Grants for Paid Internships

New Program Gives Incentive to Employers and Students

Are you a **career counselor** struggling to place students into paid internships?

Are you an **employer** in need of interns but concerned about costs?

Are you a **student** looking for work experience – but can't afford to work without pay?

The *Many Paths, One Future* Internship Grant program may be your solution!

Quick facts

- The *Many Paths, One Future* Internship Grant program will reimburse employers 50% of wages paid to new interns, up to $1,500 per student.

- Awards are available for up to 1,000 students on a first-come, first-served basis.

- Internships must be in one of New Jersey's key industries: Advanced Manufacturing; Construction & Utilities; Financial Services; Health Care; Life Sciences; Retail, Hospitality & Tourism; Technology; or Transportation, Logistics & Distribution.

- Student interns must be enrolled in a New Jersey high school, college, or university and are subject to their school's internship eligibility requirements.

To apply

- New Jersey high schools, colleges, universities and employers may submit an application to *Internships@dol.nj.gov*.

- Employers seeking to hire interns should contact the guidance office and career placement center of their local high school, college, or university.

- Students interested in a paid internship should inquire at their school's guidance office or career placement center.

About *Many Paths, One Future*

Many Paths, One Future is a collaborative initiative between the New Jersey Department of Labor and Workforce Development, the New Jersey Department of Education, and the Office of Higher Education. The shared goal of these three agencies is to ensure that 65% of adults in New Jersey have a post-secondary degree or industry-valued credential by 2025. Currently, only 50.2% of the workforce meets that criteria.

As part of the *Many Paths, One Future* initiative, the New Jersey Department of Labor and Workforce Development commits to invest $1.5 million to assist high school and college students in obtaining paid internships.

For more information, contact

Melinda Benson
609-292-5462
Internships@dol.nj.gov

New Jersey career connections
careerconnections.nj.gov

Steps to Apply

I am a **student** seeking a paid internship

↓

Student contacts their school's placement office

↓

School determines student's eligibility

↓

Student connects with employer to establish internship

↓

Move to steps for schools

I am an **employer** looking to hire interns

↓

Employer or association contacts local high school, college or university's placement office

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School establishes internship with student(s) deemed eligible

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Move to steps for schools

I am a **school** placing interns into paid internships

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School establishes internship with employer and student(s) deemed eligible

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School or employer submits application to LWD to apply for grant

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LWD determines eligibility and provides school an employer with decision letter

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Employer electronically acknowledges agreement and contract is established by LWD

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LWD pays employer on a cost-reimbursement basis

Internship Incentive Program Application

for College & University Students

Employer Information

Business Name _____ FEIN_____

Employer Address _____

_____

City _____State _____ ZIP_____

Employer Contact Name _____

Employer Contact Phone _____ Email Address _____

My name and signature below indicates that I agree to the terms of the Internship Grant Program contract.

_____

Employer's Name (printed)   Signature   Date

Select the industry area of the internship

❑ Financial Services   ❑ Health Care   ❑ Retail, Hospitality & Tourism   ❑ Construction & Utilities
❑ Life Sciences   ❑ Technology   ❑ Transportation, Logistics & Distribution   ❑ Advanced Manufacturing

Intern Information

Intern Name _____Gender ❑ Male ❑ Female   Phone _____

Intern Address_____

City _____State _____ ZIP_____

U.S. Citizen? ❑ Yes ❑ No   Permanent? ❑ Yes ❑ No   Date of Birth _____

Alien Registration # _____ Expiration Date_____

Briefly describe intern's job duties _____

_____

Hourly wage to be paid to intern _____Number of hours per week _____

Approximate start date_____ Approximate end date _____

Name of school _____Grade Level _____

Address of school _____

My name and signature below indicates that this student meets the eligibility criteria to participate in a paid internship program established by the College or University I represent. By signing this form, I agree to act as the intermediary between the New Jersey Department of Labor & Workforce Development and the participant employer.

_____

College/University Official's Name (printed)   Signature   Date

_____

Position Held at College/University   Email

ALL FIELDS above must be filled in completely and accurately prior to the application being considered.

Email application to: *Internships@dol.nj.gov*

TERMS OF AGREEMENT

The employer agrees:

1. To provide training and supervision to student in order that the student may attain work experience within New Jersey's eight key industries. The LWD will provide to the employer 50 percent of the student's salary during the Internship period on a cost reimbursement basis. LWD will match employer's contributions up to $1,500. These match funds cannot be used to satisfy a cost-sharing or matching requirement of another program. Holiday, sick, vacation and overtime are not reimbursable under this program.

2. To employ under this agreement only student interns enrolled in a New Jersey high school, college or university who have been certified by the NJ Department of Labor & Workforce Development (LWD) as eligible for program services.

3. To ensure that no currently employed worker is displaced by any student in the Internship Program; no student may be employed under this program if any other individual is on layoff from the same or equivalent job or when the employer has terminated any regular employee without cause or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a student whose wages are subsidized by this program; and no student may be employed that is directly related to a supervisor or the employer.

4. To electronically acknowledge the contract application and supporting payroll documentation to the LWD for the 50 percent reimbursement of the student's wages. To cooperate with the LWD in evaluating the progress of the student participant, and in such cases where termination is determined by the employer to be warranted, to contact the LWD before termination.

5. That this contract is being entered into with the expectation and understanding that upon completion of the graduation, the employer will consider employment of student intern. That if, for any reason, the student would not be considered for employment the employer may be required to submit to the LWD documentation.

6. That nothing herein alters the nature of the employment relationship (at-will or other) between the student and the employer. However, if it is determined by the LWD that the employer has breached any of the provisions of this agreement, the LWD may refuse payment of any invoice(s) and may seek reimbursement of funds paid to the employer by the LWD under this contract.

7. To be in compliance with all federal and State laws and regulations, including but not limited to, the minimum wage rate of $8.44 per hour, the requirement that the employer provide workers' compensation protection for the student participant and the requirement that the employer not discriminate against any person who is employed in the work covered by this contract or against any applicant for such employment because of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for rental or mortgage payments, subject only to conditions and limitations applicable alike to all persons.

By electronically acknowledging the Internship contract application and submission of payroll documentation for an Internship Grant program participant, the employer hereby covenants and agrees to the general provisions outlined above and those stated in the program provisions document.