



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.

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; and
- Paid a wage rate or will receive a wage rate of \$18.50 per hour or higher at the end of training; and with an increase or employers choosing within one year after training

Reimbursements

Employers deemed eligible must provide 50% of the training costs as a non-federal match. This contribution may be in the form of wages paid by employer while the worker is attending training, equipment purchased for training, curriculum development expenses, travel and lodging, 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 if used 100% for training purposes only

Employee Information Required by Employer

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.

The Process

1. Employer completes an IWT Company Assessment form and IWT application and submits to WorkSource Atlanta Regional for review.
2. Once approved, Employer completes and submits an IWT Contract at least 30 days prior to training.
3. Trainees register with the Georgia Work Ready system online or complete an IWT Questionnaire.
4. Training begins after a fully executed contract agreement is returned by ARC.
5. Employer submits copy of paid invoices for training in order to receive reimbursement.