

Apprenticeship
ILLINOIS.com



Apprenticeship Illinois
Prepare, Retain & Grow

Incumbent Worker Training System

IWTS

Data

Incumbent
Workers

Incumbent workers
may be counted
toward goal numbers
for the Apprenticeship
Illinois grant.

Training Guide

<https://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

Worker Tracking System (IWTS) is the source for

The **Incumbent Worker** X

An Incumbent Worker is an individual (or group of individuals) with an employment relationship with a participating employer or group of participating employers in a targeted industry (as cited in the local plan); and an individual who is receiving upgraded skills training:

1. to increase his or her skills in an occupation in which the individual is already an incumbent; or
2. to prepare the worker for entry into a new occupation within the targeted workforce (i.e., the workforce of the participating employer or group of employers).

IWTS

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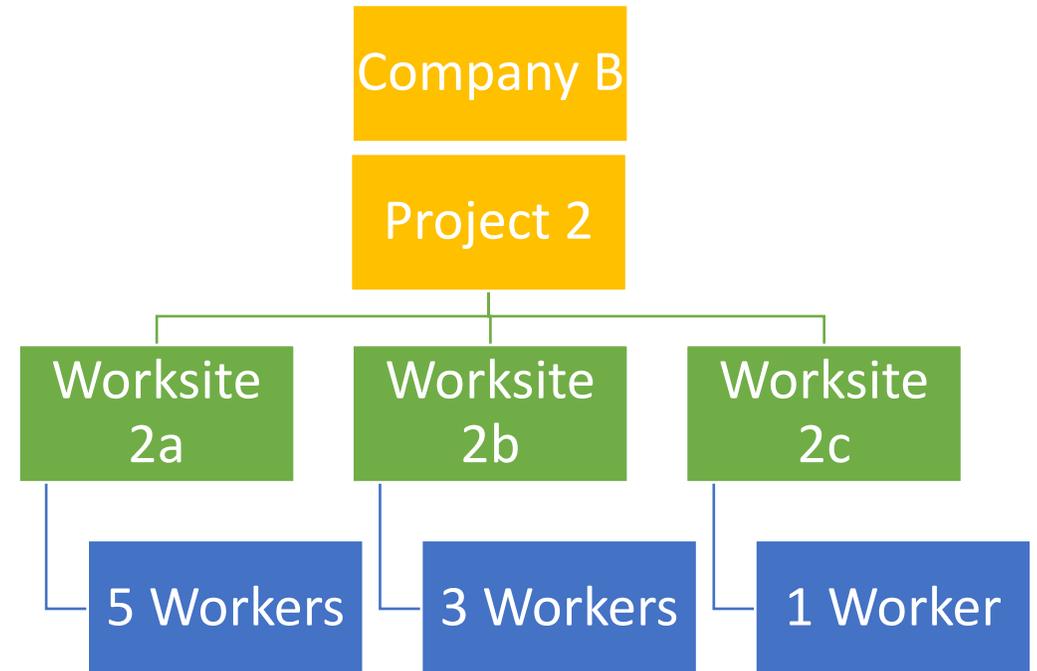
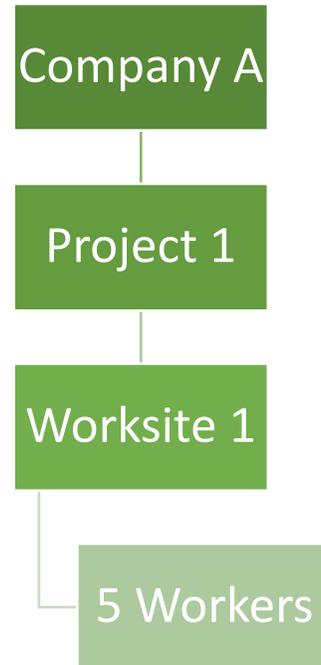
Key Incumbent Worker Training System Basics:

- Required company match,
- Employer / employee relationship etc.,
- Costs are reimbursed,
- Allowable costs etc.

More on these later in this presentation...

Key points

- Each company must have its own project number
- Each project must have at least one worksite (usually there is one worksite per project)
- Required company match is on a sliding scale based on the number of workers at the worksite



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**Incumbent
Workers**

Apprenticeship Illinois Guidelines

1. Enter the Incumbent workers into the IWTS system
 - a) Follow the process for tracking customers
 - b) IWTS will sync with Illinois workNet for Reporting nightly
2. Verify the correct customer numbers are reporting on the Apprenticeship Illinois Quarterly Report

Let's do a demo

<https://www.illinoisworknet.com/appilpartners>

IWTS

Data

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Workers

Incumbent Worker Training The Basics

Incumbent Worker Training

The Basics

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Illinois workNet ePolicy
Chapter 7

Click the > to open the menu

<https://apps.il-work-net.com/WIOAPolicy/Policy/Home>

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 - > 7.2.1 Individual Training Accounts (ITAs)
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 - 7.2.2.3.1 IWT Definition
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Key Concepts

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1. The Golden Rule of Incumbent Worker Training
2. Defining “Incumbent Worker” under WIOA
3. Required Company Match
4. Allowable Costs
5. Procurement / Selection of Training Provider
6. Employer Contract
7. Handling Payment

The Golden Rule

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Incumbent
Workers

Must make
Company *AND* Workers
more competitive



Defining Incumbent Workers under WIOA

For an employer to receive Incumbent Worker Training funds, individual(s) receiving training must be:

- Employed by the employer participating in the project;
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
- ~~Have an established employment history with the employer for 6 months or more.~~ *This requirement is waived in Illinois from July 1, 2020 through June 30, 2022.*

IWTS

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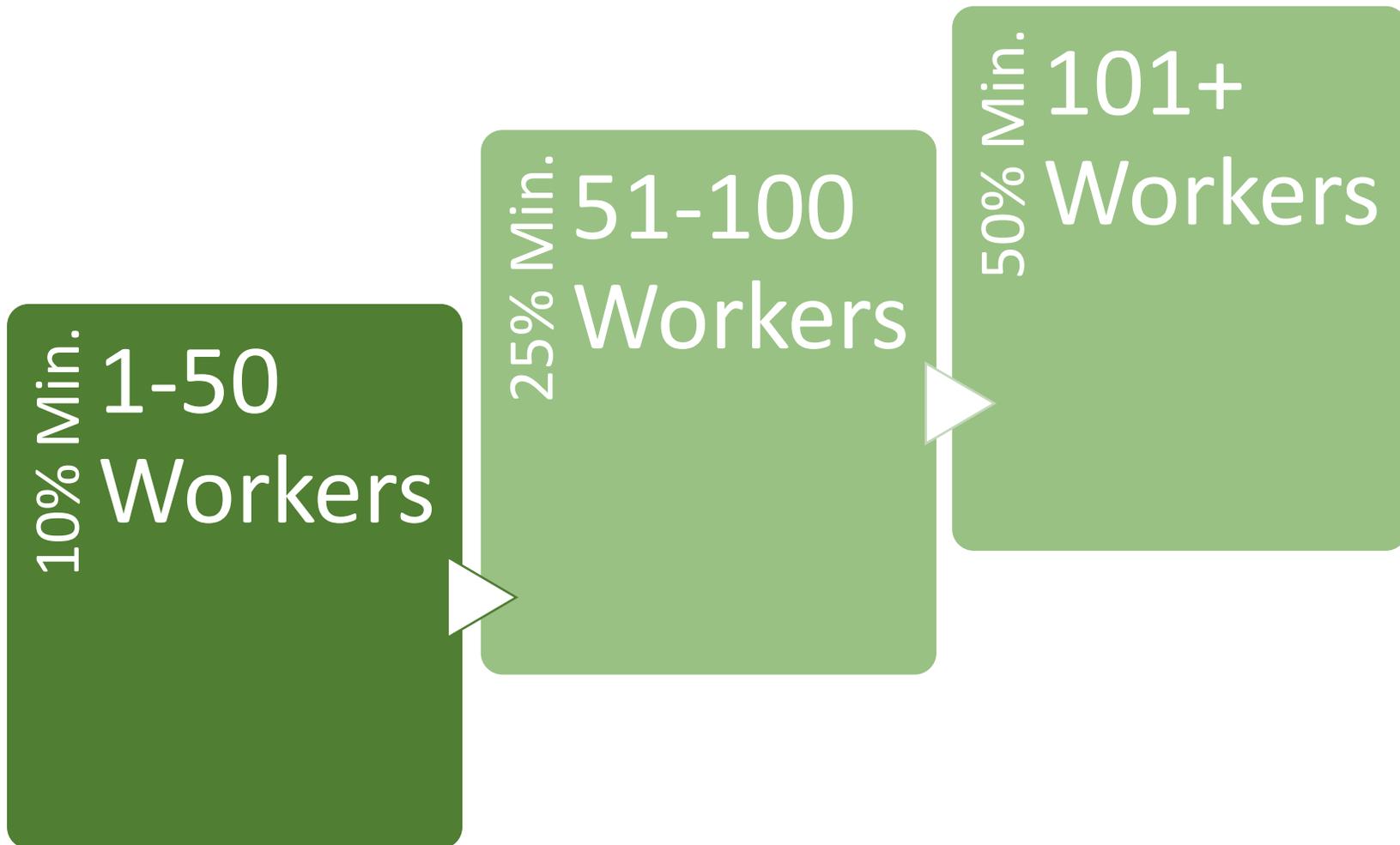
Required Company Match

The minimum required employer share depends on the size of the employer, i.e. the number of employees at the worksite:

- At least 10 percent of the cost, for employers with 50 or fewer employees;
- At least 25 percent of the cost, for employers with 51 to 100 employees;
and
- At least 50 percent of the cost, for employers with more than 100 employees.

Required Company Match

The minimum required employer share depends on the size of the employer, i.e. the number of employees at the worksite:



Required Company Match

- Cash payments
 - Fairly evaluated in-kind contributions
 - The wages paid to workers while in training may be considered as a source of matching funds
-
- If wages paid to workers while in training cover the full amount of the required match, effectively the program covers 100% of the training costs.

Allowable Costs

Costs reasonable and necessary to conduct training

- Instructor fees
- Training development
- Tuition
- Training materials and Supplies
- Fees for technical or professional certifications and/or licensures
- Other fees required to complete training
- Travel for trainers and trainees beyond normal commute
- Training facility costs (off-site)

Allowable Costs

Costs reasonable and necessary to conduct training

- Training facility costs
- Cost for use of firm's Equipment during training (on-site only, if it results in an extraordinary cost to the company, e.g., shut down a line/production to conduct the training may be counted toward the required match)

Procurement

All training programs provided as part of an IWT project must be competitively procured in accordance with local procurement policies submitted as part of the local plan and in accordance with 2 CFR 200.317 – 200.326, as applicable.

Assure costs are reasonable / prudent

Cite the use of approved apprenticeship program

Employer Contract

The signed IWT contract/written agreement with the employer at a minimum must contain:

- Who is providing the training
- What training will be provided
- Where the training will be provided
- The length of the training to be provided
(to include the start and end date, number of days per week, and number of hours per day)

Employer Contract

- The cost of the training program (to include only reasonable and acceptable costs)
- The amount of employer matching support and how it will be provided
- An agreement by the employer to provide company and client information necessary to track worker/project activity and outcomes within 30 days of the end of the Calendar Quarter

Payment

- Reimbursement
- The grant reimburses the employer for allowable costs of the training

Resources

IWTS Data Incumbent Workers

- **Incumbent Worker Training System (IWTS)**
 - <https://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>
 - Questions about IWTS system
 - Name – Latoya McRae latoya.mcrae@siu.edu
 - Phone – 217-303-5865
 - Questions about Incumbent Worker Programs
 - Contact “Official” DCEO Grant Manager
- **Apprenticeship Illinois Partner Guide**
 - <https://www.illinoisworknet.com/appilpartners>
 - Questions about Illinois workNet System
 - Dee Reinhardt – dreinhardt@illinoisworknet.com
 - Phones – mobile -708-822-2152, home office 847-464-2286