

# Employment Incentive Pilot Program: Serving Individuals with Disabilities

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## A Guide for Massachusetts Regional Employment Collaboratives

The Department of Labor and Workforce Development and the Executive Office of Health and Human Services are collaborating to test a new incentive program similar to the well-established [Hiring Incentive Training Grant](#) program. This test, the Employment Incentive Pilot Program (EIPP), provides cash grants to employers to hire Massachusetts residents who have disabilities.

### How is the program funded?

The program is funded through the [Workforce Training Fund](#). Massachusetts employers who pay into unemployment insurance are required to contribute to this fund. The purpose of the fund is to provide resources to Massachusetts businesses and workers to train current and newly hired employees. It is administered by the [Commonwealth Corporation](#).

### How does the EIPP help businesses?

Eligible employers who hire an individual with a disability who is affiliated with one of the referral partners may apply for a grant of \$5,000 for each new hire who meets the program requirements, up to a maximum of \$40,000. Employers complete an application within 60 days of the new hire's start date. Once the application is approved the employer can submit a reimbursement request as soon as the new hire has retained employment for 120 days and earns a minimum of \$2,500 in gross earnings during that 120-day retention period.

### Who is eligible to participate in the EIPP?

#### Employers must meet the following requirements:

- Be in good standing with the MA Department of Revenue
- Be current with all obligations to the Commonwealth of MA including but not limited to unemployment insurance payments and Workers Compensation
- Contribute to the Workforce Training Fund
- Must not be:
  - A unit of local, state or federal government
  - Debarred from doing business with the Commonwealth of MA or the federal government
- Must have received a completed referral form signed by the Job Seeker and Employer Liaison for the respective Regional Employment Collaborative

#### Job seekers must meet the following requirements:

- Must be a Massachusetts resident

- Must be at least 18 years of age
- Must be a new employee on company payroll
- Must have a disability as certificated by the Employer Liaison
- Must not be a company owner (full or partial) or a relative of any owners of the company

## Who can be a Referral Partner?

Because this is a pilot the number of referral partners is limited.

- Regional Employment Collaborative Employer Liaisons
- [Commonwealth Corporation Grantees targeting individuals with disabilities](#)
- Disability Resource Coordinators based at five Career Centers who are participating in the Disability Employment Initiative

## Can any business apply?

The EIPP is targeting *new* businesses for this pilot. Job Developers and Employer Liaisons are strongly encouraged to seek out employers who may have limited experience hiring individuals with disabilities. The EIPP is not intended for employers who already have significant hiring initiatives underway.

## How does it work?

- Job Developers and/or Employer Liaisons orient employers to the EIPP including the employer eligibility criteria
- If the employer hires a job seeker with a disability a New Hire Eligibility Form must be completed and given to the employer
- The Employer Liaison provides a link to the online application
- Employer completes and submits the online application and uploads the required documents
- Commonwealth Corporation reviews the application and
  - If approved provides the employer with information on submitting a reimbursement request
  - If not approved will follow up with the employer on outstanding issues
- Once the new hire completes the 120-day retention period and earns a minimum of \$2,500 within the retention period the employer may submit the reimbursement request to Commonwealth Corporation.

## Questions?

### Service providers

Contact your Regional Employment Collaborative Employer Liaison

### Employers

Contact Leandra Jones at [eipp@commcorp.org](mailto:eipp@commcorp.org) or 617-717-6912.