SUBSIDIZED EMPLOYMENT AGREEMENT

ND DEPARTMENT OF HUMAN SERVICES
ECONOMIC ASSISTANCE
SFN 414 (Rev. 2-2010)

Clear Fields

Provisions of federal law allow the North Dakota Department of Human Services (DHS) to utilize Temporary Assistance for Needy Families (TANF) funds to develop and subsidize employment for recipients as an alternative to aid. The purpose is to use this method of assistance to enable the recipient to become employed and to offset some of the training-related expenses primarily in the area of staff time to train the new employee.

No subsidized employment participant may be assigned to fill any established, unfilled position vacancy resulting from a layoff, termination or otherwise involuntary reduction of workforce in order to fill the vacancy with a subsidized employment participant. This must be a new position for an existing employer or be virtually any position for new or expanding employers.

The Department agrees to reimburse the employer for wages, benefits, and the additional costs of employment related taxes and insurance expended on the participant for a period of up to _____ months.

The employer agrees to place the employee on the payroll at the regular market wage of not less than the current minimum wage for the position. Providing the work performance is satisfactory, the employer plans to retain the employee within the organization after the subsidy period ends.

The employer is to submit a monthly reimbursement request form reflecting the agreed upon amount along with a copy of the participant's time and payroll record for that same time period to:

JOBS Employment Contractor			
Address	City	State	ZIP Code

The undersigned agree to the terms of this Subsidized Employment Agreement.

Employer Name	Employer Signature		Date
Address	City	State	ZIP Code
Participant Name	Participant Signature		Date
JOBS Employment Contractor Signature			Date

DISTRIBUTION: **Original** - Employer **Copy** - Employee **Copy** - County Social Service Board **Copy -** JOBS Employment Contractor