

**Alabama Workforce Investment System**

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

**May 7, 2004**

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2000-29, Change 7**

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


1. **Purpose.** To transmit a uniform exit date policy for Incumbent Worker Training Program participants.

2. **Discussion.** Alabama's Incumbent Worker Training (IWT) program has no written established policy for exiting participants from the AlaWorks system after training has been completed. Some companies complete their training programs well before the ending date of their contract, while others continue to train participants up to the contract termination date.

To create a uniform exit policy, exits are to be accomplished when all training is completed, i.e., when all participants (employees to be trained) have completed training. This date should be the contract end date or the date training has been completed for all participants, whichever occurs first.

3. **Action.** All One-Stop Career Center staff involved with participant exits for **Incumbent Worker Training Programs** should follow this newly established exit policy for all future participants. This policy does not require any changes to exits processed prior to receipt of this Directive.

4. **Contact.** Any questions regarding this Directive should be referred to Bill Hornsby, Supervisor, Workforce Development Division, State Programs and Divisional Budget Management Section at (334) 242-5847.

  
\_\_\_\_\_  
Steve Walkley, Division Director  
Workforce Development Division