



MEMORANDUM

TO: POTENTIAL INCUMBENT WORKER TRAINING EMPLOYERS
FROM: JULIA HOYLE
SUBJECT: NEW INCUMBENT WORKER TRAINING APPLICATION AND PROCEDURES
DATE: SEPTEMBER 26, 2008

Recently, the State Workforce Investment Board approved another round of funding for the Incumbent Worker Training Program (IWT). Additionally, the WorkLink Workforce Investment Board approved up to 10% of local Adult allocations to be used for this program. As a result, there is approximately \$300,000 available for local employers to apply for IWT funding.

Applications will be accepted on an ongoing basis but the committee will meet the first weeks of November and February to review applications. In order to avoid a delay in the approval of applications, employers must return applications by October 27, 2008 and January 26, 2009. Companies must follow the guidelines and application process carefully in order to be considered for funding. An original application and three copies must be mailed to the address indicated on the application.

A committee of the Board will review and rate the applications using the criteria on the attached rating form. In the case of limited funding, those applications not initially funded will be placed on a waiting list in the event that more funding becomes available.

There are a few criteria of note. First, priority will be given to businesses that have not received an IWT award during the prior or current program year. Second, employers 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. Third, the WorkLink Workforce Investment Board reserves the option to partially fund any application.

Attached are the Guidelines, Application, and Rating Form. The application is also available on our website at www.worklinkweb.com. If you have any questions regarding this matter, please contact me at (864) 646-1827, or jhoyle@worklinkweb.com.