

City of Philadelphia Office of Workforce Development

EMPLOYER APPLICATION TO PARTICIPATE IN THE *FAIR CHANCE HIRING INITIATIVE*

FOR DEPARTMENT USE ONLY
Application No. _____
Date Received _____
Time Received _____

Business Name

Business Address

Philadelphia Address (If different from Business Address)

Contact Person (**PLEASE PRINT**)

Telephone Number

Federal Employer Identification
Number/ Social Security Number

Philadelphia Business Account Number

Date Business Began in Philadelphia

E-Mail Address

Type of Business

- Retail Wholesale Other _____
- Manufacturing Service

Type of Entity

- For-Profit
- Non-Profit

Size of Company (employees)

- 0 -25
- 26-50
- 51+

Provide a brief description of your business.

Describe the position(s) for which you are hiring. (Include the number of hires within each position, title, number of hours and hourly rate)

Describe any job training and/or professional development opportunities intended to advance the employees' career pathway within your organization

Certification: To be signed by an authorized company representative.

I hereby certify that all information contained in this document and attachments are true and correct to the best of my knowledge.

Signature: _____ Title: _____

Print Name: _____ Representing: _____

Address: _____

Date: _____

Section I – General

A. Introduction

- (1) The Fair Chance Hiring Initiative (FCHI) was established to encourage businesses to provide previously incarcerated Philadelphians with meaningful employment opportunities. The City of Philadelphia has a commitment to diversity, inclusion and a workforce that reflects the city's population. Integrating returning citizens into the workforce is a key element of growing the region's economy, making Philadelphia a safer city, reducing area poverty levels and inspiring prosperity.
- (2) An employer who fills a vacant position with one or more qualifying employees will become eligible for reimbursement after 90 days.
- (3) A "Qualifying Employee" is a Philadelphia resident who has been previously incarcerated. Qualifying employees must work a minimum of 21 hours per week and be paid at least \$12.20/hr. A \$5/hr reimbursement is allotted for each qualified position and a maximum of 1000 hours annually per position. Qualifying employees must be approved by the Office of Workforce Development. A minimum probationary period of 90 days is required for each new qualifying employee post-hire.
- (4) The Philadelphia Reentry Employment Program (PREP) Tax credit will continue during the pilot phase of FCHI. However, a business can only utilize PREP and FCHI concurrently for different positions.

B. Eligibility

To be eligible to receive a FCHI reimbursement, applicants must be the owner(s) of a commercial business located in Philadelphia. Applicants must be operating legally, properly registered, licensed with the City of Philadelphia and current with all city taxes, including but not limited to taxes, licenses, water revenue billings, etc.

Section II – The Application Process

A. Application Submission and Approval Procedure

- (1) **Complete the FCHI application.** The application must include:
 - a) Anticipated hiring plans including number of positions, number of hours and hourly wage rate.
- (2) **Applications should be delivered to** Qianna Nelson, Office of Workforce Development, 1515 Arch Street, 12th Floor, Philadelphia, PA 19102 OR Qianna.Nelson@Phila.Gov. The applicant will be notified that their application has been received and whether anything is missing. Incomplete applications will not be considered.
- (3) **Complete applications will be reviewed by the Office of Workforce Development within two (2) weeks of receipt.** The Program Manager may contact the applicant for more information and/or to require specific changes for an application to be approved.
- (4) Applicants must NOT commence hiring until written approval from the City is received. **Any employees hired before the date of the award letter are not eligible for this program. Upon acceptance of the conditions listed in the FCHI Agreement, the business must sign the agreement and return it to the Office of Workforce Development within thirty (30) days of the date of the cover letter.**
- (5) **Approved applicants should proceed with their hiring plan in compliance with any special conditions set forth in the award letter.** Applicants who wish to change their hiring plan from what was approved must contact Jonathan Todd for review and approval.
- (6) Upon approval by the Office of Workforce Development, a candidate sourcing partner will contact the applicant to begin the hiring process. Discussions with an employment specialist will include a review of the needs of the organization, included but not limited to: Skill expectations, hours needed, wage and work site location. Once the parameters are set, the Employment Specialist will pull candidates that match the required criteria. Interviewing and hiring will commence as normal from that point.
- (7) **Once eligible, approved businesses must submit documentation to the Office of Workforce Development for reimbursement of eligible wages.**
 - a) W-9
 - b) A copy of each hire's pay stubs

Section IV – Contact

A. Program inquiries should be directed to:

Office of Workforce Development

FCHI Program Manager

Phone: (215) 683-2121

B. Employee-related issues should be directed to:

PA CareerLink Reintegration Services

FCHI Program Manager

(215) 683-3370

C. Applications can be accessed on-line at <http://www.phila.gov/>

Select [Philadelphia Re- Entry Program for Returning Citizens](#)

Mail Completed Application To:

**Qianna Nelson
Office of Workforce Development
One Parkway Building
1515 Arch Street 12th Floor
Philadelphia, PA 19102**

OR

Qianna.Nelson@Phila.Gov