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## Incumbent Worker Training Program Guidelines & Application

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### **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 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 (CONSORTIA) 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.
- ◆ Cannot be involved in the training of the employees
- ◆ Cannot 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/Consortia whose applications represent a significant upgrade in employee skills and/or employee wage increases as a result of training
- ◆ Businesses/Consortia whose applications represent a significant layoff avoidance strategy and provide retention opportunities
- ◆ Businesses/Consortia/Business sites who have not received an IWT agreement 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, 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

***Safety Training that is required for a business to meet OSHA (federal) safety standards cannot be funded.***

***Periodic/Refresher courses cannot be funded.***

### **REIMBURSABLE TRAINING EXPENSES:**

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

## **NON-REIMBURSABLE COSTS:**

- ◆ Administrative costs
- ◆ Trainee wages,
- ◆ Lodging, food 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 hardware and non-training related software)
- ◆ Costs incurred prior to the approval date of the application
- ◆ Administrative costs incurred by consortia

## **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/consortia approved for funds must sign an agreement to complete the training project as proposed
- ◆ Business/consortia must keep accurate records of the project's implementation process
- ◆ Business/consortia 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/consortia 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 \*~~

## **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:

**Amy Dowell, Upper Savannah Council of Governments  
PO BOX 1366  
Greenwood SC 29648**

*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:

**Amy Dowell, 864-941-8071  
1-800-922-7729  
adowell@uppersavannah.com**

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