

# DUPAGE COUNTY

## INCUMBENT WORKER TRAINING PROGRAM POLICY



July 1, 2006 – June 30, 2007

## 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 (10) percent of the WIA allocation for incumbent worker training from the WIA Adult program funds and five (5) percent from the Dislocated Worker program funds in Program Year 2006. After receipt of the WIA allocations, the amount of funds to be diverted from each program will be determined annually through formal action by the DuPage Workforce Board (DWB).

**Employers:** With the exception of projects undertaken as part of an economic development incentive package, incumbent worker training is limited to employers in the targeted industry 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	Hospitality/Tourism/ Retail
Manufacturing	Information Technology
Finance/Insurance	Transportation Warehousing Logistics

**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 targeted 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
- c) 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. Employers participating in consortia created through the State funded Critical Skill Shortages Initiative (CSSI) may also be considered eligible groups of employers for the purposes of delivering incumbent worker training.

**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 is 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 are allowable.

**Matching:** Employers participating in the program are required to pay a non-federal share of the costs of providing the incumbent worker training. For projects involving an individual employer, the match will be:

# Of Employees	Company Match	County Match
1-50	10%	90%
51-99	25%	75%
100+	50%	50%

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 valued, and verifiable.

**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 \$5,500 per incumbent worker and/or \$20,000 per company is set for PY'06. 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. Tuition and school fees:

- Books
- Training materials and supplies
- Pre and post Testing
- Vocational counseling
- Vendor /contractor trainer costs
- Travel expenses of trainers
- Travel expenses of trainees
- Training facility costs (training off site)
- Fees for technical or professional certifications
- Refresher courses for occupational certifications

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

- (1) **Target Industry:** The employer (or the group of employers) to benefit from the training must be from one of the targeted industries (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.
- (2) **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 anticipated increases in productivity.
- (3) **Benefits to Workers:** The training should also result in benefits to the workers such as: enhanced employability, job upgrades, increased wages, and/or increased job security.
- (4) **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. And, all proposed costs must meet local, State and Federal cost related requirements and limitations.
- (5) **Matching Costs:** The minimum employer cost participation requirement must be met.
- (6) **Jobs Created or Retained:** In the case of projects undertaken as part of an economic development incentive package, the project will be evaluated, in part, based on the number of jobs to be created or retained.

**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.

**For more information contact:  
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