



Workforce Investment Act (WIA) Program Policy #105

Subject: Existing Worker Training Investment Program

Effective Date: November 14, 2012

Policy Statement: The Region 2000 Workforce Investment Board (WIB) seeks to ensure that employer-based training efforts are an available component of the workforce development offerings within Region 2000.

Background:

Virginia has been granted a waiver from the U.S. Department of Labor that allows local workforce areas to use up to 20% of each year's base dislocated worker formula allocation to provide skill enhancement and training for the existing workforce as part of a broader and locally-defined layoff aversion strategy. Such local initiatives must be in accordance with WIA regulations, the waiver granted to Virginia by DOL ETA, and requirements in State WIA Policy 02-04.

Purpose and Goals

The goal of the policy is to be more responsive to the consideration of employers as customers of the workforce system. The Existing Worker Training Investment Program is structured to meet employer and business training objectives by enhancing the skills of existing employees resulting in increased employee productivity, layoff aversion, or company growth. Likewise, current workers develop new, higher level skills that benefit their employers, facilitate transition between jobs, and enhance their chances for retention and their potential for increased earnings. In turn, prospering businesses combined with a more highly skilled workforce greatly contribute to a successful and thriving economy, there-by creating employment opportunities and prospect of self-sufficiency for other entry-level workers.

I. Process:

A. Eligibility for Incumbent Worker Training Initiative

Employers which:

- Have been in operation in Virginia for a minimum of one year prior to application for funding; and have not relocated from another location resulting in layoffs in the preceding 180 days of application.
- Have at least one-full time employee; and,
- Are up-to-date on all state and local tax obligations.

B. Additional Funding Considerations

Employers making application must identify one of the following conditions as part of the basis for needing to invest in existing worker training in order to remain competitive:

1. Declining sales
2. Supply chain issues
3. Adverse industry market trends
4. Changes in management behavior or ownership
5. Phasing out of certain function(s) with the introduction of new function(s) that require worker retraining
6. The identification of changing skill requirements for existing employees that unless otherwise corrected would result in a company laying off or closing, such as: skill changes required by external economic or market forces, significant changes in technology or operating processes, rapidly changing industry or occupational job requirements, or emergence of new products.

These items are used locally to define a layoff aversion strategy.

C. Employee Eligibility - Any worker employed with the eligible business and who provides application information required for the Workforce Investment Act (WIA):

- U.S. Citizen
- Eligible to work in the U.S.
- Social Security Number
- Birth date
- Selective Service Registration as applicable

D. Reimbursable Training Expenses

- Training for participants for productive, high demand employment;
- Work-site-based learning strategies using cutting-edge technology and equipment;
- Training programs incorporating technological changes in the workplace;
- Training programs designed to impart learning to meet employer-specified or industry-specific skills;
- Train-the trainer instruction to build the capacity of businesses to effectively respond to the challenges of an increasingly diverse workforce
- Consumable training materials and supplies
- Textbooks
- Off-site facility rental expense directly related to and necessary for the training
- Rental of tools and equipment critical to the project
- Travel expense and per diem of instructor
- Instructor/trainer fees

E. Non-Reimbursable Costs

- Costs incurred prior to the approval date of the application
- Construction or purchase of facilities or buildings
- Business relocation expenses
- Employment or training in sectarian activities
- Lobbying activities
- Direct Employee wages

F. Training Services

The types of training which may be funded through Incumbent Worker Training Funds include, but are not limited to **Occupational Skills Training** which may include

- Industry or company specific skills

- Technical and computer skills

Training may be provided through:

- Community colleges
- Secondary Career Technical Schools
- State colleges and universities
- Skill Centers
- Licensed and certified private entities/institutions
- Company in-house training provider

II. Requirements and limitations

- A. The WIB requires that companies provide a minimum match of 50% of the project total cost.
Documentation of the match is required.
- B. Proposals will be considered on a first-come, first-serve basis using an application form and evaluated by the Executive Director.
- C. As a requirement of the Workforce Investment Act (WIA) regulations, individuals who participate in the Incumbent Worker Training Initiative will be required to complete registration to include such personal information as Social Security number and date of birth. At least one core and intensive service must be provided and documented by Workforce Center staff.

Individuals for whom the information is not provided will not be included in the reimbursement for training. Additionally, the Board must receive notification and copies of any credential received as a result of the training, including certificates, licenses, etc., as described in Section 3.

- D. The Workforce Investment Board reserves the right to accept or reject any or all applications received or to cancel the process, if necessary.