

AREA 2 | SUMMIT & MEDINA
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)
POLICY LETTER C-10 | INCUMBENT WORKER TRAINING

- I. **SUBJECT:** Incumbent Worker Training (IWT)
 - II. **PURPOSE:** The purpose of this policy is to establish criteria and guidelines for offering Incumbent Worker Training to area employers.
 - III. **EFFECTIVE DATE:** October 1, 2018
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IV. BACKGROUND

Incumbent worker training (IWT) is a type of work-based training model and is designed to either assist workers in obtaining the skills necessary to retain employment or to avert layoffs and must increase both a participant's and a company's competitiveness. Local workforce development areas may use up to 20 percent of their local Adult and Dislocated Worker formula funds for incumbent worker training. The training should, wherever possible, allow the participant to gain industry-recognized training experience.

V. GUIDELINES

The Summit/Medina Workforce Development Board (WDB) has not authorized WIOA formula funding for Incumbent Worker services at this time. This policy may be amended at any time by the WDB by the implementation of a complete policy that provides for the terms and conditions pursuant to which Incumbent Worker Training may be offered to eligible Adults and Dislocated Workers.

VI. REFERENCES

1. ODJFS WIOA Policy Letter 15-23 Incumber Worker Training Guidelines
2. WIOA Public Law 113-128