv.wvamg.mbx.jh-workforce@army.mil

Substance Misuse Toolkit

A drug-responsible workplace benefits your business, your employees and West Virginia communities. In this free, online toolkit, we provide education and resources to equip your business to prevent and respond to substance misuse and support employees in recovery.

www.wvchamber.com/Drug-Responsible-Workplace/default.aspx

Website: jobsandhope.wv.gov

JobsAndHope@wv.gov
833-784-1385 or 304-583-4008



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Additional Resources

West Virginia Infrastructure Hub

The West Virginia Infrastructure Hub website connects WV to the IIJA and IRA and available opportunities through these programs.

The Infrastructure Investment and Jobs Act (IIJA) presents a significant opportunity for states and local governments to enhance various aspects of infrastructure. Through this law, improvements can be made in areas such as roads, bridges, public safety, public transportation, resilience measures, electric vehicle charging infrastructure, ports, rail systems, environmental remediation, clean water accessibility, internet connectivity, and job creation. The Inflation Reduction Act (IRA) provides billions of dollars in incentives, grants, and loans, as well as tax credits programs to support new infrastructure investments in the areas of clean energy, transportation, and the environment.

Website: <https://west-virginia-iija-wvinfrastructure.hub.arcgis.com/>

grants.wv.gov: Find available West Virginia grant opportunities in one location.

West Virginia BusinessLink

West Virginia BusinessLink is a supportive platform that connects entrepreneurs and small business owners to a network of local, regional, and statewide resource partners to foster innovation, growth, and prosperity.

Website: wvbusinesslink.com

Jobcase

This site represents a partnership between the WV Dept of Economic Development and Jobcase to empower West Virginia employers with free job listings, access to a wider pool of talent, and the opportunity to improve their hiring outcomes.

Website: <https://www.jobcase.com/ru/West-Virginia>