



VIRGINIA
**TALENT +
OPPORTUNITY
PARTNERSHIP**

STAFFING AGENCY SERVICES

The Virginia Talent + Opportunity Partnership (V-TOP) is committed to expanding the number of paid and credit-bearing internships and work-based learning opportunities throughout Virginia.

One way V-TOP supports employers is through their recruitment and hiring needs. To accomplish this, V-TOP has partnered with the staffing agency iQuasar to help connect employers with students across the Commonwealth.



The staffing agency, iQuasar will assist eligible small to mid-size Virginia (for-profit and non-profit) businesses with fewer than 250 employees with the following services:

- Develop job descriptions to help employers recruit talent
- Market and advertise internship opportunities
- Source potential candidates using advanced methods
- Screen candidates to determine the next step in the recruitment process
- Plan final interviews in coordination with employers
- Onboard candidate(s)

Find more information at virginiatop.org.



Small businesses (150 employees or fewer) in the state may qualify for the matching funds program: a 50% match of an intern's wage, including FICA, and a 50% match of additional workplace subsidies, such as housing, transportation, clothing, etc.

Not to exceed \$7,500 per intern.

<https://virginiatop.org>



EMPLOYER ELIGIBILITY REQUIREMENTS TO ACCESS STAFFING AGENCY SERVICES

STEP 1

- Employers must be registered with the Virginia State Corporation Commission to do business in the Commonwealth.
- Employers must be in business for a minimum of three years unless participating in a formal, competitive, start-up mentoring program.
- They must employ **250 or fewer employees** for general services with the staffing agency and/or employ **150 or fewer employees** for matching funds consideration.
- Certification of employer eligibility by the Council following a training program of reasonable duration and agreement by the employer to reasonable mentoring and reporting obligations. Eligibility details are as follows: In year two, employers must re-certify for program eligibility. In year three, verification of above-average student experience will be evaluated through survey outcomes from students.

STEP 2

- Employers must agree to the terms specified by V-TOP and iQuasar, the designated staffing agency for the statewide program.
- Employers must participate in a prescreening process through iQuasar to determine eligibility for services.
- In year two of the program employers must re-certify to participate by completing a 90-minute virtual mentorship training or by attending a three-hour in-person training session through Mentor VA.
- In year three of the program employers must provide an above-average student experience via survey outcome for continued eligibility.



Commonwealth of Virginia

STEP 3

Employers must complete **modules 2,3,6 & 7** from our free, on-demand, [Developing an Internship Program](#) modules.

STEP 4

- Employers must hire for a "net new" internship slot and set an hourly wage, no less than minimum wage. The "net new" designation will remain valid for three academic terms or 12 consecutive months.
- Employers must complete a post-internship survey and respond to a one-year follow-up survey.
- For year two and year three "net new" requirements have been removed.



STUDENT(S) ELIGIBILITY REQUIREMENTS



Students must meet the following general requirements:

Students must meet a minimum cumulative GPA of 2.0 for the program. However, employers can require an internal GPA standard.



Students must meet ONE of the following program requirements:

- Be enrolled in an undergraduate or graduate college program.
- Be a recent college graduate within 6-12 months of post-secondary graduation.



Students must meet ONE of the following current enrollment requirements:

- Part-time or full-time students at a Virginia public institution or private Tuition Assistance Grant Program (VTAG) participating institution, resident or non-resident of Virginia.
- Part-time or full-time at an out-of-state institution, if the student graduated from a VA high school and is still a resident of Virginia.

Note: After being accepted for an internship, students become employees of iQuasar staffing agency while carrying out their duties for the host (recruiting) company.



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MATCHING FUNDS PROGRAM

Small businesses in Virginia may qualify for the matching funds program.

- Employers must be registered with the Virginia State Corporation Commission, be in business for a minimum of three years unless participating in a formal, competitive, start-up mentoring program and employ 150 or fewer employees for matching funds consideration.
- The Matching Funds Program provides a 50% match of an intern's wage, including FICA, and a 50% match of additional workplace subsidies, such as housing, transportation, clothing, etc. (Not to exceed the annual match limit of \$30,000).
- The program will provide a match for up to four interns annually for three academic terms or 12 consecutive months per eligible employer. The program offers a maximum one-year limit per eligible employer of \$30,000 and a match limit of \$60,000 for two years.
- Employers must inform the staffing agency, iQuasar, of the proposed total package amount before the on-site internship activities begin. Interns become employees of iQuasar staffing agency while carrying out their duties for the host (recruiting) company.
- All intellectual property belongs to the hosting employer. If the employer hires a student as a full-time employee, a finder's fee of 12% may be incurred.

Note: To qualify for matching funds support, employers must meet the requirements of the Matching Funds Program.



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MATCHING FUNDS PROGRAM

Small businesses may qualify for funding for up to 2 years total.

- **Year One:** A business will be limited to a maximum of four interns annually for three academic terms or 12 consecutive months per eligible employer.
- **Year Two:** A business will be limited to a maximum of six interns annually for three academic terms or 12 consecutive months per eligible employer. The employer must complete re-certification requirements including mentorship training and satisfactory experience with interns as reported on the intern survey.

Note: Updated September 2024 to reflect the FY25 budget language changes for the matching funds grants in the Commonwealth.

*Effective date of changes:
Monday, September 23, 2024*

The Innovative Internship Fund and Program is authorized through § 23.1-903.4 of the Code of Virginia. The funding is intended to expand paid or credit-bearing student internships and other work-based learning opportunities in collaboration with Virginia employers.