



Incumbent Worker Training Policy

Training priority will be targeted toward companies in an in-demand sector on the state, regional, or local level whose proposed training results in a significant upgrade in employee skills or contributes to a layoff avoidance strategy. The maximum reimbursement in a program year to an individual business will be \$15,000. Any exceptions to the \$15,000 maximum will require a waiver stating the reasons for the waiver and will be approved by the LWDA Director.

Allowed Costs/Expenses for Employer Match

The following training costs are allowed and reimbursable if properly supported with the necessary documentation as requested by WIOA fiscal staff and evidence that the training expenses incurred have been paid:

- Instructors/trainers' classroom costs
- Curriculum development
- Required textbooks/manuals
- Required materials/supplies
- Equipment purchased specifically for use in the training
- Rental cost of training facility if located offsite from company location
- Post-training assessment/testing fees for training-related certifications
- Trainee travel expense

Non-Allowable Costs/Expenses for Employer Match

- In-house training
- Trainee wages
- Purchase of any item or service that may possibly be used outside of the training project
- Pre-training assessment and testing

Employer Match Requirements

The amount of employer match in the IWT Program depends on the size of the employer. The match requirements are as follows:

- Employers with 50 or fewer employees must contribute at least 10 percent of the cost
- Employers with 51 to 100 employees must contribute at least 25 percent of the cost
- Employers with more than 100 employees must contribute at least 50 percent of the cost

Eligible Training Providers

The Kentucky Community & Technical College System, a state college/university, a licensed and certified private institution, or consultant may provide eligible training. Training can be conducted at the company facility, at the training provider's facility, or at another off-site location.

Employee Eligibility

An Incumbent worker is currently employed full-time, at least 18 years of age, a U.S. citizen or a non-citizen whose status permits employment in the U.S., has been employed at least six months with the IWT employer, and who has been determined by his/her employer to be in need of training in order to help keep their company competitive, avert layoffs, upgrade workers' skills and/or increase wages earned by employees. IWT would support further job retention and career development for improved economic self-sufficiency for employed workers, especially those vulnerable to job loss and increase the capability of the businesses to access and retain skilled workers.

Employees participating in IWT must be employed full-time with a company located in the Cumberland Workforce Development Area and be identified by the employer to be in need of additional training or skill development in order to advance or improve their work performance.

Effective Date: February 17, 2016

Revision Date: NA

Applies: Incumbent Workers of Businesses who meet the established requirements of this policy as determined by WIOA staff.