

**TENCO Workforce Development Board
COVID-19 Worksite Application**

Worksite: _____	FEIN # _____
Address: _____ _____	Contact Name _____
Contact Email: _____	Contact Phone/Extension: _____

Total # of Employees Requested _____

Please complete one form for each category needed.

Job Category Needed:	
<input type="checkbox"/> Medical Screener/Wellness Checks	<input type="checkbox"/> Cleaning and Sanitation
<input type="checkbox"/> Crowd Control and/or Security	<input type="checkbox"/> COVID-19 Testers <input type="checkbox"/> Tele-Health Services
<input type="checkbox"/> On-line Tutoring for Secondary/Post-Secondary Students	
<input type="checkbox"/> Other: _____	
# of Positions Needed for the Job Title/Category: _____	
Wage: _____	
# Hours Per Week: _____	
Work Week: (Ex: Sun.-Sat.) _____	
Start Date: _____	Projected End Date: _____
Job Duties:	
_____ _____ _____	
Special Skills Required for the job:	

Worksite Official Signature

Date

Email this application to: workforce@fivco.org or
Mail to BTADD, P.O. Box 460, Maysville, KY 41056 ATTN: Workforce

COVID 19 WORKSITE APPLICATIONS

The TENCO Workforce Development Board (WDB) received a National Dislocated Worker Grant from the Department of Labor and Education and Workforce Development Cabinet to assist businesses, schools, entities, and organizations with short-term employment needs resulting from COVID-19. These short-term employment needs include positions necessary to be in compliance with COVID-19 guidelines. Funding for these positions cannot exceed 12 months (40 hours per week). However, it is expected that many of these positions will be less hours and/or less months than allowable.

These funds may be used to support the following positions:

- 1) Medical screenig/Wellness checks (example: taking staff and visitor temperatures prior to entering the building);
- 2) Cleaning and sanitation for COVID-19;
- 3) Crowd control and security;
- 4) COVID-19 testers (especially in instances where testing is done outside of the normal doctor office setting);
- 5) Tele-health services;
- 6) On-line tutors for secondary and/or post-secondary students;
- 7) Additional assistance for foodbanks and other non-profit organizations; and
- 8) Other – as approved by the TENCO WDB.

GENERAL INFORMATION:

- The entity must complete the application located on the www.tencocareercenter.com website to be approved as a worksite.
- The worksite will be the official employer of record. Related employee costs (such as wages) are reimbursed to the worksite monthly by the Buffalo Trace Area Development District, Fiscal Agent for the TENCO WDB.
- A Worksite Agreement (provided by TENCO) signed by both parties must be in place prior to individuals starting at the worksite.
- All individuals must meet grant eligibility requirements (including *long-term unemployed, dislocated due to COVID-19, reduction of hours due to COVID-19, and/or **displaced homemaker due to COVID-19) and be approved by TENCO before starting employment at the worksite.
- The worksite and the TENCO Career Center will advertise and/or seek employees to fill positions.

*Long-term unemployed – a worker who has been unemployed for 27+ consecutive weeks and has actively sought employment during that time.

**Displaced Homemaker – an unemployed or underemployed individual who has been providing unpaid services to family members in the home and who is dependent on the income of another family member and is no longer receiving that support.