

<b>FOR DEPARTMENT USE ONLY</b>	
Application No.	_____
Date Received	_____
Time Received	_____

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

Business Name

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Business Address

Philadelphia Address (If different from Business Address)

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Contact Person (**PLEASE PRINT**)

Telephone Number

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Federal Employer Identification  
Number/ Social Security Number

Philadelphia Business Account Number

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Date Business Began in Philadelphia

E-Mail Address

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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.

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

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

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**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 furthering the City of Philadelphia's commitment to diversity, inclusion and a workforce that reflects the City's population.
- (2) Beginning in fiscal year 2018 (July 1<sup>st</sup>, 2017), an employer who fills a vacant position with one or more qualifying employees will become eligible for reimbursement after six months.
- (3) A "Qualifying Employee" is a Philadelphia resident who was released from incarceration within the last five years. Qualifying employees must work a minimum of 21 hours per week and be paid at least \$12.10/hr. A \$5/hr reimbursement is allotted for each qualified position, up to 40 hours per week and a maximum of 1000 hours per position annually. Qualifying employees must be approved by R.I.S.E. 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** Jonathan Todd, Commerce Department, 1515 Arch Street, 12<sup>th</sup> Floor, Philadelphia, PA 19102 OR [Jonathan.Todd@Phila.Gov](mailto:Jonathan.Todd@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 Commerce Department 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 Department of Commerce 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 Commerce, RISE will contact the applicant to begin the hiring process. Discussions with RISE's 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) **Approved applicants must submit the following for each new hire:**
  - a) Copy of the hire's W-2
  - b) Copy of the hire's I-9
- (8) **On a semi-annual basis, approved businesses must submit documentation to the Department of Commerce for reimbursement of eligible wages.**
  - a) Reimbursement Form
  - b) A copy of each hire's pay stubs

#### **Section IV – Contact**

- A. Program inquiries should be directed to:

**Department of Commerce**

**FCHI Program Manager**

**Phone: (215) 683-2169**

- B. Employee-related issues should be directed to:

**Mayor's Office of Reintegration Services (RISE)**

**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:**

**Jonathan Todd  
Department of Commerce  
One Parkway Building  
1515 Arch Street 12<sup>th</sup> Floor  
Philadelphia, PA 19102**

**OR**

**[Jonathan.Todd@Phila.Gov](mailto:Jonathan.Todd@Phila.Gov)**