



**Incumbent Worker Training Guidelines**

Companies located in the North Central PA region (Cameron, Clearfield, Elk, Jefferson, McKean and Potter counties) are eligible to apply for Incumbent Worker training funds. The following guidelines apply. Companies must complete the application which can be found on the Workforce Solutions website at [workforcesolutionspa.com](http://workforcesolutionspa.com). Applicants should print the completed application as it may not save to your computer (depending on the Acrobat edition you have). The signed application can then be sent to [pstreich@ncwdb.org](mailto:pstreich@ncwdb.org) or mailed to:

Workforce Solutions for North Central PA  
425 Old Kersey Road  
Kersey, PA 15846  
Attn: Pam Streich

For questions about the application process please contact Pam at [pstreich@ncwdb.org](mailto:pstreich@ncwdb.org) or 814-245-1835.

**Cycles for funding awards:**

Applications will be reviewed and awarded on a quarterly basis according to the following schedule:

Quarter	Application Due Date	Award Date
1 <sup>st</sup>	March 31, 2018	Awards will be made within 2 weeks following due date.
2 <sup>nd</sup>	June 30, 2018	
3 <sup>rd</sup>	September 30, 2018	
4 <sup>th</sup>	December 31, 2018	

The submission of an application does not assure or imply an award of a contract to the employer submitting the application.

Workforce Solutions reserves the right to accept or reject any or all applications in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.

In addition, based on current or proposed legislative activity, Workforce Solutions reserves the right to adjust any conflicting administrative and/or programmatic requirements that may occur prior to or after the contracting process.

**Eligibility Criteria.**

A. Employer. Workforce Solutions has defined employers eligible to receive WIOA incumbent worker funds as:

Private-for-profit businesses, private non-profit organizations, and public sector employers.

An employer will NOT be eligible to participate in IWT contracts if:

1. The employer has any other individual on layoff from the same or substantially equivalent position.
2. The IWT would infringe upon the promotion of or displacement of any currently employed worker or a reduction in their hours.
3. The same or a substantially equivalent position is open due to a hiring freeze;
4. The positions are for seasonal employment.
5. The employer is a private for-profit employment agency, i.e. temporary employment agency, employee leasing firm or staffing agency.
6. The position being trained for is not full time, i.e. minimum of 32 hours per week. (unless the position lead to a full time position)
7. The employer has laid off workers within 120 days to relocate to Pennsylvania from another state; and
8. The employer is not current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan.

B. Incumbent Worker (Employee). All incumbent workers being trained must be:

1. Employed by the company requesting the training;
2. Must be PA residents;
2. Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
3. Have an established employment history with the employer for six (6) months or more.

An evaluation team comprised of board members and staff will also take into consideration the following award criteria while evaluating applications:

1. Extent to which proposed training is aligned with the vision and goals of Workforce Solutions as established in the local and regional workforce plans.
2. The characteristics of the incumbent workers to be trained will be considered.
3. The extent to which the participants will benefit from the training – at the minimum a skills gain must be provided that will result in retention or advancement.
4. The quality of the training (e.g., industry-recognized credentials, advancement opportunities, etc.);
5. The wage and benefit levels of participants (before and after training); with a minimum of a 3% increase per employee/ incumbent worker.
6. Training must not be a training that was previously or currently eligible for WEDNet reimbursement. IWT is not intended to be a replacement for WEDNet funding.

7. Training cannot be a program required by local, state or federal agencies.
8. Training that is associated with layoff aversion and retention will be given priority.
9. A threshold will be established through the application process (maximum per person, maximum per company, etc.)

**Employer Match Payment of Non-Federal Share.** Employers receiving funds for incumbent worker training are required to pay for the non-federal share of the cost of providing such training. In accordance with WIOA Sec. 134 (d)(4) (C-D), Workforce Solutions has established the non-federal share of such cost based on the size of the workforce as follows:

- 10 percent of the cost for employers with 50 or fewer employees;
- 25 percent of the cost for employers with 51 to 100 employees; and
- 50 percent of the cost for employers with more than 100 employees.

Employer size is based on the number of employees currently employed at the local operation where the incumbent worker training placements will be made. Employer size is determined by the number of employees at the time of the execution of the incumbent worker training contract. This applies to all employers, including employers with seasonal or intermittent employee size fluctuations.

If multiple employer sites exist within a local workforce development area (LWDA): Employer agreements may be limited to physical locations within the LWDA area or the LWDA may develop one agreement with multiple locations, training descriptions and budget.

**Costs that may qualify for Reimbursement:**

- Training materials and supplies including manuals
- Training tuition or registration
- Instructor/trainer wages (if not included in tuition)
- Materials and supplies
- Certification/Testing
- Off-site training space (e.g., classroom rental, etc.)

**Non-Reimbursable Costs:**

- Trainee Wages
- Purchase of any item or service that may possibly be used outside of the training budget (to include computer equipment and non-training related software)
- Travel expenses of trainers or trainees
- Advertisement or recruitment
- Purchase of capital equipment
- Capital improvements
- Costs incurred prior to approval of IWT
- Meals, lodging or travel – (exception for lodging for trainer/instructor if necessary)
- Membership fees/dues
- Conferences

**Layoff Aversion:**

Funding for Incumbent Worker Training (IWT) used for averting layoffs is allowable. A layoff is considered averted when: a worker's job is saved with an existing employer that is at risk of downsizing or closing, or a worker at risk of dislocation transitions to a different job with the same employer or a new job with a different employer and experiences no or a minimal period of unemployment.

Through the application process we will determine layoff risk, and when and whether IWT is an appropriate response. Consideration will be given as to whether, absent the training, a good job will be lost or degraded, and whether the job will be retained or improved with the training.

**Employers Agree to the following:**

1. Employers who have financial responsibilities related to the receipt and disbursement of funding under the Agreement shall be covered by fidelity bonding.
2. The training to be provided will be in accordance with WIOA 181(a)(1)(A) and 683.275 for wage and labor standards. Worker protection requirements are set forth in WIOA Sections 181(a) (1) (A) and (B), (b) (2), (3), (4) and (5) and 188.
3. Agree to cooperate with monitoring efforts as required by WIOA legislation and adhere to all other applicable local, state and federal rules and regulations.
4. Funds are not used to directly or indirectly assist, promote or deter union organizing.
5. Workforce Solutions will reimburse the employer with receipt of actual paid invoices based on company size and award amount.
6. Employers agree to provide reporting information (i.e. wage increase, retention, etc.) to Workforce Solutions upon request and as required by the appropriate funding stream.