

Incumbent Worker Training may be offered to employers who, after an assessment, are found to need training for existing employees in order to remain competitive or avert a potential layoff. The application process takes approximately 45 days to be reviewed and approved.

DESCRIPTION

The Incumbent Worker Training (IWT) program is designed to improve the skills of employee(s) and the competitiveness of employer(s). Classroom or work-based learning may be provided through an education provider of the employer's choice, on- or off-site, remotely where feasible and/or in-person. Training must be a minimum of 40 hours.

FUNDING

IWT is a reimbursement program funded by the Workforce Innovation and Opportunities Act (WIOA) under the administration of WorkSource Cobb (WSC). Funding cannot be paid out retroactively or for training that occurred outside of the contract period. The reimbursement process starts once the training has been completed. The maximum funding per participant is \$7,000 and is based upon fund availability. Employer expectations include:

- ▶ Proof of the hourly wages paid to trainees "while in training" signed by comptroller or HR.
- ▶ Signed daily attendance records and training evaluations post training for each trainee
- ▶ Any receipts for expenditures listed on the budget.
- ▶ Employers will not be reimbursed for trainees that do not complete the training.

ELIGIBILITY CRITERIA

Employers

- ▶ Provide a current business license as proof that they are operating a business in Cobb County.
- ▶ Must provide documentation attesting that the business is current on all state and federal tax obligations.
- ▶ Must complete Cobb County Vendor Application and W-9 form for the reimbursement of trainee wages.
- ▶ Must complete an IWT agreement and training plan budget.

Trainees

- ▶ WIOA requires the name, contact information, social security number, date of birth, right to work status and selective service compliance for each trainee. Application will be provided by WSC.
- ▶ Trainees must be at least 18 years of age and full-time workers with the company for at least six (6) months prior to training (with some exceptions).
- ▶ Paid a minimum wage rate of \$12.50 per hour or higher.
- ▶ Trainees should receive (a) Industry Recognized Credential, or (b) Industry Recognized Certification and/or License.

REIMBURSEMENTS

Employers deemed eligible must provide a portion of the training costs. This contribution may be in the form of wages of a participant while attending a training program or a direct percentage of the costs of training. The portion that an employer must contribute is dependent upon the size of the employer as follows:

- ▶ For employers with up to 50 employees: 10% of training costs
- ▶ For employers with 51-100 employees: 25% of training costs
- ▶ For employers with greater than 100 employees: 50% of training costs