

SHORT-TIME COMPENSATION (STC) APPLICATION CHECKLIST

This checklist will help states submit complete applications for an STC grant under Section 2164 of the Middle Class Tax Relief and Job Creation Act of 2012 to the Secretary of Labor. The use of this checklist is not mandatory.

Checklist Item	Y	N	N/A	Remarks
1. A copy of the state STC law along with the state's explanation of how the law conforms to Section 3306(v), Federal Unemployment Tax Act.				
2. If the state is applying for a grant to implement or improve a state STC program, the state must submit a narrative description of the grant/funding request and a detailed project plan with a quarterly timeline for the implementation/improvement for the STC program. The plan must include: <ul style="list-style-type: none"> • A description of the infrastructure needed to automate the submission and approval of STC employer plans and the filing and approval of initial and continued STC claims; and/or • A description of any plans to hire and/or train STC staff for STC program implementation. 				
3. If the state is applying for a grant to promote and enroll employers in the STC program, the state must submit a narrative description of the grant/funding request and a detailed project plan with a quarterly timeline for the promotion and enrollment activities for the STC program. The plan must include: <ul style="list-style-type: none"> • The creation and ongoing support of Rapid Response teams to advise employers about alternatives to layoffs; • The provision of education or assistance to employers to enable them to participate in The STC program; and/or • STC program outreach tools. 				
4. A description of the state's quarterly and cumulative goals and desired outcomes for the STC program that may include but is not limited to: <ul style="list-style-type: none"> • Outreach efforts and partnerships established to increase employer STC program awareness; • Employers educated and/or contacted about the STC program; • Unemployment Insurance (UI) and workforce system staff training for STC program activities; • STC employer plans established; and • Number of anticipated layoffs averted. 				

5. An assurance that the state will expend funds according to the requirements of the STC grant(s).				
6. An assurance that the state will submit required reports on STC activities.				
7. A description (or copy) of a written agreement/Memorandum of Understanding between the UI agency and appropriate workforce system partners to develop a coordinated plan to avert layoffs.				
8. An assurance that the state will recover any STC overpayments in accordance with the state UI law.				
9. An assurance that the state will develop processes for auditing and monitoring STC employers' plans and STC payments.				
10. A description of how the state will sustain grant(s) activities. The plan may include leveraging Workforce Investment Act Rapid Response grant funds to support promotion and enrollment activities to encourage employers to participate in the STC program.				
11. An STC grant application signed and dated by state Administrator.				
12. And the name, telephone number, and e-mail address of state STC program contact.				