



**GEORGIA MOUNTAINS REGIONAL COMMISSION
WORKFORCE DEVELOPMENT**

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Frequently Asked Questions & Answers for Incumbent Worker Training.

What is the Incumbent Worker Training Program?

Funded by the U.S. Department of Labor and administered by the Workforce Development Division of the Georgia Department of Economic Development and the Local Workforce Development Areas. The Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker Training (IWT) is designed to provide funding assistance to qualifying Georgia for-profit business to provide skills training to full-time, permanent company workers. The training must be a business necessity that will enhance companies' abilities to compete in global economies, expand present markets, and help ensure the permanency (layoff aversion) of business in Georgia. For the worker, the training will upgrade present work skills, heighten job security, provide marketable skills, and increase the possibilities for higher wages and promotional opportunities. The Workforce Development staff members administer, monitor, and evaluate the training program. They also provide fiscal and agreement compliance assistance during the training process.

What is an Incumbent Worker?

A paid employee who has been employed at least 6 months with the applicant business, who is at least 18 years of age; a citizen of the United States or a non-citizen whose status permits employment in the United States; and an employee that works at a facility located in the Georgia Mountains Workforce Development (GMWD) service area.

What kind of training can be funded under IWT?

Training can include, but is not limited to, industry or company-specific work skills, basic job skills, technical computer skills, new manufacturing technologies, equipment operation training, changes in production processes, and "soft skills", such as leadership, teamwork, communication, conflict resolution, and management skills. GMWD does not maintain a list of approved training providers for the IWT programs. Companies will select the types of training and training provider(s) that meet their business and training requirement before submitting an application for consideration. Please note: Because of possible high demands and finite funds, funding of training projects may be prioritized by each local Workforce Development sector strategies which designates those companies that will have the greatest potential for impacting global competitiveness, employee retention and consideration and area jobs development.

Which companies are eligible to apply?

For-profit Georgia companies that have been in business in Georgia for a minimum of one (1) year immediately prior to submitting an application are eligible to apply. Applying companies must also have a least one full-time, permanent worker (other than the owner), be financially viable, and be current on all state and federal tax obligations.

Which companies are not eligible for IWT funding?

- A business currently receiving training funds, either directly or indirectly, from Georgia state government unless those training funds do not duplicate the training efforts outlined in the IWT application.
- A business that has received funds either directly or indirectly from Georgia state government under any previous training initiative, and the terms of the agreement for training have not been met
- A training provider, unless it is to address the skills gaps of the training provider's incumbent workers
- A Workforce Development Board or its administrative entity
- A labor union
- A government entity
- A company whose primary business is education

What information is required for the “Employer Contribution” portion of the program budget?

The company must identify, in their IWT application, its contribution (company match) to the training program. The company contributions must equal at least a dollar-for-dollar match of the total requested funds, up to the maximum funding available. Company contributions may be comprised of trainee wages and benefits paid during the training period, equipment purchased for training, training materials and supplies, training curriculum development expenses, and travel and lodging costs.

What information will the company need to maintain for the Training Program Assessment reviews?

Once training begins, the company should maintain adequate records of the costs associated with the training, information about the training provider, a detailed description of training, and benefits the training activities have provided to the company and to the employees. This information will be used to document the impact the training has had on morale, retention, wages, promotions, efficiency, and profit improvements. A GMWD employee will meet with the company’s contact person to review and evaluate the training program outcomes.

What does “performance-based” mean?

A company is awarded training funds to provide skills training to an agreed-upon number of workers/participants. If the company does not train the agreed-upon number of workers by the end of the agreement period, the final reimbursement may be pro-rated to bring the total project costs in line with the actual number of trained employees. If the company provides training to less than the planned number of employees or the projected training is not completed, the cost of the training may be pro-rated.

What training costs will not be reimbursed under IWT?

Program funding cannot be used to pay for trainee’s wages and benefits during the training, travel expenses, training equipment, administrative costs, catering of training events, and costs outside the agreement period (effective beginning and ending dates of the agreement). However, these types of training expenses, incurred within the approved agreement period, may be included as part of the “Employer Contribution” to the project. However, employee benefits are not an allowable match of some funding sources, as noted above.

How does a business submit an application and become approved for an IWT Program?

The employer may contact GMWD for the Incumbent Worker Training Employer Application or they may email a request for same to Daniel Thornton, whose contact information is below. Upon receipt of the completed Incumbent Worker Training Employer Application, GMWD will review application to determine employer’s eligibility for IWT funding. More information may be requested from the employer to determine eligibility. GMWD normally request an application to be submitted at least 30 days prior to the start date of the desired Incumbent Worker Training. The application must be reviewed for eligibility and approved. Then a Contract for Delivery of Incumbent Worker Training must be drafted, approved and sign by all parties. This contract must be executed prior to the start date of the IWT. GMWD cannot assist with any costs for an Incumbent Worker Training program that starts before the Contract for Delivery of Incumbent Worker Training has been executed.

What information is a business required to supply to the GMWD on the employees to be trained?

Because the WIOA funding for Incumbent Worker Training is a federal Grant, each incumbent worker must meet eligibility criteria to receive federal funds. WIOA will require the following information for each incumbent worker participant.

- Social Security Number
- Complete Name and Contact Information
- Copy of Driver’s License
- Date of Birth
- Right-to Work Status
- Selective Service Compliance
- Person with Disability

What if an employee that has been determined ineligible by WIOA regulations is trained?

Any costs associated with participants deemed ineligible by WIOA regulations will not be reimbursed. Whether the trainer charges a flat fee or a per participant fee, the invoice will be pro-rated to exclude ineligible participants.

What training costs can be reimbursed under IWT?

Training expenses may include non-company professional instructors' fees, trainee(s)' tuition, required textbooks, manuals, curriculum development, and required expendable training supplies and materials. Necessary computer software that is used 100% for training purposes only, may also be reconsidered for reimbursement.

How are companies reimbursed for approved training expenses?

GMWD will provide approved companies with the required forms to complete for expense reimbursements. Companies should submit the reimbursement requests after the completion of each training module. Final expenses must be reported within thirty (30) days after training activities are complete or the agreement end date, whichever is the earliest end date of program activity.

What information is required for reimbursement of expenditures covered in the agreement?

Before an invoice can be paid, the following documentation must be received by GMWD:

- Copy of paid training provider invoice. The invoice should include the date(s) and type(s) of training that was provided.
- Copy of the check with which the invoice was paid or other documentation as evidence of payment.
- For each training program or session, a copy of the roster, which includes trainees' names and last four (4) digits of SSN, is required. The date(s) and type(s) of training should be noted on each roster. In addition, this roster should include the signature of the trainer or employer certifying that the listed employees did participate in the training.
- Depending on the federal funding source utilized, documentation of matching expenditures such as payroll registers copies of paid travel costs, etc. may also be required of the employer.

Where may the training take place?

Training may be conducted at the business's own facility, at a public or private training provider's facility, or at a combination of sites that best meet the needs of the business.

Who selects the training provider?

The company selects the training provider that best suits their training needs. Trainers may be public or private professional trainers, equipment vendors, or subject matter experts.

Contact Information: Daniel Thornton, Rapid Response Coordinator. 2481 Hilton Drive, Suite 8, Gainesville, GA 30501.
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