



State of New Jersey
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
Workforce Grant and Program Management
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“Leased Employees Policy”

The New Jersey Department of Labor and Workforce Development (NJLWD) has determined that when an applicant has applied for financial assistance to train employees that it leases from another company, the Office of Grants Operations **will accept and review the application** provided that the following information is included as a supplement to the application:

1. The number of hours that each potential trainee works during a work week.
2. The amount of time (in months) that the potential trainee has been leased to the applicant company.
3. A statement from the applicant that the potential trainees will be retained (leased) for at least (6) months following the completion of the training.

The Office of Grants Operations will not review or approve an application from an organization who wants to train “employees” that they lease from another company unless this supplemental information is provided.