

State of South Carolina Incumbent Worker Training Under the Workforce Investment Act Policy Framework

Purpose

To provide training resources for businesses:

- To train currently employed workers in an effort to keep businesses and workers competitive
- For training needed in current businesses due to expansion, new technology, retooling, new services/product lines or new organizational structuring or as part of a layoff aversion strategy

Incumbent Worker Training may also fund training in new businesses, if those jobs are ineligible for assistance through ReadySC™, formerly 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.

Eligibility for Incumbent Worker Training Funds

Businesses that:

- Have at least one-full time employee; and
- Current on all state tax obligations

A consortium may serve as a broker for Incumbent Worker Training and may enter into an agreement on behalf of participating businesses. Consortia may include business associations, industry councils, chambers of commerce, downtown development corporations, etc., or two or more businesses in need of similar training. The required matching contribution will be based on the total consortium employment and will be prorated among the participating businesses based on the number of employees trained.

Training entities, city, county and state governments are ineligible to receive Incumbent Worker Training Funds.

Funding Priority

- Businesses/Consortia whose training applications indicate a significant upgrade in employee skills and/or employee wage increases as a result of training
- Businesses/Consortia whose training applications reflect a significant layoff avoidance strategy and retention opportunities
- Businesses/Consortia/Business sites who have not received an IWT agreement during the prior or current program year
- Businesses that demonstrate their intent to conduct training within 6 months of obligation
- Local WIB priorities
- Newly created jobs due to a company expansion

Trainee Eligibility

- Any individual employed by the eligible business

Trainee Data Collection

- Information about employees participating in this federally-funded training will be collected in a data base used to measure the impact of the training
- Only aggregate data will be used

Reimbursable Training Expenses

- Instructor/trainer salaries
- Textbooks/manuals
- Consumable materials/supplies

Non-Reimbursable Costs

- Trainee/employee wages or travel
- Training equipment
- Capital improvements
- Curriculum Development
- Purchase of any item or service that may be used outside of the training project (to include computer equipment and non-training related software)
- Costs incurred prior to the approval date of the application
- Administrative costs incurred by consortia

Training Services

The types of training which may be funded through Incumbent Worker Training include, but are not limited to:

- Industry or company specific skills
- Technical and computer skills
- Basic skills enhancement
- Soft skills such as leadership, teamwork, customer service and management skills
- WorkKeys profiling/testing in conjunction with training linked to positions profiled/tested

Periodic and/or refresher safety courses cannot be funded.

Training may be provided through:

- Technical colleges
- School Districts
- Area vocational-technical centers
- State colleges and universities
- Licensed and certified private entities/institutions
- Industry specific consulting/training organizations
- Professional associations and credentialing entities
- The business itself, through in-house training provider
- Registered Apprenticeship programs

Training may be conducted at:

- The training provider's facility
- The business's own facility
- A combination of sites

Application and Approval Process

- The Incumbent Worker Training Application is completed and submitted to the local workforce investment board
- Upon approval of an application, an agreement is written between the business/consortium and the local workforce investment board

Business/Consortium Requirements

- Business/consortium must sign an agreement to complete the training project as proposed
- Business/consortium must keep accurate records of the project's implementation process
- Business/consortium must submit reimbursement requests with required documentation

Project Completion

- Training projects are performance based with specific measurable outcomes, including the completion of the training
- Business/consortium 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 final report is submitted and all performance criteria specified in the agreement have been achieved to include:
 - (1) Submission of required documentation

** Effective March 1, 2009, and continuing for an indefinite period of time, the matching contribution requirements have been waived for new IWT agreements.*

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

Training entities and city, county and state governments are ineligible to receive 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 that meet Local WIB priorities as outlined in policy framework

TRAINING SERVICES:

- ◆ Can be provided through South Carolina's technical colleges, school districts, area vocational-technical centers, state universities, Registered Apprenticeship programs, 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

Periodic/refresher safety courses cannot be funded.

REIMBURSABLE TRAINING EXPENSES:

- ◆ Instructors'/trainers' salaries
- ◆ Textbooks/manuals
- ◆ Consumable materials and supplies

NON-REIMBURSABLE COSTS:

- ◆ Administrative costs
- ◆ Trainee wages or travel
- ◆ Training equipment
- ◆ Capital improvements
- ◆ Curriculum Development
- ◆ Purchase of any item or service that may possibly be used outside of the training project (to include computer equipment and non-training related software)
- ◆ Costs incurred prior to the approval date of the application
- ◆ Administrative costs incurred by consortia

BUSINESS REQUIREMENTS:

- ◆ 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

PROJECT COMPLETION:

- ◆ Training projects are performance based with specific measurable outcomes, including the completion of the training.
- ◆ 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

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 the signed completed application to:

Ms. Holly Burts
IWT Program Coordinator
225 S. Pleasantburg Dr., Suite C-11
Greenville, SC 29607
hburts@greenvillecounty.org

APPLICATIONS ARE DUE TO MS. BURTS BY JUNE 18TH AT 3PM.

If you have any questions or need assistance in completing the application, please contact:
Ms. Holly Burts at (864) 467-8092 or at hburts@greenvillecounty.org

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