

## Appendix 6: Directions of Application for In-Service Education and Re-Adaptation Allowance

Applicant	Unemployed laborers stipulated in Subparagraph 2 to 4 of Paragraph 1 of Article 3 of the Regulations
Application Conditions	Laborers who have registered as job seekers in the public employment service institutions and have been determined as requiring in-service education and re-adaptation after evaluation.
Handling Facilities	Public employment service institutions
Required Documents	<ol style="list-style-type: none"> <li>1. A letter of intent to participate in in-service education and re-adaptation</li> <li>2. Related documentary evidence of the laborers defined in Subparagraph 2 to 4 of Paragraph 1 of Article 3 of the Regulations. (information that can be cross-check in administrative systems is exempt)</li> </ol>
Application Procedure	<ol style="list-style-type: none"> <li>1. The public employment service institutions will refer the applicants to work for the employers that provide opportunities for in-service education and re-adaptation.</li> <li>2. The employers apply for an in-service education and re-adaptation allowance and instructor fee.</li> </ol>
Payment	The employers shall distribute the in-service education and re-adaptation allowance to the applicants on a monthly basis and apply for the compensation of in-service education and re-adaptation allowance and instructor fee from the public employment service institutions.
Subsidization	<ol style="list-style-type: none"> <li>1. In-service education and re-adaptation allowance for subjects:             <ol style="list-style-type: none"> <li>(1) Full-time: each subject shall be paid a monthly basic wage announced by the Ministry of Labor on a monthly basis.</li> <li>(2) Part-time: each subject shall be paid an hourly basic wage announced by the Ministry of Labor; the working hours shall not exceed thirty-five (35) hours per week.</li> </ol> </li> </ol>

	<p>2. Instructor fee of the employers:  (1) Full-time: five thousand (5000) New Taiwanese Dollars per month.  (2) Part-time: twenty-five (25) New Taiwanese Dollars per hour;  working hours shall not exceed thirty-five (35) hours per week.</p> <p>3. The cap on the period of subsidization shall be limited to three (3) months ; upon receiving the public employment service institution's approval, the aforementioned period may be extended to six (6) months for disabled subjects.</p>
<p>Additional Directions</p>	<p>1. The examination of the proposal submitted by the employers and other affairs shall be carried out while subject to the directions of the In-Service Education and Re-Adaptation Program announced by the Ministry of Labor.</p> <p>2. Employers shall be the proposer of labor insurance, occupational accidents insurance and national health insurance, and the subjects participating the in-service education and re-adaptation program shall be the insured and beneficiary. The subjects receiving old-age benefits of labor insurance shall be insured with occupational accidents insurance or casualty insurance; the insurance coverage shall be one million (1,000,000) New Taiwanese Dollars.</p> <p>3. Leave-taking in this program shall be subject to the employer's policy.</p> <p>4. In the case that the subject resigns from the employer during the participation of the in-service education and re-adaptation program, the public employment service institutions shall evaluate the subject's intention and actual situation and provide assistance to transfer them to the other employers under this program or other programs of employment services within one (1) month from the resignation date.</p> <p>5. The employers shall submit the receipts, subject list, receipt list, instructor's instruction record, check-in record and other documentary information of the subject's attendance, insurance, approval notification, etc. for application of subsidy within thirty (30) days</p>

	<p>from the completion or termination of the program.</p> <p>6. While receiving a temporary job allowance, job allowance of the multi-employment promotion program, living allowance for between-jobs, start-up loan interest subsidy, training allowance or other subsidy for employment promotion, one shall not concurrently apply for this allowance.</p>
R e m a r k s	<p>1. The employers in this program shall refer to:</p> <p>(1) Civil organizations: organizations registered in accordance with the Civil Associations Act or other laws or regulations except those with political association.</p> <p>(2) Enterprises: registered private enterprises, public enterprises, non-profit organizations, and academic and research organizations.</p> <p>2. In preparation of the summary reports of the subsidization budget, the attached expenditure voucher shall be prepared in accordance with the Management Guidelines for The Disposal of Expenditure Voucher and shall provide the detailed objects of expenditure and the total amount of actual expenditure.</p> <p>3. The subsidization budget involving procurement matters shall be conducted in accordance with the Government Procurement Act. Any balance, interest or other derivative income from the subsidization budget shall be returned at the ratio of subsidization.</p>