
Incumbent Worker Training Program Guidelines & Application

Program Guidelines

The Incumbent Worker Training (IWT) Program provides funding for training needed in current businesses due to expansion, new technology, retooling, new services/product lines and new organizational structuring or as part of a layoff aversion strategy. IWT may also fund training in new businesses if those jobs are ineligible for assistance through ReadySC™, formerly known as the Center for Accelerated Technology Training (CATT). However, there will be a waiting period of 120 days for new or expanding businesses that displaced workers elsewhere in the United States. IWT is funded by the Federal Workforce Investment Act (WIA). Applications are open to all South Carolina businesses meeting the guidelines listed below.

BUSINESSES APPLYING FOR FUNDING MUST:

- ◆ Have at least one full-time employee
- ◆ Be current on all state tax obligations

THIRD PARTY BROKERS APPLYING FOR FUNDING:

- ◆ May enter into IWT agreements on behalf of employers
- ◆ May include business associations, industry councils, chambers of commerce, downtown development corporations, etc.
- ◆ Can not be involved in the training of the employees
- ◆ Can not be reimbursed for administrative costs

City, county and state governments are ineligible to apply for Incumbent Worker Training Funds.

PRIORITY WILL BE GIVEN TO:

- ◆ Businesses/Brokers whose applications represent a significant upgrade in employee skills and/or employee wage increases as a result of training
- ◆ Businesses/Brokers whose applications represent a significant layoff avoidance strategy and provide retention opportunities
- ◆ Businesses/Business sites who have not received an IWT agreement during the prior or current program year
- ◆ Businesses/Business sites who have not received an IWT award during the prior or current program year

TRAINING SERVICES:

- ◆ Can be provided through South Carolina's technical colleges, school districts, area vocational-technical centers, state universities, or licensed and certified private entities/institutions
- ◆ Can be conducted at the business's own facility, at the training provider's facility or at a combination of sites
- ◆ Can be taught by either full- or part-time educators or professional trainers from the business
- ◆ Please be sure to show all formulas used to calculate totals as indicated on the Training Program Budget page of the IWT Application.

REIMBURSABLE TRAINING EXPENSES:

- ◆ Instructors'/trainers' salaries
- ◆ Curriculum Development
- ◆ Textbooks/manuals
- ◆ Materials and supplies

NON-REIMBURSABLE COSTS:

- ◆ Administrative costs
- ◆ Trainee wages
- ◆ Trainee travel
- ◆ Training equipment (to include computer software)
- ◆ Capital improvements

- ◆ Purchase of any item or service that may possibly be used outside of the training project
- ◆ **Costs incurred prior to the approval date of the application**

BUSINESS REQUIREMENTS:

- ◆ Business must provide a matching contribution to the training project that shall not be less than:
 - (1) **10% of the costs for businesses with 50 or fewer employees**
 - (2) **15% of the costs for businesses with more than 50 employees, but fewer than 100 employees**
 - (3) **25% of the costs for businesses with 100 or more employees**
- ◆ Business/broker approved for funds must sign an agreement to complete the training project as proposed
- ◆ Business/broker must keep accurate records of the project's implementation process
- ◆ Business/broker must submit reimbursement requests with required documentation

EVALUATION CRITERIA:

- ◆ IWT Applications will be evaluated by a subcommittee of the WorkLink Workforce Investment Board using the attached Rating Form.

PROJECT COMPLETION:

- ◆ Training projects are performance based with specific measurable outcomes, including the completion of the training and job retention
- ◆ Business/broker will provide sufficient documentation for identification of all employee trainees for calculation of performance measures and outcomes deemed pertinent to the local workforce system.
- ◆ Last payment will be withheld until the final report is submitted and all performance criteria specified in the agreement have been achieved to include:
 - (1) Submission of required documentation
 - (2) Documentation of employer matching contribution

TO RECEIVE AN IWT APPLICATION:

An IWT application may be requested via email (jhoyle@worklinkweb.com) or on the website at www.worklinkweb.com.

Application Instructions

Complete the attached IWT Program Application. Any information or documentation that cannot be supplied in the provided space should be identified by the relevant question number and attached to the back of the application form. Submit one original and four (4) copies of the signed completed application to:

Julia Hoyle
WorkLink
511 Westinghouse Road
Pendleton, SC 29670

IT IS RECOMMENDED THAT YOU SUBMIT YOUR APPLICATION AT LEAST 30 DAYS PRIOR TO THE START OF YOUR TRAINING.

If you have any questions or need assistance in completing the application, please contact:

Julia Hoyle
864.646.1827
jhoyle@worklinkweb.com