

## **Alabama Workforce Investment System**

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

December 17, 2003

### **GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2000-29, Change 6**

**SUBJECT:** Incumbent Worker Training (IWT) Program.

**1. Purpose.** To transmit eligibility data requirements for the Incumbent Worker Training Program.

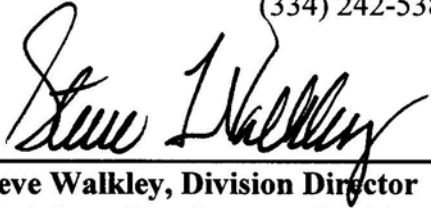
**2. Discussion.** Alabama's Incumbent Worker Training (IWT) program continues to grow at a rapid rate. These are highly specialized programs and are unique in that people enrolled into the programs are currently employees of the company, which requested IWT funds. Since IWT is a State Setaside program, the State can decide which data elements to collect. The basic criteria for selection of employees (who are to attend the training) is vested with the employer. Since the IWT program has different data needs than regular workforce programs, only employer data relative to the IWT program should be collected during the eligibility process.

In order to streamline our IWT policy in regard to data collection requirements, recommendations were made by staff and employers. Based upon these recommendations for streamlining the process, a significant reduction has been made in the number of data elements required during completion of the eligibility process. Please see Attachment A, Incumbent Worker Training Participants Information Requirements, for the revised list of data collection requirements. A revised WIA Eligibility Form unique to the state-level Incumbent Worker Training program is being developed. In the meantime, use the attached list of data requirements for the Incumbent Worker Training program.

**3. Action.** All One-Stop Career Center staff involved with participant data collection (for state-level Incumbent Worker Training programs) should follow the revised data collection requirements. These requirements are effective for any current programs for which participant data has not been obtained and for all future Incumbent Worker Training programs.

December 17, 2003

4. **Contact.** Any questions regarding this Directive should be referred to Fannie Harris, Information Management/Reporting, Workforce Development Division, at (334) 242-5381.

A handwritten signature in black ink, appearing to read "Steve Walkley", is written over a horizontal line.

**Steve Walkley, Division Director  
Workforce Development Division**

**Attachment**

**PARTICIPANT DATA REQUIREMENTS  
INCUMBENT WORKER TRAINING  
PROGRAM ONLY**

**Complete the following items on the WIA Eligibility Form**

**Comments**

- |  |   |
|--|---|
| 1. Social Security Number                                | No copy required. If card is not available, use other acceptable documentation as listed on the WIA Eligibility Documentation Log, WDD-3H |
| 2. Name (First, Middle Initial, Last)                    |   |
| 3. Address   |   |
| 4. City  |   |
| 5. State   |   |
| 6. Zip Code  |   |
| 7. County Name (7a)                                      |   |
| 8. Leave Blank   |   |
| 9. Area Code; 9a Phone Number                            |   |
| 10. Date of Birth  | Use acceptable documentation from the WIA Eligibility Documentation Log, WDD-3H   |
| 11. Age  | Use acceptable documentation from the WIA Eligibility Documentation Log, WDD-3H   |
| 12. Gender   |   |
| 13. Citizenship  | Use acceptable documentation from the WIA Eligibility Documentation Log, WDD-3H   |
| 14. Selective Service                                    | Use acceptable documentation from the WIA Eligibility Documentation Log, WDD-3H   |
| 15. Disability   |   |
| 16. Race   |   |
| 25. Veteran Status (1, 2, 3 Select appropriate response) |   |
| 28. Mark Incumbent Worker "1"                            |   |

**The application must be signed and dated by the participant and the individual determining eligibility.**

NOTE: There is no requirement to use the Customer Information Form No. WDD 121. If it is used, don't collect any data beyond that noted above for the WIA Eligibility Form. Also, no copy of driver's license is required.