

Cobb



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Incumbent Worker Training

Incumbent Worker Training may be offered to employers who, after an assessment, are determined to need training for existing employees in order to remain competitive or avert a potential layoff. Classroom or work-based learning may be provided through an educational provider of the employer's choice.

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 be in need of 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 WorkSource Cobb/CobbWorks.

ELIGIBILITY CRITERIA

Employers

- ▶ Operating in the State of Georgia for at least six months;
- ▶ Contributing and in full compliance with local, state, and federal tax obligations;
- ▶ Requesting training to either improve the skills of the existing workforce or to mitigate the impact of a layoff.

Trainees

- ▶ Full-time incumbent workers;
- ▶ Employed by the company for at least six months;
- ▶ Paid a wage rate or will receive a wage rate of \$11.99 per hour or higher at the end of training.

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

PROCESS

1. An employer decides what training is needed and selects a training provider. The employer and the training provider jointly develop a customized training plan to meet the needs of the company and complete the IWT Application.
2. Applications are reviewed by WorkSource Cobb staff to assure that all IWT requirements are met.
3. Applications are submitted to the Business Services Manager of WorkSource Cobb for review and approval on a monthly basis, based on the amount of funds available for obligation.
4. Upon approval, the company will be notified that it has received a grant award effective as of a specific "Award Date."
5. WorkSource Cobb will send a contract to the company to be signed by an authorized representative.
6. When WorkSource Cobb receives the signed contract, the CEO will sign in order to fully execute the contract. Once there is a fully executed contract, the company may begin training and request monthly expense reimbursements.