

ALABAMA WORKFORCE INVESTMENT SYSTEM

Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

1/31/2001

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2000-29

SUBJECT: Incumbent Worker Training

1. Purpose. This Directive transmits State policy for the incumbent worker training program authorized in section 134(a)(3)(A)(iv)(I) of the Workforce Investment Act.

2. Discussion. One of the allowable statewide workforce investment activities in the Workforce Investment Act is incumbent worker training. This training may be funded from the state level setaside of Dislocated Worker funds under the rapid response category.

Incumbent workers are currently-employed workers whose employers have determined that the workers require training in order to help keep their business competitive and the subject workers employed, avert layoffs, upgrade workers' skills, increase wages earned by employees, and/or keep workers' skills competitive. This training must support further job retention and career development for improved economic self-sufficiency for employed workers, especially those most vulnerable to job loss, and increase the capability of the employing business to access and retain skilled workers. Incumbent worker training programs may only be established for employers which have operated in Alabama for at least two years. The training shall not be used to supplant current company training.

Funds may be used for intensive and training services for incumbent workers only in occupations which are in demand in the labor force.

3. Action. Businesses which have workers who meet the above-stated criteria may apply to the ADECA/Workforce Development Division for assistance in training incumbent workers. This is not to be training

for persons who may seek to apply individually. It is to be targeted to a business to help the business remain viable and, thereby, also help individuals to remain employed but at a higher wage rate and with enhanced career potential. Employees must also have income less than 200 percent of poverty income criteria based on family size, as captured in the Lower Living Standard Income Level (LLSIL). This requirement may be waived with proper justification.

Training for incumbent workers, meeting the above-stated criteria, does not have to be competitively procured, since it is essentially customized training for employers seeking to prevent job loss caused by obsolete skills or technological change and to provide training for current employees a skills upgrade.

Job developers or other appropriate personnel from the Alabama Career Center System should contact employers to disseminate information on this new training initiative. After an application from an employer has been approved by the Workforce Development Division, the individual employees should go to the appropriate Career Center for eligibility paperwork to be completed. Incumbent workers are not subject to the WIA requirements that core and intensive services must be offered sequentially prior to providing training services and that job placement must be attempted at each level of service.

The contact point for establishing an incumbent worker training program is Bill Hornsby, at (334) 242-5847.

- 4. Contact.** Questions regarding this Directive may be referred to Bill Hornsby, at (334) 242-5847, or to Ray Clenney, at (334) 242-1421.



Steve Walkley, Division Director
Workforce Development Division

Attachments

Guidelines

Application Form

Incumbent Worker Guidelines

THE FOLLOWING ARE GUIDELINES TO BE USED IN WORKING WITH THE INCUMBENT WORKER TRAINING PROGRAM.

- INFORMATION CONCERNING INCUMBENT WORKER TRAINING SHOULD BE GIVEN TO PROSPECTIVE EMPLOYERS BY JOB DEVELOPERS OR OTHER APPROPRIATE PERSONNEL AT THE LOCAL ALABAMA CAREER CENTER.
- AN APPLICATION SHOULD BE COMPLETED ON THE BUSINESS AND SUBMITTED TO BILL HORNSBY AT THE WORKFORCE DEVELOPMENT DIVISION.
- THE APPLICATION WILL BE REVIEWED AND THE INITIATING CAREER CENTER WILL BE NOTIFIED OF THE DECISION TO FUND OR NOT TO FUND.
- ANY RETRAINING THAT OCCURS MUST BE INTO AN OCCUPATION WHICH IS DETERMINED TO BE A DEMAND OCCUPATION.
- WHEN AN EMPLOYER IS APPROVED FOR TRAINING, THE EMPLOYEES TO BE TRAINED SHOULD BE REFERRED TO THE NORMAL ELIGIBILITY DETERMINATION PROCESS.
- INCOME FOR INCUMBENT WORKERS IS SET AT 200% OF THE LLSIL, DEPENDENT ON FAMILY SIZE; HOWEVER, THIS MAY BE WAIVED WITH PROPER JUSTIFICATION.
- INCUMBENT WORKERS ARE NOT SUBJECT TO THE NORMAL WIA REQUIREMENTS FOR SEQUENTIAL CORE, INTENSIVE, AND TRAINING SERVICES, WITH JOB SEARCH REQUIRED AT EACH LEVEL OF SERVICE.
- NO EQUIPMENT WILL BE PURCHASED WITH THESE FUNDS. ANY EQUIPMENT PURCHASE WILL BE THE RESPONSIBILITY OF THE EMPLOYER.
- ANY CONTRACTS DEVELOPED AS A RESULT OF THESE APPLICATIONS WILL BE DEVELOPED, NEGOTIATED, AND ADMINISTERED BY THE STATE (ADECA/WORKFORCE DEVELOPMENT DIVISION), AS INCUMBENT WORKER TRAINING IS A STATE-LEVEL ACTIVITY UNDER THE WORKFORCE INVESTMENT ACT (WIA).
- INCUMBENT WORKERS MUST BE FULL-TIME, PERMANENT EMPLOYEES OF THE EMPLOYER SUBMITTING AN APPLICATION.
- EMPLOYERS SUBMITTING AN APPLICATION MUST HAVE DONE BUSINESS IN ALABAMA FOR A MINIMUM OF TWO YEARS PRIOR TO APPLICATION.

INCUMBENT WORKER TRAINING APPLICATION

Company Name:	
Mailing Address:	Physical Address:
Company Contact:	
Telephone Number:	
Position:	
Industry of Company – SIC Code ()	
Brief description of product or nature of business:	
Federal Employer Identification Number (FEIN):	
Reason Company Needs Help in Training Incumbent Workers:	
What will happen to workers if training is not conducted?	
Number of workers for whom training is needed (attach list):	
Duration of Training Needed:	
What type of training is needed (i.e. OJT, classroom, at plant site, in community college):	
In what specific Skill Areas do workers need training?	
Career Center	
<i>(City/ County)</i>	
Representative Name <i>(Please Print)</i>	Company Contact Name <i>(Please Print)</i>
_____	_____
<i>(Signature)</i>	<i>(Signature)</i>