



## **PEE DEE LWDA INSTRUCTION NUMBER: 20-006**

**To:** Pee Dee Local Workforce Development Area Businesses

**Subject:** Incumbent Worker Training Funding Policy

**Issuance Date:** April 15, 2021

**Effective Date:** April 15, 2021

**Purpose:** The purpose of this instruction is to transmit the Pee Dee Workforce Development Area's requirements for Incumbent Worker Training (IWT) funding, to disclose the evaluation criteria upon which each application will be evaluated, and to establish an appeal process for applications not awarded.

**Background:** IWT provides both workers and employers with the opportunity to build and maintain a quality workforce. Training is intended to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as a layoff aversion strategy; is conducted with a commitment by the employer to retain or avert the layoffs (temporary or permanent) of the incumbent worker(s) trained; and increases the competitiveness of the employee and the employer.

IWT is not intended to fund the periodic safety and refresher courses necessary for a business to continue to operate (i.e. First Aid, CPR, and OSHA certifications) or the occupational training a new hire would need. IWT may be provided using local funds, state reserve funds granted to local workforce areas to serve multiple businesses, or state rapid response funds to assist an individual business in averting layoffs.

**Policy:** This instruction will govern the IWT activities conducted in the Pee Dee Workforce Development Area. It is based upon the SC Department of Employment and Workforce's policies regarding IWT, which have been incorporated into the local area's policy (Attachment A). Furthermore, the following additional guidelines will apply to businesses requesting IWT funds in the Pee Dee LWDA:

1. IWT Awards to a single business or consortium will be limited to no more than \$30,000.
2. Priority consideration will be given to businesses that did not receive IWT funding in the award cycle immediately preceding the cycle for which a new application is made
3. Priority consideration will be given to businesses that use other services of SC Works to meet their hiring and retention needs.

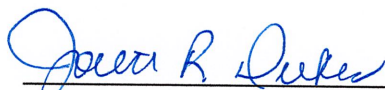
4. Employers requesting Incumbent Worker Training Funding must sign an attestation regarding their workers' eligibility and provide information regarding any apprenticeship designations (if applicable). (Attachment B)
5. The Pee Dee LWDA reserves the right to incorporate a mandatory information session as a condition for application acceptance and/or award. When required, at least one week's notice will be provided as part of the announcement regarding the availability of funding or notice of planned award.

The attached State Guidelines and Pee Dee LWDA's additional requirements will not apply to businesses who are submitting applications for Rapid Response (layoff-aversion) IWT funding.

**Action:** Businesses seeking "traditional" IWT funding (i.e. not for layoff aversion) should complete the WIOA Incumbent Worker Training Program Application and submit it to the LWDA in accordance with the requirements published in the LWDA's request for applications. The availability of IWT funding is advertised on the SC Works Pee Dee website at [www.scworkspeedee.org](http://www.scworkspeedee.org), the SC Works Pee Dee Facebook page, through each county's economic developer, the local technical colleges, Pee Dee Workforce Development Board members, and other interested parties upon specific request.

Upon receipt of the completed applications, they will be evaluated by the economic developers (or his/her designee) for Chesterfield, Darlington, Dillon, Florence, Marion, and Marlboro Counties, using the LWDA's Incumbent Worker Training Application Evaluation Instrument (Attachment C). Applications will be ranked, highest score first, based on the total score received and awards will be made in order of ranking until available funding is exhausted. Applicants who were not funded based on a lack of available funding, will receive priority consideration for any funds that become available subsequent to the initial award cycle. All IWT funding decisions made by the Pee Dee Workforce Development Board are final and not subject to appeal.

**Inquiries:** Businesses that wish to be placed on a list to be directly notified regarding the availability of IWT funds or anyone that has questions pertaining to this instruction should contact Dianne Herrington at [d-herrington@peedeecog.org](mailto:d-herrington@peedeecog.org) or (843) 687-0091.



Joette R. Dukes

Workforce Development Director

## WIOA Incumbent Worker Training Program Guidelines

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### **SCOPE**

This document provides guidance on the operation of Incumbent Worker Training (IWT) programs funded through local Adult and Dislocated Worker program funds and Governor's Reserve funds (Statewide Program funds). Unless otherwise specified, the provisions outlined below apply to both IWT programs.

### **PROGRAM DESCRIPTION**

The Incumbent Worker Training (IWT) Program<sup>1</sup> provides funding to help cover the costs of training needed to retain a competitive workforce. Such training is meant to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as part of a layoff aversion strategy; is conducted with a commitment by the employer to retain or avert the layoffs (temporary or permanent) of the incumbent worker(s) trained; and increases the competitiveness of the employee and the employer.

IWT is not intended to fund periodic safety and refresher courses necessary for a business to continue to operate (i.e. First Aid, CPR, and Occupational Safety and Health Administration certifications) or the occupational training a new hire would need.

### **FUNDING FOR INCUMBENT WORKER TRAINING**

Local Workforce Development Boards (LWDBs) can use up to 20 percent of their Adult and Dislocated Worker funds to cover the Federal share of IWT. For example, if a LWDB received \$1.5 million in Adult funds and \$1.0 million in Dislocated Worker funds, it may use up to \$500,000 (20 percent of the total) for IWT. This 20 percent can only be used for program-related IWT activities.

The State Workforce Development Board (SWDB) can use the Governor's Reserve funds to cover the Federal share of IWT. Typically, the funds are awarded through a grant to LWDBs.

### **BUSINESS/ TRAINING CONSORTIUM MATCH**

Businesses/training consortia participating in IWT are required to pay the non-Federal share of the cost of providing training to their employees. The non-Federal share shall not be less than:

- 10 percent of the costs for a business location with no more than 50 employees
- 25 percent of the costs for a business location with more than 50 employees, but no more than 100 employees
- 50 percent of the costs for a business location with more than 100 employees

A training consortium shares in the cost of training incumbent workers based on the total number of employees from all businesses in the training consortium. The training consortium would then determine how the cost would be split between the businesses in the consortium. This may be done in multiple ways, but it is recommended that the division of costs be determined based on how many employees are in each business.

*Example:* a group of employers has formed a training consortium comprised of three businesses with a combined total of 100 employees. The total cost of training is \$100,000. Based on the combined number of employees, the training consortium is required to pay 25 percent of the cost of training or \$25,000. Each business in the training consortium will pay a proportionate share based on each business's number of employees:

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<sup>1</sup> IWT is funded by the Federal Workforce Innovation and Opportunity Act (WIOA).



Business #1 - 10 employees = \$2,500  
Business #2 - 40 employees = \$10,000  
Business #3 - 50 employees = \$12,500

Total Training Consortium Share = \$25,000

The IWT agreement with the business should then be written for \$75,000. See also Attachment A for sample agreement packet.

A business's/training consortium's share of the cost may be paid in cash or in kind, fairly evaluated. Wages paid to incumbent workers while attending training may be considered that business's share of the cost. Please see Attachment B for a sample agreement packet that includes employee wages paid during training.

When wages are used as a business's/training consortium's share of the cost, documentation of actual wages paid to each individual worker during training must be provided. At the conclusion of the training, should the amount of actual wages paid during training fall short of the required non-Federal share, then the business must pay the difference in cash.

#### **APPLICATION, EVALUATION AND AWARD:**

IWT funding is awarded on a competitive basis. LWDAs must have an established policy that is consistently applied when evaluating applications and awarding IWT funding. At a minimum, LWDAs must consider the following criteria during their evaluation to help evaluate whether training would increase the competitiveness of the employees or both the employees and the employer:

- The characteristics of the employees to be trained (job title(s) and length(s) of employment to include date of hire);
- The relationship of the training to the competitiveness of both the employer and employee; and
- Other factors the LWDA determines to be appropriate, including:
  - the number of employees participating in the training;
  - total cost of training;
  - cost of training per participant;
  - wage and benefit levels of those employees (both pre- and post-training earnings);
  - the existence of other training and advancement opportunities provided by the employer;
  - credentials and skills gained as a result of the training;
  - utilization as part of a larger sector and/or career pathway strategy; or
  - employer size.

LWDBs are strongly encouraged to develop an upskill/backfill strategy which involves filling jobs vacated by workers who are moving into more advanced positions in the company, as a result of IWT, with other WIOA participants.

#### **BUSINESS ELIGIBILITY**

Employers applying for IWT funding must meet the following requirements:

1. have at least one (1) full-time employee other than the owner of the business;
2. be current on all state tax obligations; and
3. commit to retain or avert temporary or permanent layoffs, promote, or provide a pay increase to incumbent workers trained. LWDAs must develop a process for documenting employer commitment to retain, promote, or provide a pay increase to incumbent workers who successfully complete training.

Training entities and city, county and state governments are not eligible for IWT funding. Businesses receiving services through readySC™ may be eligible for IWT so long as the training funded is not a duplication of services provided through readySC™. IWT funds are not available to a business that has relocated, if that relocation resulted in the loss of



jobs at the original location, until the company has operated at that new location for 120 days. The WIOA Incumbent Worker Training Program Pre-Award Review must be completed by a business that has recently relocated or is expanding.

A group of employers may form a training consortium for the purposes of receiving IWT. Common examples of training consortia include, but are not limited to: business associations, industry councils, chambers of commerce, or downtown/community development corporations. The training consortium or a third party may apply for IWT on behalf of the group of employers but cannot serve as the training provider and is not eligible to receive any funding as payment for their services.

Please note that IWT funding may not be used for members of a training consortium who would otherwise be ineligible for IWT, including training entities and city, county and state governments.

### **INCUMBENT WORKER DEFINED**

To qualify as an incumbent worker, the worker needs to be:

- Employed;
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
- Have an established employment history with the employer for six months or more, unless the training is being provided to a group/cohort of employees and the majority of employees have been employed with the business for six months or more.

It is the responsibility of the LWDA to develop a process for ensuring that employees participating in training have been employed with the business for six months or more.

Temporary employees that do not have an employer-employee relationship with the business are not considered incumbent workers (for example, where an employee is employed through a staffing firm). However, periods of temporary employment may count towards an employee's time with the company for the purposes of meeting the six month minimum requirement above.

An incumbent worker does not have to meet WIOA eligibility requirements unless they are enrolled as a participant in the WIOA Adult or Dislocated Worker program.

### **TRAINING SERVICES**

- Must **result in** a recognized postsecondary credential. A recognized postsecondary credential is a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree (TEGL 10-16, Change 1, WIOA sec 3(52)). A recognized postsecondary credential is awarded in recognition of an individual's attainment of measureable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. Such certification must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene.
  - Types of acceptable credentials may include:
    - Occupational licensure
    - Occupational certificate, including Registered Apprenticeship and postsecondary Career and Technical Education educational certificates
    - Occupational certification
    - Other recognized certificates of industry/occupational skills completion sufficient to quality for entry-level or advancement in employment
- Can be provided by technical colleges, school districts, adult education programs, area vocational-technical

centers, state colleges and universities, licensed and certified private entities/institutions, industry specific consulting/training organizations, professional associations/credentialing entities, the business itself (through in-house training providers) or Registered Apprenticeship programs;

- When training is provided in-house by an employee of the business, the business must submit documentation of that employee's time spent providing training and corresponding wages paid as a result;
- Can be conducted at the business's own facility, at the training provider's facility, online or remotely, or at a combination of sites; and
- Can be taught by either full- or part-time educators or professional trainers from the business.
- The following types of training are not eligible for IWT funding: all forms of periodic safety and refresher courses, including, but not limited to, all forms of Occupational Safety and Health Administration (OSHA) trainings, First Aid and CPR certifications, and hazardous material handling training.
- International Organization of Standardization (ISO) training may be eligible for the purposes of developing a quality management system in order to earn ISO certification.

#### **REIMBURSABLE TRAINING EXPENSES**

- Tuition
- Instructor/Trainer salaries
- Textbooks/Manuals
- Consumable materials and supplies

#### **NON-REIMBURSABLE COSTS**

- Administrative costs incurred by the business/training consortium
- Trainee wages or travel
- Trainer travel
- Training equipment
- Capital improvements
- Curriculum development
- Purchase of any item or service that may be used outside of the training project (including computer equipment and non-training related software)
- Costs incurred prior to the approval date of the application

#### **BUSINESS REPORTING REQUIREMENTS**

All businesses/training consortia approved for funding must sign an agreement with their Local Workforce Development Area (LWDA) before implementing the proposed IWT project. The IWT agreement includes the IWT summary sheet, signed agreement with the business/training consortium, program work statement, training budget, training plan, and IWT application as completed by the business/training consortium.

Training projects are performance based with specific measurable outcomes. TEGL 10-16, Change 1 requires States and LWDA's to report certain participant and performance data on all individuals who receive IWT. As a result, all IWT participants must be registered and tracked in the SC Works Online Services system (SCWOS). The required elements for IWT-only participants are limited to demographic information and the elements needed to calculate employment in the 2nd and 4th quarters after exit, median earnings in the 2nd quarter after exit, Measurable Skill Gains, and credential attainment. For the purposes of calculating these metrics, the exit date for an individual who only has received IWT will be the last date of training, as indicated in the training contract.

For employer services performance and reporting purposes, the business/businesses in a training consortium must also be registered in SCWOS. Each business should have an employer service code indicating participation in IWT. This information is used to track the employer penetration rate and repeat business customers as required by the Department of Labor.

Section 116(i)(2) of WIOA requires States to use quarterly wage records to measure progress on satisfying State and local performance accountability indicators. The Department of Labor encourages the collection of incumbent worker SSNs as part of the training contract with the employer so that wage records will be available for these individuals. If no SSN is available, the State or LWDA may utilize supplemental wage information to verify the wages reported.

To eliminate the need for the business/training consortium to provide the employee's full SSN to the LWDA, employees should register in SCWOS using their full SSN once identified as an IWT participant but no later than the first day of training. Subsequent documentation provided by the business to the LWDA should only need to include the last four digits of the employee's SSN to identify the employee in SCWOS.

Prior to the start of training, the business/training consortium must provide the LWDA with a list of employees who will participate. A template for the employee list has been provided that includes sufficient documentation to identify the correct employee in SCWOS for completion of the WIOA application and entering relevant activities.

Throughout the training, the business/training consortium must provide and maintain sufficient documentation of the outcomes of the training, including:

- Title and a description of training
- Type and a description of the credential(s) earned
- Number of employees who completed the training program
- Number of employees who earned a credential
- Dates of training
- Number of employees who earned a wage increase
- Number of employees who earned a promotion
- Number of new jobs created
- Number of existing jobs saved
- Layoff or closure
- Other outcomes

The business/training consortium is required to submit program reports as required by the LWDA, including the Trainee Progress Report and a final program report within 30 days of the training Actual End Date. The information listed above will be required for submission of these reports and SCWOS data entry, and may be needed for any additional reporting required by the LWDA.

The final payment for expenditures incurred as a result of the IWT program must be withheld until the Final Program Report is submitted and all documentation of performance criteria specified in the agreement has been received.

#### **LWDA REPORTING FOR STATE- AND LOCALLY-FUNDED IWT**

The LWDA must submit a completed IWT Agreement Packet to DEW within 30 days of executing the IWT agreement with the participating business/training consortium. The IWT Agreement Packet includes the following documents:

- IWT Summary Sheet
- signed agreement with business/training consortium
- program work statement
- training budget
- training plan, including provider, projected number of trainees, and start and end dates for each planned training
- IWT Application completed by the participating business or training consortium



The LWDA must submit the Trainee Progress Report no more than 30 days after the end of each quarter. Additionally, the LWDA should submit a Final Program Report using the template provided no more than 30 days after the end of the grant.

All IWT documents submitted to DEW should include the IWT Cover Sheet.

**FAILURE TO TIMELY COMPLY WITH REQUIREMENTS:**

Failure to timely comply with all requirements as listed in this document or in any applicable state instruction will result in the following informal resolution process:

- First warning: a notice of noncompliance will be sent to the LWDA's administrator requiring corrective action within ten (10) business days
- Second warning: a notice of noncompliance will be sent to the LWDA's fiscal entity, administrator, and Local Workforce Development Board chair requiring corrective action within seven (7) business days
- Third warning: a notice of noncompliance will be sent to the LWDA's fiscal entity, administrator, and Local Workforce Development Board chair requiring corrective action within five (5) business days

In addition to the actions outlined above, failure to adhere to the requirements of this document will be taken into consideration when determining next year's funding.

**STATE INSTRUCTION LETTERS**

LWDAs should carefully read and become familiar with the state instruction letters that provide guidance on the use of WIOA funds for IWT. Where there are inconsistencies between these guidelines and the state instruction letter, the state instruction letter should be followed.

**REFERENCES**

Workforce Innovation and Opportunity Act, Section 134(d)  
WIOA Rules and Regulations, Section 680.780-680.820  
Training and Employment Guidance Letter 10-16, Change 1  
Training and Employment Guidance Letter 19-16

# **WIOA State-funded Incumbent Worker Training Program**

## **Application**

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The Incumbent Worker Training (IWT) Program provides funding to help cover the costs of training needed to retain a competitive workforce. Such training is meant to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as part of a layoff aversion strategy. IWT is not intended to fund the periodic safety and refresher courses necessary for a business to continue to operate (i.e. First Aid, CPR, and Occupational Safety and Health Administration certifications), but to assist with the extraordinary needs of the business. IWT is funded by the Federal Workforce Innovation and Opportunity Act (WIOA).

### **ELIGIBILITY**

Applications are open to all South Carolina employers. A group of employers may form a training consortium for the purposes of receiving IWT. The training consortium or a third party may apply for IWT on behalf of the group of employers, but cannot serve as the training provider. Please note that IWT funding may not be used for members of a training consortium who would otherwise be ineligible for IWT, including training entities and city, county and state governments. Employers applying for IWT funding must have at least one (1) full-time employee and be current on all state tax obligations.

Training entities and city, county and state governments are not eligible for IWT funding. Businesses receiving services through ReadySC™ may be eligible for IWT funding so long as the training funded is not a duplication of services. IWT funds are not available to a business that has relocated, if that relocation resulted in the loss of jobs at the original location, until the company has operated at that new location for 120 days.

### **INCUMBENT WORKER DEFINED**

To qualify as an incumbent worker, the incumbent worker needs to be:

- Employed;
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
- Have an established employment history with the employer for six months or more, unless the training is being provided to a group/cohort of employees and the majority of employees have been employed with the business for six months or more.

Temporary employees that do not have an employer-employee relationship with the business are not considered incumbent workers (for example, where an employee is employed through a staffing firm) . However, periods of temporary employment may count towards an employee's time with the company for the purposes of meeting the six month minimum requirement above.

An incumbent worker does not have to meet WIOA eligibility requirements unless they are enrolled as a participant in the WIOA Adult or Dislocated Worker program.

### **BUSINESS/TRAINING CONSORTIUM MATCH**

Businesses/training consortia share in the cost of training their incumbent workers with minimum contributions of:

- 10 percent of the costs for a business location with no more than 50 employees
- 25 percent of the costs for a business location with more than 50 employees, but no more than 100 employees
- 50 percent of the costs for a business location with more than 100 employees

Training consortia share in the cost of training incumbent workers based on the total number of employees from all businesses in the consortium. The training consortium would then determine how the cost would be split between the businesses in the consortium. This may be done in multiple ways, but it is recommended that the division of costs be determined based on how many employers are in each business.

A business's/training consortium's share of the cost may be paid in cash or in kind, fairly evaluated. Wages paid to incumbent workers while attending training may be considered that business's share of the cost.

### **REPORTING**

To eliminate the need for the business/training consortium to provide the employee's full SSN to the LWDA, employees should register in SCWOS using their full SSN once identified as an IWT participant but no later than the first day of training. Subsequent documentation provided by the business to the LWDA should only need to include the last four digits of the employee's SSN to identify the employee in SCWOS.

Prior to the start of training, the business/training consortium must provide the LWDA with a list of employees who will participate. A template for the employee list has been provided that includes sufficient documentation to identify the correct employee in SCWOS for completion of the WIOA application and entering relevant activities.

Throughout the training, the business/training consortium must provide and maintain sufficient documentation of the outcomes of the training, including:

- Dates of training
- Title and a description of training
- Type and a description of the credential(s) earned
- Number of employees who completed the training program
- Number of employees who earned a credential
- Number of employees who earned a promotion
- Number of employees who earned a wage increase
- Number of existing jobs saved
- Number of new jobs created
- Layoff or closure
- Other outcomes

The business/training consortium is required to submit to the LWDA Program Reports as required by the LWDA, including the Trainee Progress Report, and a Final Program Report within 30 days of the training Actual End Date. The information listed above will be required for submission of these reports and SCWOS data entry, and may be needed for any additional reporting required by the LWDA.

### **REIMBURSABLE TRAINING EXPENSES:**

- Tuition
- Instructor/Trainer salaries
- Textbooks/Manuals
- Consumable materials and supplies

### **NON-REIMBURSABLE COSTS:**

- Administrative costs incurred by the business/training consortium
- Trainee wages or travel
- Trainer travel
- Training equipment
- Capital improvements
- Curriculum development
- Purchase of any item or service that may be used outside of the training project (including computer equipment and non-training related software)
- Costs incurred prior to the approval date of the application



**APPLICATION**

IWT funds (excluding Rapid Response funded IWT) are awarded on a competitive basis.

Complete the attached IWT Program Application to apply for funding. Any question(s) that cannot be answered in the space provided should be answered on a separate sheet of paper and attached to the back of the application form. Submit the signed, completed application to:

*IT IS RECOMMENDED THAT YOU SUBMIT YOUR APPLICATION AT LEAST 30 DAYS PRIOR TO THE PROJECTED START DATE OF TRAINING.*

If you have any questions or need assistance in completing the application, please contact:

# Incumbent Worker Training Application

<b>SECTION 1. Business Information</b>			
Business Name:			
Authorized Business Representative:		Title:	
Phone:	Ext.:	Fax:	
Email:		Website Address:	
Street/Mailing:			
City:	9 Digit Zip Code:	County:	
For which business location are you seeking funding?			
Date of Inception:		Years in Business:	
Total Number of Full-time Employees:		Total Number of Part-time Employees:	
Total Number of Full-time Employees at this Business Location:		Total Number of Part-time Employees at this Business Location:	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation (Designation: )
Employer's Federal ID #:		Unemployment Comp ID #:	
South Carolina Sales Tax Reg. #:		NAICS Code:	
Is your business current on all State of South Carolina tax obligations?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has your business received IWT funding before?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please indicate the training period:			
Is your business receiving/applying for other public training/consulting funds?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please identify the funding source and type of training/consulting services:			
Has there been a layoff at this site within the last 12 months?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes:	<input type="checkbox"/> Temporary Layoff Number affected:	<input type="checkbox"/> Permanent Layoff	Number affected:
Has the business or part of the business relocated operations within the last 120 days?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes:	Relocated from:	Relocated to:	Date of Relocation:
Does your business use SC Works services?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please check all applicable services:	<input type="checkbox"/> List Job Openings <input type="checkbox"/> Job Fairs <input type="checkbox"/> Testing & Assessment	<input type="checkbox"/> Mass Hires <input type="checkbox"/> Candidate Search <input type="checkbox"/> Other:	<input type="checkbox"/> On-the-Job Training (OJT) <b>Please note:</b> employees cannot participate in both WIOA funded OJT and IWT simultaneously.

Please describe your business, product(s) and/or service(s):

**Our business is minority owned. (Please check one of the boxes below)**

☐ Women owned

☐ Asian/American owned

☐ African/American owned

☐ Native/American owned

☐ Hispanic/American owned

☐ Other minority owned (specify):

**Amount of Funding Requested:**

**Number of Trainees:**

**Start Date:**

**End Date:**

**Type(s) of training proposed (ex: Maintenance, Quality, Computer, etc.):**

**How did you learn about Incumbent Worker Training?**



**SECTION 2. Eligibility Criteria**

Please check all boxes that apply. Attach additional sheets if necessary.

**Incumbent worker training is necessary due to:**

- |  |   |
|--|---|
| <input type="checkbox"/> Business expansion                | <input type="checkbox"/> Changing industry requirements                 |
| <input type="checkbox"/> Retooling of our business process | <input type="checkbox"/> The introduction of new services/product lines |
| <input type="checkbox"/> New organizational structuring    | <input type="checkbox"/> Avert a layoff                                 |
| <input type="checkbox"/> New technology                    | <input type="checkbox"/> Competitive business expansion                 |

Please provide an explanation of the selections above:

**The proposed training would:**

- |   |   |
|---|---|
| <input type="checkbox"/> Significantly increase employee skills | <input type="checkbox"/> Save jobs within our business (How many? ) |
| <input type="checkbox"/> Result in employee wage increases      | <input type="checkbox"/> Help prevent business relocation           |

Please provide an explanation supporting how the proposed training would accomplish the selections above:

**SECTION 3. Training Provider Information:**

If known, please answer the following.

<b>Name of Training Provider:</b>	<b>Provider's Federal ID #:</b>
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<b>Name of Training Provider Representative:</b>
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<b>Address:</b>
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<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
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<b>Phone:</b>	<b>Fax:</b>
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**SECTION 4. Training Project Information**

Up to 6 training programs may be requested on each application. If you would like to request more, please complete additional applications as necessary. Please list in order of priority for your business.

**TRAINING #1****Name of Training:****Training Description:****Training Institution/School:****Address:****City:****State:****Zip:****Phone:****Name of Trainer (if in-house):****Anticipated training dates:****Projected Number of Hours  
of Training:****Number of Trainees:****Job Title(s) and Length(s) of Employment:****Certification Earned:****BUDGET****Instructor Wages/Tuition:****\*Materials/Supplies/Textbooks:****\*Other Costs:****TOTAL COST:**

**\*Please itemize costs related to materials, supplies, textbooks, and other costs here:**

**TRAINING #2****Name of Training:****Training Description:****Training Institution/School:****Address:****City:****State:****Zip:****Phone:****Name of Trainer (if in-house):****Anticipated training dates:****Projected Number of Hours  
of Training:****Number of Trainees:****Job Title(s) and Length(s) of Employment:****Certification Earned:****BUDGET****Instructor Wages/Tuition:****\*Materials/Supplies/Textbooks:****\*Other Costs:****TOTAL COST:**

**\*Please itemize costs related to materials, supplies, textbooks, and other costs here:**



<b>TRAINING #3</b>		
Name of Training:		
Training Description:		
Training Institution/School:		
Address:		
City:	State:	Zip:
Phone:		
Name of Trainer (if in-house):		
Anticipated training dates:		
Projected Number of Hours of Training:	Number of Trainees:	
Job Title(s) and Length(s) of Employment:		
Certification Earned:		
BUDGET	Instructor Wages/Tuition:	*Materials/Supplies/Textbooks:
	*Other Costs:	TOTAL COST:
*Please itemize costs related to materials, supplies, textbooks, and other costs here:		

<b>TRAINING #4</b>		
Name of Training:		
Training Description:		
Training Institution/School:		
Address:		
City:	State:	Zip:
Phone:		
Name of Trainer (if in-house):		
Anticipated training dates:		
Projected Number of Hours of Training:	Number of Trainees:	
Job Title(s) and Length(s) of Employment:		
Certification Earned:		
BUDGET	Instructor Wages/Tuition:	*Materials/Supplies/Textbooks:
	*Other Costs:	TOTAL COST:
*Please itemize costs related to materials, supplies, textbooks, and other costs here:		



<b>TRAINING #5</b>		
Name of Training:		
Training Description:		
Training Institution/School:		
Address:		
City:	State:	Zip:
Phone:		
Name of Trainer (if in-house):		
Anticipated training dates:		
Projected Number of Hours of Training:	Number of Trainees:	
Job Title(s) and Length(s) of Employment:		
Certification Earned:		
BUDGET	Instructor Wages/Tuition:	*Materials/Supplies/Textbooks:
	*Other Costs:	TOTAL COST:
*Please itemize costs related to materials, supplies, textbooks, and other costs here:		

<b>TRAINING #6</b>		
Name of Training:		
Training Description:		
Training Institution/School:		
Address:		
City:	State:	Zip:
Phone:		
Name of Trainer (if in-house):		
Anticipated training dates:		
Projected Number of Hours of Training:	Number of Trainees:	
Job Title(s) and Length(s) of Employment:		
Certification Earned:		
BUDGET	Instructor Wages/Tuition:	*Materials/Supplies/Textbooks:
	*Other Costs:	TOTAL COST:
*Please itemize costs related to materials, supplies, textbooks, and other costs here:		

**SECTION 5. Training Program Budget**

**Please note:** businesses/consortia must contribute to the cost of the training project, with minimum contributions of:

- (1) 10 percent of the cost for business locations or consortia with no more than 50 employees
- (2) 25 percent of the cost for business locations or consortia with more than 50 employees, but no more than 100 employees
- (3) 50 percent of the costs for a business location or consortia with more than 100 employees

BUDGET CATEGORY	TRAINING ASSISTANCE REQUESTED	BUSINESS MATCHING CONTRIBUTION	TOTAL
INSTRUCTOR WAGES/TUITION			
MATERIALS/SUPPLIES/ TEXTBOOKS			
WAGES PAID WHILE ATTENDING TRAINING*	XXXXXXXXXXXXXXXXXXXX		
OTHER EMPLOYER CONTRIBUTIONS TO THE COST OF TRAINING	XXXXXXXXXXXXXXXXXXXX		
OTHER COSTS (describe)			
TRAVEL	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
TOTAL			XXXXXXXXXXXXXXXXXXXX

**\*Note:** Wages paid to employees while attending training may be used for the business's /training consortium's contribution to the cost of training



**SECTION 7. Certification by Authorized Business Representative**

*I hereby certify that I am an authorized representative of the business named above, with the authority to commit the business to legally binding contracts and agreements. I further certify that the information given as part of and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any funds approved through this program.*

*This application does not constitute a contractual agreement. If any portion of the application is approved, a formal agreement between parties will be executed to obligate funds for the approved training. Training may not start prior to the effective date of the agreement.*

<b>Signature:</b>	<b>Title:</b>
<b>Print Name:</b>	<b>Date:</b>

**PY 20 SC Works Pee Dee  
Incumbent Worker Training (IWT) Business Self Attestation**

Company Name: \_\_\_\_\_ County: \_\_\_\_\_

I, \_\_\_\_\_, signatory authority with \_\_\_\_\_ attest the MAJORITY of trainees identified to be trained, if awarded incumbent worker training funds, have been employed with \_\_\_\_\_ for a minimum of 6 months. I understand that temporary employees that do not have an employer-employee relationship with the business are not considered incumbent workers.

I also understand that I may be required to produce employee records documenting length of employment should it be requested during monitoring. Should it be determined that the MAJORITY of employees trained were NOT employed more than 6 months, I may be required to pay back funds related to this grant.

<b>Signature:</b>	<b>Title:</b>
<b>Print Name:</b>	<b>Date:</b>

**PY 20 SC Works Pee Dee  
IWT Business Self Attestation Proof of Registered Apprenticeship**

If you have requested training funds associated with an apprenticeship that is registered with the Department of Labor, please complete the below.

Registered Apprenticeship number: \_\_\_\_\_

Registered Apprentice Occupation: \_\_\_\_\_

Beginning wage: \_\_\_\_\_

Ending wage: \_\_\_\_\_

<b>Signature:</b>	<b>Title:</b>
<b>Print Name:</b>	<b>Date:</b>

**PEE DEE WORKFORCE DEVELOPMENT AREA**  
**Incumbent Worker Training (IWT) Application Evaluation**

**Attachment C**

**Company Name:** \_\_\_\_\_ **Amount Requested** \_\_\_\_\_

**MINIMUM CRITERIA:** *Staff has reviewed application and determined that the eligibility criteria is met as follows:*

- A complete application was submitted by the application deadline.
- The business is current on all tax obligations.
- The business is not a city, county, state government agency or a training entity.
- If business has relocated and the relocation resulted in a loss of jobs at the original location, the business has been operating at current location for at least 120 days.
- Trainings requested are eligible trainings (for example, not periodic safety or refresher course such as CPR/First Aid or OSHA Training)
- Proposed training would increase the competitiveness of the employees or both the employees and the employer
- Employer committed to retain or avert temporary or permanent layoffs, promote, or provide a pay increase to incumbent workers trained.
- Employer returned signed attestation regarding their workers' eligibility
- Employer committed to provide a list of workers to be trained prior to the start of the training and to have workers input their information, to include their full social security number, in SCWOS or to provide that information to the LWDA for input
- For applicants receiving services through ReadySC, the proposed training is not a duplication of services provided by ReadySC
- Proposed training is needed due to: \_\_\_ expansion \_\_\_ new technology \_\_\_ retooling \_\_\_ new product lines new organizational structuring.
- Proposed training will result in a wage increase, retention, and/or promotion
- Proposed training results in a recognized postsecondary credential such as an industry recognized certification, apprenticeship completion, state or federal government recognized license, an associate or baccalaureate degree.
- The business has at least one full-time employee.

**Total Number of Employees:** \_\_\_\_\_

**Staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRIORITIES:**

Business had an IWT agreement within the past 12 months(current/preceding year)	Yes = 0	No = 20				
Training requested falls within the Pee Dee area's targeted sector/occupations <b>Healthcare, Construction, Admin/IT, Customer Service, Logistics, Diversified Manufacturing</b>	___ Yes = 40	___ No = 0				
Proposed training total costs and cost per participant is reasonable	Yes = 10	No = 0				
Proposed training is part of an established Registered Apprenticeship Program	Yes = 10	No = 0				
Business currently uses SC Works system services	Yes = 10	No = 0				
Proposed training would result in employees acquiring credentials that enhance the transferable skills of the employee being trained <i>(Circle one)</i>	0	1	2	3	4	5
Application reflects significant layoff avoidance strategy and retention opportunities <i>(Circle one)</i>	0	1	2	3	4	5

**Additional Comments:**

**Total Points = \_\_\_\_\_ (100)**

**Evaluator's Signature:**

**Date:**