

**Alabama Workforce Investment System**

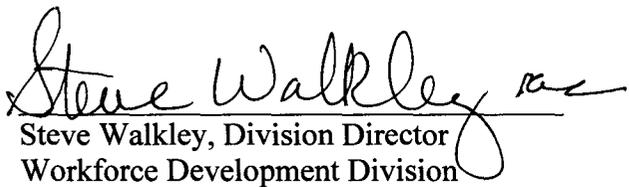
**Alabama Department of Economic and Community Affairs  
Workforce Development Division  
401 Adams Avenue  
Post Office Box 5690  
Montgomery, Alabama 36130-5690**

July 15, 2002

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2002-02**

**SUBJECT:** Incumbent Worker Training Program Brochure

- 1. Purpose.** To transmit a new brochure about the WIA Incumbent Worker Training Program developed by the State Planning and Rapid Response Section.
- 2. Discussion.** The attached brochure was developed to assist local center career staff in promoting the WIA Incumbent Worker Training Program.
- 3. Action.** Career centers' staff should begin utilizing the attached brochures upon receipt of this directive.
- 4. Contact.** Any questions regarding this directive should be addressed to Carmen Moa-Rivera, Workforce Development Division, (334) 353-1799.

  
Steve Walkley, Division Director  
Workforce Development Division

Attachment

# WIA INCUMBENT WORKER PROGRAM

Funded by the U.S.

Department of Labor, the Alabama WIA Incumbent Worker Training Program, administered by the Workforce Development Division of ADECA, provides grant funding for customized employee training for existing businesses that are experiencing difficulties in staying competitive.

Through this customer-driven program, Alabama is able to effectively retain and keep businesses competitive through skills upgrade training for existing employees.

## Existing Alabama businesses applying for a grant must:

- Have been in operation in Alabama for at least two years prior to application date (may be waived);
- Be current on all state tax obligations; and
- Have employees who meet WIA enrollment requirements

## Funding priority is given to:

- Businesses with 25 or fewer employees;
- Businesses located in distressed rural areas, urban inner-city areas, or enterprise zones;
- Businesses whose grant proposals represent a significant layoff avoidance strategy;
- Businesses whose grant proposals represent a significant upgrade in employees skills.

**Note:** funding cannot be used to pay employee wages.

The program is structured to be flexible in order to meet the business' training objectives. Businesses may use public, private, or their own in-house training provider, based on the nature of the training.

Training must support further job retention and career development for improved economic self-sufficiency for employed workers, especially those most vulnerable to job loss.

For more information about the program, please contact your local Alabama Career Center.