



Issuance No: 07-2016

Issuance Date: October 25, 2022

Revised Date: October 25, 2022

Subject: Incumbent Worker Training (IWT) Program

1. Purpose: Incumbent Worker Training is a work-based training strategy that ensures employees of a company can gain the skills necessary to retain employment or avert layoff. This policy is written to provide direction to the program operators regarding allowable funding expenditures for work-based training and establishes guidelines and requirements to prevent duplication of training funds. The local board has established this policy and definitions to determine which workers, or groups of workers, and which employers are eligible for incumbent worker services.
2. Substance: IWT guidelines are as follows:
 - Employer guidelines
 - First consideration will be given to employers who have **NOT** used the IWT program the previous three (3) years.
 - IWT funding is available to all industries, but priority will be given to in-demand industries in the area if IWT funding becomes limited.
 - If funding is still available for the program the 4th quarter of the program year, employers who have used the IWT program in the previous three (3) years will be eligible to apply.
 - Employers must complete all the required IWT forms as required by OWD's most current policy on IWT, this includes the employer pre-award.
 - Characteristics of the participants in the program
 - An incumbent worker does not have to meet the eligibility requirements for career and training services for Adults or Dislocated Workers.
 - An eligible incumbent worker is an employee working a minimum of an average of 32 hours per week employed at the respective employer for more than six consecutive months.
 - Relationship of the training to the competitiveness of a participant
 - Training must assist workers in obtaining skills necessary to either retain employment or avert layoff.
 - Documentation of increased skills must be obtained, such as an industry-recognized credential, or a promotion, that correlates to the job and employer.
 - Relationship of the training to the competitiveness of an employer
 - Employer must not be eligible for, or participating in, the State's Missouri works Training.
 - Employers must be established businesses in growth industries.
 - Documentation must demonstrate what has changed within the industry that requires training to stay competitive or avert layoff.
 - Employers cannot be family owned and operated.

- The number of employees trained
 - There is no minimum or maximum on the number of employees, per employer, trained in a program year.
 - Advancement Opportunities and Wage increase
 - Training must lead to opportunities for advancement and wage increases of at least 1% within 60 days of the successful completion.
 - In-kind matching resources
 - At a minimum, employers are required to provide a cash and/or in-kind contribution equal to 50% of the grant amount.
 - Collective Bargaining
 - Union concurrence with the training service is required if the employer is covered by a collective bargaining agreement.
 - Reporting
 - Reporting on employee and employer performance is required.
 - Application
 - Employers must complete and submit an Incumbent Worker Training Application/Pre-Award to Program Operator for approval.
 - All employer applications must be reviewed by the WIB Executive Director and OWD prior to approval for training funds.
 - Payment/Reimbursement
 - Payment or reimbursement to employer will only be paid after wage increase is met and documented.
3. Contact: Please direct comments or questions regarding this policy to Cinthia Staton Asberry, Compliance Manager at 417-257-2630 or email casberry@scwib.org.
 4. Reference: Workforce Innovation and Opportunity Act of 2015, Department of Labor Final Rules, DWD Issuance 23-2017, or most current policy on the subject.
 5. Attachments: Incumbent Worker Training Application