

INCUMBENT WORKER TRAINING (IWT)

Southern 14 Workforce Investment Board, LWIA #26

PURPOSE

In order to provide for a full continuum of training services to our business customers, Local Workforce Investment Area (LWIA) #26 will offer the Incumbent Worker Training program for Illinois businesses in the fourteen counties of Alexander, Edwards, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Pulaski, Saline, Union, Wabash, Wayne, and White that make up Local Workforce Area (LWA) #26. Policies and procedures are established in accordance with WIA Policy Letter No. 07-PL-33 Change 4 (or subsequent guidance). Incumbent worker training helps employers upgrade the skills of their workforce in order to become and remain competitive in both regional and global markets. Incumbent Worker Training is therefore 'employer driven' and responds to changes in market conditions as well as the introduction of new technology into the workplace. The employer is the primary customer and beneficiary of the training. The purpose of this program is to assist businesses who have the need to train and re-train existing members of their workforce, and to enable the companies, as well as the employees, to remain competitive in the local regional economy. LWIA 26 will continue all WIOA required services using the LWIB's dislocated worker formula allocations. LWIA 26 will continue to meet its performance and expenditure benchmarks for dislocated worker formula allocations.

Funds available through Incumbent worker training projects can be utilized by a specific employer or a group of related employers in the following industries:

- Transportation and Warehousing
- Health Care and Social Assistance
- Retail Trade
- Manufacturing
- Accommodation and Food Services
- Arts, Entertainment, and Recreation
- Natural Resources and Mining, including logging
- Agricultural Production
- Green Jobs

PROGRAM DESCRIPTION

Incumbent worker training is defined as training designed to keep businesses and workers competitive by keeping workers employed, averting layoffs, upgrading workers' skills, increasing wages earned by employees, and improving employees' marketability.

- Incumbent work training programs are for non-WIA eligible employees.
- Incumbent worker training activities must comply with all of the requirements of WIA Policy Letter 07-PL-33, Change 4 (or subsequent guidance).

FUNDING CATEGORIES

To apply for these funds, the incumbent worker training program should result in one or more of the following:

- Enhanced Employability
- Job Upgrades
- Increased Wages
- Increased Job Security

All participating employees must, upon training completion, be making a minimum of \$ 8.50 per hour.

ALLOWABLE ACTIVITIES

Costs that are reasonable and necessary for the conduct of the training are allowable. Listed below are costs that may be reimbursed through the grant or used as the matching contribution.

- a. Training Development;
- b. Instructor Wages;
- c. Tuition;
- d. Training Materials and Supplies;
- e. Fees Required to Complete Training;
- f. Travel for Trainers and Trainees beyond normal commute;
- g. Training Facility costs (off-site);
- h. Training Facility costs (on-site);
- i. Cost for use of Firm's Equipment During Training;
- j. Wages of Trainees while in Training (matching costs only);
- k. Fees for Technical or Professional certifications.

Trainee wages while in training may be used to meet the employer's match requirement, but are not reimbursable costs to the WIA grant. Supportive services, although not prohibited, are discouraged. Since incumbent Workers are employed, the need for supportive services underwritten with WIA funds is expected to be minimal.

INCUMBENT WORKER ELIGIBILITY

Only the employees of the specific businesses listed in the project plan who are to receive training related to a targeted occupation are part of the "eligible group". Therefore, all workers who receive incumbent worker training must be an incumbent worker based on this definition:

- a) An individual (or group of individuals) with an employment relationship with a participating employer or group of participating employers in a targeted industry (as cited in the local plan), and
- b) An Individual who is receiving upgrade training:
 - To increase his or her skills in an occupation in which the individual is already an incumbent; or
 - To prepare the worker for entry into a new occupation within the targeted workforce (i.e. the workforce of the participating employer or group of employers).
- c) The primary customers for incumbent worker training services are the participating employers or group of employers, as cited in "a" above and may be locally defined. Such employers must be actively participating in a WIA funded incumbent worker training program. And, such employers must be industry focused.

And must be:

- an adult, age 18 or older,
- authorized to work in the United States and compliant with military Selective Service requirements, if applicable.

PROGRAM FUNDING

Incumbent worker training is a collaborative effort between private and public resources. Therefore, it is expected that employers make some contribution to the overall program cost. Applications will be required to identify value of cash or in-kind contributions to the incumbent worker program and the costs must be reasonable.

The application should be filed prior to the actual training; however, payment will only be released upon receipt of the following items:

- Invoices and Proof of Payment
- Attendee List/Timesheets
- Proof of Training Completion for Incumbent Workers

Matching

Applications will require the identification of cash or in-kind contributions to the incumbent worker program and the costs must be reasonable. For projects involving an individual employer, the match will be:

LWIA 26 will use the following sliding scale:

# of Employees	Company Match	Incumbent Worker match
1-99	50%	50%
100+	60%	40%

In the event a project plan is submitted by a group of employers, the percentage of the non-federal share will be calculated using the formula as noted in WIA policy letter No. 07-PL-33 Change 3 (or subsequent guidance).

APPROVAL PROCESS

Project plans will be reviewed by the members of the Southern 14 Workforce Investment Board (So 14 WIB). The following criteria will be used in the evaluation process:

- Benefits to Target Industries
- Quality of the Training
- Benefits to Workers
- Appropriateness of Costs
- Matching Costs
- Non-duplication of past training programs
- Lay-off aversion 'at-risk' indicator(s) addressed by project.

Applications will be processed on a first-come, first-served basis until all program funds are expended.

For more information, contact:

For the counties of Gallatin, Hamilton, Hardin, Pope and Saline

Mid-5 Employment & Training, Inc
PO Box 505
701 North Commercial, Suite 6A
Harrisburg, IL 62946
Phone: 618-252-6020
Fax: 618-252-0326
Email: midfive@frontier.com

For the counties of Edwards, Wabash, Wayne and White

Wabash Area Development, Inc.
PO Box 70
110 Latham Street
Enfield, IL 62835
Phone: 618-963-2387
Fax: 618-963-2525
Email: sgoldman@wadi-inc.com

For the counties of Alexander, Johnson, Massac, Pulaski and Union

Shawnee Development Council, Inc,
PO Box 298
530 West Washington
Karnak, IL 62956
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