



MISSOURI
ONE START


UPSKILL CREDENTIAL TRAINING PROGRAM DRAFT GUIDELINES

AUGUST 2024



A Division of the Missouri Department of Economic Development

Missouri One Start

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1. PURPOSE

These guidelines are designed to provide applicants with the information needed to understand the Upskill Credential Training Fund Program and its eligibility requirements.

The Upskill Credential Training Fund was created in 2023 when [Section 620.2500, RSMo](#), was enacted. It is administered by the Department of Economic Development (DED) and seeks to assist employers in upskilling their workforce with the credentials needed within their industries.

2. PROGRAM DESCRIPTION

A qualifying employer seeking to utilize the Upskill Credential Training Fund shall submit an application and grant agreement to DED. Based on competitive criteria outlined within these guidelines, DED will score and rank the applications (see Appendix C and Appendix D) and issue a Preliminary Award Letter to qualifying employers outlining the upskill credential and eligible training costs that are to be reimbursed. The employee or prospective employee will have 12 months from the Preliminary Award Letter date to receive the upskill credential. Reimbursement of eligible training cost shall not exceed \$2,000 for each employee or prospective employee, and no qualifying employer shall receive more than \$30,000 in any fiscal year (July 1- June 30).

Funding for the Upskill Credential Training Fund is subject to annual appropriation and shall not exceed \$6,000,000 per fiscal year.

3. PROGRAM REQUIREMENTS

3.1 Employer Sponsorship

Upon receiving a Preliminary Award Letter, each qualifying employer shall sponsor a current or prospective employee to obtain the upskill credential. A current or prospective employee shall not commence the process of obtaining the upskill credential until after a Preliminary Award Letter has been issued.

3.2 Required Application Documents

DED will review each upskill credential in the application to determine eligibility (Appendix A). DED may require additional documentation from the qualifying

employer to verify the credential is necessary to improve the skills of its current and prospective employee. DED reserves the right to deny any upskill credential that doesn't meet the criteria or cannot be verified as eligible. The employer's Preliminary Award Letter will identify the upskill credential approved for reimbursement. Eligible training cost associated with obtaining an upskill credential will only be reimbursed if the approved upskill credential is successfully earned. The qualifying employer shall submit all required documentation (Appendix A and B) in the application portal, Submittable (Section 7), within six weeks of the employee or prospective employee obtaining the upskill credential. Documentation received after six weeks, or incomplete documentation, may result in the upskill credential associated costs being ineligible for reimbursement.

4. TIMELINE

Qualifying employers can apply for the Upskill Credential Training Fund Program during the application periods and may only submit one application per application period.

4.1 Application Periods and Preliminary Award Letter Issue Dates

QUARTER	APPLICATION PERIOD	PRELIMINARY AWARD LETTER ISSUED
1	July 1 - July 31	September
2	October 1 - October 31	December
3	January 1 - January 31	March
4	April 1 - April 30	June

5. ELIGIBLE APPLICANTS

Any employer registered to do business in the state of Missouri is an eligible applicant, provided the employer is not an ineligible applicant as outlined in Section 6, and the employer agrees to sponsor a current or prospective employee to obtain an upskill credential within 12 months of the Preliminary Award Letter. The current or prospective employee must be a Missouri resident.

6. INELIGIBLE APPLICANTS

Ineligible applicants include:

- 6.1 Training providers, unless employees are trained by an outside training provider;
- 6.2 Qualifying employers receiving funds under Missouri One Start's training programs, Sections [620.800](#) to [620.809](#), RSMo, for the same upskill credential;
- 6.3 Qualifying employers seeking funds for the training of employees who are receiving a Fast Track Workforce Incentive Grant under Section [173.2553, RSMo](#), for the same upskill credential;
- 6.4 Public bodies, including the State of Missouri, any department, division, commission, board or political subdivision thereof including but not limited to institutions of postsecondary education.

7. APPLICATION SUBMISSION

Applications will be accepted via electronic submission during the application period (Section 4.1) using Submittable, located on [DED's Submittable Application Portal](#). Submittable is an online application platform that is free to applicants. In Submittable, applicants can enter business information, upload necessary documents, check an application's status and correspond with the program administrator.

7.1 Already have a Submittable account?

If the applicant already has a Submittable account with DED, they can access the Upskill Credential Training Fund Program from their Submittable home page.

7.2 Need a Submittable account?

7.3 Sign up for a Submittable account at <https://manager.submittable.com/signup>.

Who should create a Submittable account?

The email address of the individual creating the Submittable account will be the primary contact for communication between DED and the applicant. This email address will receive notifications about application status and will be the recipient of any questions regarding your application.

PLEASE NOTE: Submittable allows only one open application per email address. If you plan to submit applications on behalf of multiple applicants:

7.3.1 You must provide unique email addresses for each application, OR

7.3.2 You must complete and submit the open application before beginning another application.

8. FUND DISBURSEMENT

DED will reserve one third of the money in the Upskill Credential Training Fund for each application period in July, October, and January respectively (quarters 1-3). After March 1 of the fiscal year, any unobligated funds will no longer be reserved and may be issued during the April application period (quarter 4) to any qualifying employer eligible for an award.

9. PRIORITIZATION OF APPLICATIONS BY EMPLOYER SIZE

During the July, October, and January application periods (quarters 1-3), one third of the funds available will be reserved for qualifying employers with 1-50 employees and one third of the funds available will be reserved for qualifying employers with 51-200 employees. The remaining third will be unreserved and available to qualifying employers with any number of employees.¹

After March 1 of the fiscal year, any unobligated funds will not be reserved based on employer size and may be issued during the April application period.

¹Employers with 1-50 employees and employers with 51-200 employees are eligible to receive funds from this unreserved portion, as are employers with over 200 employees. If an employer has 1-50 or 51-200 employees, funds will first be awarded from the portion reserved for employers of its size, and then from unreserved funds.

9.1 Chart Example: Application Period and Fund Disbursement

QUARTER	APPLICATION PERIOD	FY 25 ² (TOTAL \$2,910,000)	FY 25 EMPLOYER SIZE	PRELIMINARY AWARD LETTER ISSUED
1	July 1 - July 31	\$970,000	Emp. 1-50 \$323,333 Emp. 51-200 \$323,333 Any Emp. Size \$323,333	September
2	October 1 - October 31	\$970,000	Emp. 1-50 \$323,333 Emp. 51-200 \$323,333 Any Emp. Size \$323,333	December
3	January 1 - January 31	\$970,000	Emp. 1-50 \$323,333 Emp. 51-200 \$323,333 Any Emp. Size \$323,333	March
4	April 1 - April 30	Remaining Funds	Any Employer Size	June

During application periods January and April (quarters 3 and 4), applicants located in regions (Appendix D) that have received total preliminary award amounts equal to 5% or less of the statewide total of the preliminary award amounts approved to date during that fiscal year will be considered priority. Applicants located in such regions will be considered priority until either the fiscal year ends or applicants in that region have received total preliminary award amounts equal to or greater than 5% of the statewide total of preliminary awards approved to date.

10. STATUS REPORT

The qualifying employers receiving a preliminary award shall provide a status update in Submittable on all approved upskill credentials every 4 months throughout the term of the agreement, or when a credential has been completed or canceled, whichever is earliest. The status report shall provide information as to whether the credentials are (i) in process, (ii) not started but to be completed by the projected completion date, (iii) completed but not submitted for reimbursement, or (iv) canceled.

11. DEFINITION OF TERMS

Credential: Verification of an individual's qualification or competence issued by a third party with the relevant authority to issue such credentials. Credentials may include but are not limited to certifications, licenses, or educational certificates.

²The chart is an example of a typical application cycle and not indicative of FY2025 disbursements where the July disbursement will be combined with October. A total of \$3,000,000 was appropriated in FY2025. 3% of this total, \$90,000, was held in reserve pursuant to Section 33.290, RSMo, leaving \$2,910,000 available.

Eligible Training Cost: Tuition, instruction, lab fees, manuals, textbooks, and certification fees associated with the upskill credential.

Employee: Any person employed by a qualifying employer or any person who is a prospective employee of a qualifying employer, provided such person is not an independent contractor.

Health care-focused credential: A credential that demonstrates the competencies necessary to succeed in an occupation related to the delivery of health care services.

Public body: The state of Missouri, any department, division, commission, board or political subdivision thereof, including but not limited to institutions of postsecondary education, that offer required courses and training necessary for an employee to obtain upskill credentials. The term "public body" shall not include:

- Any facility that meets the definition of hospital in section 197.020;
- Any long-term care facility licensed under chapter 198; or
- Any public hospital established and maintained under chapter 205.

Qualifying employer: Any employer registered to do business in the state of Missouri, provided the employer is not a public body.

Relevant authority: Any state accredited public or private educational institution, industry association, government or similar department, commission, board, body, bureau, agency, authority or administrative body at a national or local government level authorized to approve upskill credentials.

Technology-focused credential: A credential that demonstrates the competencies necessary to succeed in an occupation that utilizes technology to develop, build, and deliver products and services.

Training provider: Any third-party entity providing training leading to an upskill credential that is issued by a relevant authority.

Upskill credential: Includes, but is not limited to:

- Health care – focused credentials;
- Technology – focused credentials; and
- Any other credential issued under relevant authority and indicated by a qualifying employer as necessary for improving the skills of its current and prospective employees.

APPENDIX A: REQUIRED APPLICATION DOCUMENTATION UPSKILL CREDENTIAL TRAINING FUND

A.1 REQUIRED DOCUMENTATION – PRELIMINARY AWARD

REQUIREMENT	SOURCES FOR OBTAINING INFORMATION OR DOCUMENTS
Registered and in good standing with MO Secretary of State, if required for the entity type	<p>Submission of either a certificate of Good Standing for your entity, which can be obtained through Missouri Business Filings (mo.gov) or a link to the business' listing on the Secretary of State's Business Portal webpage (bsd.sos.mo.gov) using the business search function (no account needed to use the business search).</p> <p>How to locate your business' listing on the Secretary of State's Business Portal webpage:</p> <ul style="list-style-type: none"> • Visit the SOS Business Portal webpage at bsd.sos.mo.gov • Use the business search function (located at the bottom center of the page) • Select "Search by Name" • Search your business' legal name (do not enter a DBA) • Select your business name from the search results • Copy the web address from your business' Secretary of State's Business Portal webpage • Paste your listing in the Notes column to access during the application process

<p>MO Tax ID Number</p>	<p>If you have employees, you will have a Missouri Tax ID Number. Additionally, businesses registered with the Secretary of State are required to have a Missouri Tax ID Number if they collect any of the following taxes:</p> <ul style="list-style-type: none"> • Retail Sales Tax • Vendors Use Tax • Consumers Use Tax • Employer Withholding Tax • Corporate Income Tax <p>If you need to locate your MO Tax ID number, call the Missouri Department of Revenue, Business Tax Registration at (573)751-5860.</p> <p>MO Tax ID Number</p>
<p>Federal Employer Identification Number (FEIN)</p>	<p>Your Federal Employer Identification Number (FEIN), also referred to as your Employer Identification Number (EIN), is listed on your tax filings.</p> <p>Locating your Federal Employer Identification Number from your tax filings:</p> <ul style="list-style-type: none"> • Form 1120 – Line B • Form 1120S – Line D • Schedule C filed with Form 1040 – Line D • Schedule F filed with Form 1040 – Line D • Form 1065 – Line D
<p>E-Verify Registration and MOU</p>	<ul style="list-style-type: none"> • Entities must be registered with E-Verify to receive funding. You will need a copy of the electronically signed Memorandum of Understanding (MOU) between your entity and the U.S. Department of Homeland Security. To register for E-Verify, visit https://e-verify.uscis.gov/enroll. • (§ 285.530 RSMo).³

³The E-Verify Program is currently the only federal work authorization program as described in §285.530 RSMo. If applicant is not already enrolled in E-Verify, go to <https://e-verify.uscis.gov/enroll/> to learn what is needed to enroll and enroll in the program. Applicant can provide a copy of the entire MOU or they can provide the last few pages starting with the signature page. Include the page with “Information relating to your company” and “Are you verifying for more than one site? If yes, please provide the number of sites verified for in each State”, which should be the pages immediately after the signature page.

<p>Statement of No Tax Due</p>	<p>Entities must show they are compliant with state sales and withholding tax laws to be eligible for funding. To register and obtain your Certificate of No Tax Due, visit No Tax Due (mo.gov).</p> <p>Nonprofit applicants should request a tax clearance by filing Form 943 with the Missouri Department of Revenue.</p>
<p>Leadership and Ownership Information</p>	<p>Entities that are privately held and not for profit corporations are required to complete Leadership and Ownership Information.</p>
<p>MissouriBUYS and MissouriBUYS powered by MOVERS</p>	<p>Entities must register as a Supplier in the Self-Service Supplier Registration Portal www.missouribuys.mo.gov. Questions regarding supplier registration can be directed to MissouriBuys@mo.gov.</p>
<p>Upskill Credential Eligibility Criteria</p>	<p>DED will consider the following when reviewing Upskill Credential eligibility:</p> <ul style="list-style-type: none"> • Information defining the credential and the third party with the relevant authority to issue the credential is confirmable and included in the application, and • The process to obtain the credential does not start prior to the Preliminary Award Letter date and will be completed within 12 months of the award letter date, and • If the applicant is a training provider, the employee credential being provided is by an outside training provider, and • If requested, the applicant must provide additional documentation within the timeline requested.

APPENDIX B: REIMBURSEMENT DOCUMENTATION UPSKILL CREDENTIAL TRAINING FUND

B.1 REIMBURSEMENT DOCUMENTATION

Applicants will be required to upload the following documents as proof that their employee or prospective employee are qualified and have obtained the upskill credentials specified on the application.

Applicants are required to upload the following information in Submittable:

REQUIREMENT	SOURCES FOR OBTAINING INFORMATION OR DOCUMENTS
<p>Proof of Employee or Prospective Employee Missouri Residency</p>	<p>Documentation verifying current residency may include one of the following (most recent):</p> <ul style="list-style-type: none"> • Utility bill • Mortgage or rent statement • Bank statement • Other government document containing the name and address of the employee, issued within the last 30 days.
<p>Proof of Upskill Credential Completion and Eligible Training Cost</p>	<p>Verification documentation includes all of the following:</p> <ul style="list-style-type: none"> • A copy of the approved credential earned, • An itemized invoice issued by a relevant authority and/or training provider, which clearly identifies the eligible training cost, • Proof of payment which may include either a cleared check, a paid credit card statement or a bank statement. The document must identify the relevant authority and/or training provider, the amount paid, and the date paid.

APPENDIX C: SCORING CRITERIA

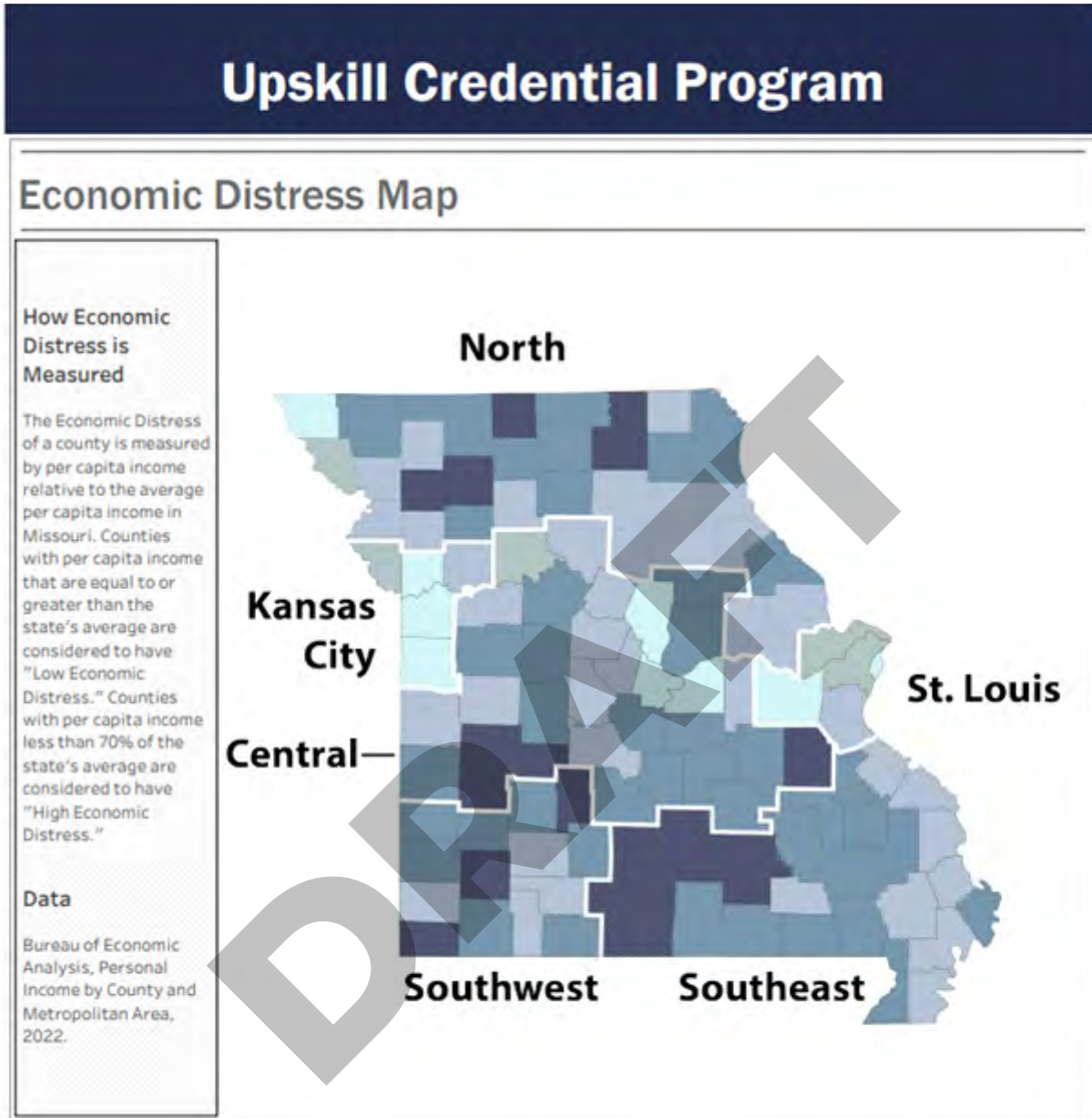
UPSKILL CREDENTIAL TRAINING FUND

C.1 SCORING CRITERIA

CRITERIA	SCORING
The contribution made by the qualifying employer toward the cost of obtaining the upskill credential.	<ul style="list-style-type: none"> • Employer Contribution <40% = 1 point • Employer Contribution 40% - 59% = 2 points • Employer Contribution 60% - 79% = 3 points • Employer Contribution 80% - 99% = 4 points • Employer Contribution 100% = 5 points
The pledged average wage increase that employees or prospective employees will realize after obtaining the upskill credential in relation to the cost of obtaining the upskill credential. ⁴	<ul style="list-style-type: none"> • Pledged average wage increase percentage, divided by the total cost of the training, multiplied by 10,000. <p>Example:</p> <p>Pre-Upskill Wage: \$17.50 Post-Upskill Wage: \$19.00 Pledged Wage Increase Percentage: 8.57% Cost of Training: \$2,000 Calculation: $(0.0857/\\$2,000) * 10,000 = 0.4286$</p>
The level of economic distress in the qualifying employer's region.	<p>See Appendix D- Economic Distress Map</p> <ul style="list-style-type: none"> • Low Economic Distress = 1 point • Low to Moderate Economic Distress = 2 points • Moderate Economic Distress = 3 points • Moderate to High Economic Distress = 4 points • High Economic Distress = 5 points
The balance of awards made to the various regions of the state as outlined in Appendix D.	<p>During Application Periods January and April (quarters 3 and 4), applicants located in regions which have received total preliminary award amounts equal to 5% or less of the statewide total of the preliminary award amounts approved to date during that fiscal year will be considered priority. Applicants located in such regions will be considered priority until either the fiscal year ends, or applicants in that region have received total preliminary award amounts equal to or greater than 5% of the statewide total of preliminary awards approved to date.</p>

APPENDIX D: ECONOMIC DISTRESS MAP | UPSKILL CREDENTIAL TRAINING FUND

D.1 ECONOMIC DISTRESS MAP



Map Color	Points	Category	Percent of Missouri Per Capita Income
	1 pt	Low Economic Distress	100% or higher
	2 pt	Low to Moderate Economic Distress	>90% and <100%
	3 pt	Moderate Economic Distress	>80% and <90%
	4 pt	Moderate to High Economic Distress	>70% and <80%
	5 pt	High Economic Distress	< 70%

E.1 ECONOMIC DISTRESS MAP LISTED BY REGION

Economic Distress Appendix

Central	Audrain	Moderate to High Economic Distress	76.3%
	Bates	Moderate Economic Distress	82.0%
	Benton	Moderate to High Economic Distress	75.7%
	Boone	Low to Moderate Economic Distress	95.8%
	Callaway	Moderate to High Economic Distress	79.0%
	Camden	Moderate Economic Distress	86.4%
	Carroll	Low Economic Distress	101.7%
	Cedar	High Economic Distress	63.1%
	Charlton	Moderate Economic Distress	88.4%
	Cole	Low to Moderate Economic Distress	97.3%
	Cooper	Moderate Economic Distress	86.6%
	Crawford	Moderate to High Economic Distress	75.8%
	Dent	Moderate to High Economic Distress	71.1%
	Gasconade	Moderate Economic Distress	81.1%
	Henry	Moderate Economic Distress	84.6%
	Hickory	High Economic Distress	67.6%
	Howard	Moderate Economic Distress	82.7%
	Johnson	Moderate to High Economic Distress	74.6%
	Laclede	Moderate to High Economic Distress	75.5%
	Lafayette	Moderate Economic Distress	86.7%
	Maries	Moderate to High Economic Distress	70.8%
	Miller	Moderate to High Economic Distress	75.1%
	Moniteau	Moderate Economic Distress	82.3%
	Morgan	Moderate Economic Distress	82.3%
	Osage	Low to Moderate Economic Distress	91.5%
	Pettis	Moderate to High Economic Distress	76.6%
	Phelps	Moderate to High Economic Distress	76.0%
	Pulaski	Moderate to High Economic Distress	75.5%
	Salline	Moderate to High Economic Distress	79.7%
	St. Clair	High Economic Distress	63.6%
	Vernon	Moderate to High Economic Distress	74.1%
	Washington	High Economic Distress	65.0%

Economic Distress Appendix

Kansas City	Cass	Low to Moderate Economic Distress	96.4%
	Clay	Low to Moderate Economic Distress	96.4%
	Jackson	Low to Moderate Economic Distress	91.9%
	Platte	Low Economic Distress	118.5%
	Ray	Moderate Economic Distress	82.2%
St. Louis	Franklin	Low to Moderate Economic Distress	93.3%
	Jefferson	Moderate Economic Distress	88.5%
	St. Charles	Low Economic Distress	111.7%
	St. Louis	Low Economic Distress	161.6%
	St. Louis (Independent City)	Low to Moderate Economic Distress	96.5%
Southeast	Bollinger	Moderate to High Economic Distress	79.0%
	Butler	Moderate to High Economic Distress	75.2%
	Cape Girardeau	Moderate Economic Distress	85.8%
	Carter	Moderate Economic Distress	80.2%
	Douglas	High Economic Distress	63.6%
	Dunklin	Moderate to High Economic Distress	76.0%
	Howell	Moderate to High Economic Distress	70.2%
	Iron	Moderate to High Economic Distress	72.1%
	Madison	Moderate to High Economic Distress	70.8%
	Mississippi	Moderate to High Economic Distress	73.5%
	New Madrid	Moderate Economic Distress	88.1%
	Oregon	Moderate to High Economic Distress	73.7%
	Ozark	High Economic Distress	68.3%
	Pemiscot	Moderate Economic Distress	80.7%
	Perry	Moderate Economic Distress	84.8%
	Reynolds	Moderate to High Economic Distress	70.0%
	Ripley	Moderate to High Economic Distress	78.7%
	Scott	Moderate Economic Distress	87.0%
	Shannon	High Economic Distress	69.4%
	St. Francois	Moderate to High Economic Distress	72.7%
	Ste. Genevieve	Moderate Economic Distress	81.7%
	Stoddard	Moderate Economic Distress	82.5%
	Texas	High Economic Distress	62.4%
Wayne	Moderate to High Economic Distress	73.3%	
Wright	High Economic Distress	65.8%	

Economic Distress Appendix

North	Adair	High Economic Distress	63.7%
	Andrew	Moderate Economic Distress	88.4%
	Atchison	Low to Moderate Economic Distress	95.4%
	Buchanan	Moderate Economic Distress	82.0%
	Caldwell	Moderate to High Economic Distress	78.7%
	Clark	Moderate to High Economic Distress	76.5%
	Clinton	Moderate Economic Distress	83.0%
	Davies	High Economic Distress	63.9%
	DeKalb	High Economic Distress	64.3%
	Gentry	Moderate Economic Distress	84.8%
	Grundy	Moderate to High Economic Distress	70.2%
	Harrison	Moderate to High Economic Distress	75.1%
	Holt	Low Economic Distress	104.2%
	Knox	Moderate to High Economic Distress	74.8%
	Lewis	Moderate to High Economic Distress	71.6%
	Lincoln	Moderate Economic Distress	86.1%
	Linn	Moderate to High Economic Distress	78.2%
	Livingston	Moderate Economic Distress	82.5%
	Macon	Moderate Economic Distress	87.1%
	Marion	Moderate Economic Distress	84.5%
	Mercer	High Economic Distress	64.7%
	Monroe	Moderate Economic Distress	81.9%
	Montgomery	Moderate Economic Distress	85.9%
	Nodaway	Moderate to High Economic Distress	71.5%
	Pike	Moderate to High Economic Distress	71.6%
	Putnam	Moderate to High Economic Distress	70.4%
	Ralls	Moderate Economic Distress	81.9%
	Randolph	Moderate Economic Distress	83.3%
	Schuyler	High Economic Distress	69.3%
	Scotland	Moderate Economic Distress	81.6%
	Shelby	Moderate Economic Distress	84.9%
	Sullivan	Moderate to High Economic Distress	74.2%
	Warren	Moderate Economic Distress	89.0%
Worth	Moderate to High Economic Distress	72.2%	
Southwest	Barry	Moderate to High Economic Distress	75.9%
	Barton	Moderate to High Economic Distress	75.9%
	Christian	Moderate Economic Distress	85.6%
	Dade	Moderate to High Economic Distress	73.1%
	Dallas	High Economic Distress	68.2%
	Greene	Moderate Economic Distress	89.8%
	Jasper	Moderate to High Economic Distress	76.1%
	Lawrence	High Economic Distress	69.8%
	McDonald	High Economic Distress	64.7%
	Newton	Moderate Economic Distress	80.8%
	Polk	Moderate to High Economic Distress	73.0%
	Stone	Moderate Economic Distress	81.2%
	Taney	Moderate to High Economic Distress	77.7%
	Webster	Moderate to High Economic Distress	72.4%

LET'S GET
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