



Incumbent Worker Training Overview

Description

The Incumbent Worker Training (IWT) program is designed to improve the skills of employees and the competitiveness of an employer. It is intended to retain skilled employees or avert a potential layoff. IWT may be offered to employers who, after assessment, are found to need training for existing employees in order to remain competitive. Classroom or work-based learning may be provided through an educational provider of the employer's choice.

Funding

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of the Atlanta Regional Workforce Development Board (ARWDB). The maximum funding per participant is \$7,000 and per employer is \$25,000 per year. Proposals for funding will be solicited periodically and awarded on a competitive basis.

Eligibility Criteria

Employers:

- Must be in operation in Georgia for at least 12 months;
- Employ at least five full-time employees; and
- Be financially viable and current on all state and federal tax obligations.

Trainees:

- Must be full-time incumbent workers;
- Employed by the company for at least six months;
- Receive a minimum of 20 hours of training;
- Paid a wage rate or will receive a wage rate of \$18.50 per hour or higher at the end of training;
- Will receive an increase in compensation or advancement opportunity within one year after training. Options include:
 - Increase in hourly wage rate or salary
 - bonus
 - Opportunity for promotion
 - Enhanced title reflecting increased responsibility
 - For layoff aversion, retained employment with comparable or higher compensation

Reimbursements

Employers deemed eligible must provide 50% of the total training costs as a non-federal match. This contribution may be in the form of wages paid during training, curriculum development expenses, trainee travel and lodging, equipment purchased exclusively for training, onsite training space or facility usage, etc.

Allowable Costs for Reimbursement

- Training materials and supplies including manuals
- Training tuition or registration
- Instructor/trainer wages (if not included in tuition)
- Certification/Testing
- Off-site training space (e.g., classroom rental)
- Necessary computer software or equipment if used 100% for training purposes only

Trainee Information Required

WIOA requires the following information (at a minimum) to be collected for each trainee: name, contact information, Social Security number, date of birth, citizenship/right-to-work status, selective service compliance and participant characteristics (see link to portal below).

The Process

1. Employer submits an IWT application during the periodic Call for Proposals
2. If approved, an IWT Contract is drafted for company review and execution.
3. Trainees register online through the worksource Georgia portal:
<https://www.worksourcegaportal.com/vosnet/loginintro.aspx?plang=E>
4. Training begins after a fully executed contract agreement is returned by ARC.
5. Employer submits an updated Budget worksheet with copies of paid invoices, proof of payment, and documentation of matching costs in order to receive reimbursement.
6. Periodic follow up is conducted to determine the success of the program for a participant (i.e. wages, retention, promotion, etc).