

Capital Region Workforce  
Partnership

Workforce Innovation and Opportunity Act (WIOA) Service Policy  
#SP 103

**Subject:** Incumbent Worker Training Program

**Effective Date:** November 5, 2015; Revision #1 dated September 13, 2018

**Replaces:** Resource Management Policy #28

**Policy Statement:** The Capital Region Workforce Development Board (WDB) seeks to ensure that employer-based training efforts are an available resource within the region to assist both businesses and their employees in remaining healthy and competitive.

**Background:**

The WIOA legislation allows that up to 20% of each year's base adult and dislocated worker formula funds can be used to provide skill enhancement and training for the existing workforce. On November 5, 2015, the Capital Region WDB authorized that this full percentage be made available for such activities locally.

**Purpose and Goals**

The goal of the policy is to be more responsive to the consideration of employers as customers of the workforce system. Incumbent Worker Training is structured to meet employer and business training objectives by enhancing the skills of existing employees resulting in increased employee productivity, layoff aversion, or company growth. Likewise, current workers develop new, higher level skills that benefit their employers, facilitate transition between jobs, and enhance their chances for retention and their potential for increased earnings. This can also have the benefit of creating employment opportunities and prospects of self-sufficiency for entry-level workers.

Funds are to be made available subject to availability through an application

process.

## I. Parameters

### A. Employer Eligibility

- Have been in operation in Virginia for a minimum of one year prior to application for funding; and have not relocated from another location resulting in layoffs in the preceding 180 days of application.
- Have at least one-full time employee; and,
- Are up-to-date on all state and local tax obligations.

### B. Additional Funding Considerations

Employers making application must identify one of the following conditions as part of the basis for needing to invest in existing worker training in order to remain competitive:

1. Declining sales
2. Supply chain issues
3. Adverse industry market trends
4. Changes in management behavior or ownership
5. Phasing out of certain function(s) with the introduction of new function(s) that require worker retraining
6. The identification of changing skill requirements for existing employees that unless otherwise corrected would result in a company laying off or closing, such as: skill changes required by external economic or market forces, significant changes in technology or operating processes, rapidly changing industry or occupational job requirements, or emergence of new products.

### C. Employee Eligibility- Any worker employed at least 6 months with the eligible business and who is verified to meet basic WIOA eligibility, documenting:

- U.S. Citizenship
- Eligibility to work in the U.S.

- Social Security Number
- Birth date
- Selective Service Registration as applicable

#### D. Allowable Training Expenses

- Training for participants for productive, high demand employment;
- Work-site-based learning strategies using cutting-edge technology and equipment;
- Training programs incorporating technological changes in the workplace;
- Training programs designed to impart learning to meet employer-specified or industry-specific skills;
- Train-the trainer instruction to build the capacity of businesses to effectively respond to the challenges of an increasingly diverse workforce
- Consumable training materials and supplies
- Textbooks
- Off-site facility rental expense directly related to and necessary for the training
- Rental of tools and equipment critical to the project
- Travel expense and per diem of instructor
- Instructor/trainer fees

#### E. Costs not covered

- Costs incurred prior to the approval date of the application
- Construction or purchase of facilities or buildings
- Business relocation expenses
- Employment or training in sectarian activities
- Lobbying activities

- Wages

.E. Training Services

1. The types of training which may be funded through Incumbent Worker Training Funds include, but are not limited to:

- Industry or company specific skills; which may be technical, operational, or subject matter-specific to the nature of the work
- Other basic work-related skills determined necessary by the employer

2. Training may be provided through/by:

- Community colleges
- Secondary Career Technical Schools
- State colleges and universities
- Licensed and certified private entities/institutions
- Company-contracted training provider, manufacturers of equipment in use or other employees of the company

## II. Other Requirements and limitations

- A. The Incumbent Worker Training program operates on a cost-reimbursement basis, with up to 50% of approved training costs eligible for reimbursement up to a total possible of \$10,000 per project. Requests for payment must include verifiable documentation that all claimed costs have first been paid by the employer. ***Documentation of the match is required.***
- B. Employers are limited to a project size of 20 employees in any single application. No more than two projects will be considered for any single employer in a fiscal year.
- C. As a requirement of the WIOA regulations, individuals who participate in the Incumbent Worker Training Initiative will be required to provide personal information such as Social Security number and date of birth. ***Individuals for whom the information is not provided will not be included in the reimbursement for training.***
- D. Employers are encouraged to select training offerings that result in industry-recognized credentials or certificates. In such cases, the Board must receive notification and copies of any credential received as a result of the training.
- E. The Workforce Development Board reserves the right to accept or reject any or all applications received or to cancel the program after approval is determined necessary to protect interests of the Board.

Signed:

A handwritten signature in blue ink that reads "Brian K. Davis". The signature is written in a cursive style and is positioned above a solid black horizontal line.

Brian K. Davis, Executive Director