

DU PAGE COUNTY

**INCUMBENT WORKER
TRAINING PROGRAM POLICY**



July 1, 2009 to June 30, 2010

DuPage County Incumbent Worker Training Program Policy

Purpose: To assist DuPage County businesses that need to train their existing staff to enable the companies and employees to remain competitive.

Funding: DuPage County will divert ten percent (10%) of the WIA allocation for incumbent worker training from the Dislocated Worker program funds in Program Year 2009, and ten percent (10%) of the ARRA Program Year 2009 allocation from the Dislocated Worker funding stream.

Employers: With the exception of projects undertaken as part of an economic development incentive package, incumbent worker training is limited to employers in the key sectors shown below. Incumbent worker training projects may be undertaken to benefit a single employer and the employer's workforce, or a group of related employers and workers from the associated firms.

Healthcare	Manufacturing
Information Technology	Green
Transportation Distribution and Logistics	

Green training will also be allowable across all industries.

Workers: Workers, either individually or as a group, must meet the following definition to be considered incumbent workers.

An incumbent worker is:

- a) An individual who has a full-time employment relationship with either a participating employer in a key sector industry, or an employer being provided incumbent worker training as part of an economic development incentive package; and
- b) Receiving upgrade training:
 - To increase his or her skills in an occupation in which the individual is already an incumbent; or
 - To prepare the worker for entry into a new occupation within the targeted workforce.

A group of employers, as cited in "B" above, may be locally defined and must be industry focused. For example, a group of employers may be associated due to supply relationships such as an original equipment manufacturer (OEM) and the firms in the OEM's supply chain. Or a group of employers may be associated through an industry-related organization.

Training: A wide range of training topics and delivery arrangements may be proposed. Training that is closely linked to specific jobs, as well as job advancement, is encouraged. Proposed training that is only loosely related, or unrelated, to specific jobs, while not completely prohibited, is discouraged. Examples of training that is not directly job-linked include stand-alone adult basic education (ABE), stand-alone English as a Second Language (ESL), team building training, motivational training, and basic computer literacy skills. Please note that ABE and ESL training that is fully integrated with specific job-linked skill training is allowable.

Matching: Employers participating in the program are required to pay a non-federal share of the costs of providing the incumbent worker training. The non-federal share paid by an employer or group of employers may include the amount of the wages paid by the

employer(s) to a worker while the worker is attending a training program and may include in-kind contributions. All matching contributions must be necessary for the provision of the training, fairly evaluated, and verifiable. The match required will be ten percent (10%).

Costs: Subject to the approval of DuPage County Workforce Development Division (WDD) and DuPage Workforce Board (DWB), all reasonable and necessary costs related to the conduct of the training are allowable. A maximum of \$7,000 per incumbent worker and/or \$25,000 per company is set for PY 09. There is no reimbursement until the training program is successfully completed. Should a trainee quit or fail the training program, his or her costs will not be reimbursed. Additionally, as limited by state policy, the costs of workers' wages and fringe benefits paid while in training are allowable only as employer match contributions.

The following are typical costs eligible for reimbursement for the WIA grant.

- Training development
- Instructor wages
- Training materials and supplies
- Tuition
- Fees required to complete training
- Cost for use of firm's equipment during training
- Travel for trainers and trainees beyond normal commute
- Training facility costs (on-site or off-site)
- Fees for technical or professional certifications
- Wages and fringe benefits of trainees while in training (**matching costs only**)

Approval: When evaluating project proposals, DuPage WDD and DuPage WIB will consider the following criteria.

Key Sectors: The employer (or group of employers) to benefit from the training must be from one of the key sectors cited above or the employer may be from any industry if the proposal is part of an incentive package designed to encourage the employer to create or retain jobs in the local area. Or the training must be "green" training.

Quality of the Training: The training proposal must be adequately specified and job specific. The curriculum must be well developed and the instructor must be judged qualified to conduct the training. The training must also be clearly linked to anticipated increases in productivity.

Benefits to Workers: The training should result in benefits to workers, including enhanced employability, job upgrades, increased wages, and/or increased job security.

Appropriateness of Costs: The proposed costs must be judged reasonable in relation to the type of training and the number of workers to be trained. Also, all proposed costs must meet local, state, and federal cost related requirements and limitations.

Matching Costs: The minimum employer cost participation requirement must be met.

Jobs Created or Retained: In the case of projects undertaken as part of an economic development incentive package, the project will be evaluated based in part on the number of jobs to be created or retained.

Company Viability/Workforce Status: Companies that have recently gone through a WARN Act event (e. g., mass layoff) or have laid off employees that became covered under the Trade Adjustment Assistance (TAA) for Workers program will not be approved for reimbursement through the Incumbent Worker Training program. If a company has experienced layoffs recently or is in the midst of laying off workers and does NOT fall into one of the two categories above, their Incumbent Worker Training application must

sufficiently demonstrate the following in order to be approved for reimbursement.

- the training being applied for will help the company remain viable and avoid further job losses;
- the incumbent workers who will be attending training will retain their employment with the company.

Reporting: Organizations receiving incumbent worker training grants must comply with all state planning and reporting requirements as specified in state policy. Requirements include the submission of an initial project plan. Required reports include information about employers and workers participating in the program as well as quarterly narrative reports on project implementation.