



Incumbent Worker Training Program (IWTP) Guidelines

Purpose and Goals

The goal of the program is to be more responsive to the consideration of employers as customers of the workforce system. The Existing Worker Training Investment Program 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. In turn, prospering businesses combined with a more highly skilled workforce greatly contribute to a successful and thriving economy, there-by creating employment opportunities and prospect of self-sufficiency for other entry-level workers.

The program is provided by the Resource Workforce Investment Board (WIB); through federal funding made available under the Workforce Investment Act administered by the US Department of Labor.

A. Employers 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 other than the owner, if the employer is a private business; and,
- Are up-to-date on all state and local tax obligations.

Employers wishing to participate must complete an application form for review.

B. Employee Eligibility - Any worker employed with the eligible business, aged 18 or older, and who is:

- A U.S. Citizen
- Eligible to work in the U.S.
- Registered with Selective Service as applicable

Each individual employee must provide application information required for the Workforce Investment Act (WIA), which includes social security number and birth date.

C. Additional Application Considerations

1. In order to meet federal and state requirements, 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:
 - a. Declining sales
 - b. Supply chain issues
 - c. Adverse industry market trends
 - d. Changes in management behavior or ownership
 - e. Phasing out of certain function(s) with the introduction of new function(s) that require worker retraining
 - f. 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.

2. The types of training which may be funded through IWTP funds include, but are not limited to:
 - a. Occupational Skills Training which may include industry or company specific skills
 - b. Non-credit workforce courses
 - c. Technical and computer skills
 - d. Completion of GED or High School Diploma

Basic work readiness (soft skills) training can also be covered.

Employers are strongly encouraged to associate a certificate or credential attainment with the training.

Training may be provided through:

- Community colleges
- Secondary Career Technical Schools
- State colleges and universities
- Licensed and certified private entities/institutions
- Company in-house training provider

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

The following costs are not allowable:

- 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
- Direct Employee wages

Other Requirements and Limitations

- A. The WIB requires that companies provide a minimum match of 50% of the project total cost.
Documentation of the match is required.
- B. Proposals will be considered on a first-come, first-serve basis and are subject to funding availability and application approval.

- C. As a requirement of the Workforce Investment Act (WIA) regulations, individuals who participate in the Existing Worker Training Initiative will be required to complete registration to include such personal information as Social Security number and date of birth. At least one core and intensive service must be provided and documented by Workforce Center staff.

Individuals for whom the information is not provided will not be included in the reimbursement for training. Additionally, the Board must receive notification and copies of any credential received as a result of the training, including certificates, licenses, etc., as described in Section 3.

- D. The Workforce Investment Board reserves the right to accept or reject any or all applications received or to cancel the process, if necessary.

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