

Alabama Workforce Investment System

**Alabama Department of Economic & Community Affairs
Workforce Development Division
401 Adams Avenue
P. O. Box 5690
Montgomery, Alabama 36103-5690**

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GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2000-29, Change 4

SUBJECT: Program updates concerning Alabama Workforce Investment Act (WIA) Incumbent Worker Training Programs.

1. Purpose. To transmit administrative information about the Alabama WIA Incumbent Worker Training Program and policy changes.

2. Discussion. Alabama's Incumbent Worker Training programs are still evolving. Some employers have asked for very small amounts of funding, while others have requested amounts approaching a half-million dollars. In order to stretch the funding, we have placed a cap on the maximum amount of WIA funding.

We have also encountered problems with very slow expenditure of funds with some companies. A process for deobligation of such funds is called for and is now being put into place.

3. Action. 1) A maximum WIA-funding limit of \$100,000 for all Incumbent Worker training projects is in place for all applicants. Alabama companies that are interested in soliciting financial assistance to provide training for their workforce should be made aware of this information. Employers must also contribute to the program by providing a match funding contribution at least equivalent to the amount of WIA funds requested. The employer's share may come from wages paid to employees during the training, part of training costs, etc.

2) Special provisions for the WIA Incumbent Worker Training Program include:

- a) Any publicity press releases, etc. must give credit to the funding source, which is the U.S. Department of Labor, Workforce Investment Act.
- b) Deobligation of funds will occur if a program is not fully implemented within the first three (3) months of the subrecipient agreement's effective beginning date.
- c) At least one-third of funding must be expended within six (6) months of the effective date of the subrecipient agreement.

This information is also to be made available to all interested program applicants.

- 3) WIA staff members that are entering information about WIA Incumbent Worker training programs in the AlaWorks system, should note that:
- a) The WIA performance reporting outcomes are **“Completed Program Objectives”** for those who complete the training and exit the program.
 - b) For those who do **not** complete the program, the outcome is **“Services not Completed/Incumbent Worker Only.”**

People working with employers to complete Incumbent Worker Training applications, those responsible for press releases, and those who enter participant data into AlaWorks, should adhere to these revised policies for the Incumbent Worker Training Program.

4. **Contact.**

Any questions regarding this Directive should be addressed to Carmen Moa-Rivera, Workforce Development Division, at (334) 353-1799.



Steve Walkley, Division Director
Workforce Development Division