

ASSIGNMENT OF BENEFITS FORM

Apprenticeship Opportunities Program

Participant Information					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)
Address (Street Number and Names)			Apt. Number	City or Town	State ZIP Code
Email Address			Telephone Number		
Employer Information					
Legal Employer Name				Federal Taxpayer ID #	
Address (Street Number and Names)		Suite Number	City or Town	State	ZIP Code
Name and Title of Employer Contact Person			Telephone Number	Nature of Business/Industry	
Years in Business			Number of Full-Time Employees		
Apprenticeship Program Information					
Official Name of Apprenticeship			Direct Supervisor Name and Title		
Direct Supervisor Email Address			Direct Supervisor Telephone Number		
Apprenticeship Start Date	Length of Apprenticeship		Hourly Wage		
Certification					
<p>I hereby assign apprenticeship opportunity payment(s) in the amount of \$5,000 to be sent directly to the Employer, _____, on my behalf. This assignment serves only to facilitate efficient payment for the purposes of creating a Registered Apprenticeship program that provides an eligible beneficiary¹ the opportunity to advance their career and gain paid work experience and on-the job training through an apprenticeship.</p> <p>I, _____, acknowledge and verify the above statement.</p>					
Participant Name		Signature of Participant		Date (mm/dd/yyyy)	
Employer Name		Signature of Employer		Date (mm/dd/yyyy)	
Office of Workforce Development Representative		Signature of Representative		Date (mm/dd/yyyy)	

Send Questions and Completed Form to the Howard County Office of Workforce Development, Apprenticeship Coordinator at owdbusiness@howardcountymd.gov

The Apprenticeship Opportunities Program is supported by a Federal award provided through the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The Apprenticeship Opportunities Program was designed in accordance with SLFRF program guidance and applicable Federal regulations including but not limited to the provisions of the Uniform Guidance (2 CFR Part 200 et seq.).

¹ The U.S. Department of the Treasury's Final Rule defines beneficiaries eligible for employment assistance as individuals who are currently unemployed, underemployed, or seeking opportunities for career advancement. The guidance can be found at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>.

Record of Version Approval (Completed by OWD Representative)

Prohibited Costs: The Maryland Department of Labor prohibits the use of funds for Apprentice wages, wage subsidies, and/or benefits while in training.