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Incumbent Worker Training Program **Build and Maintain Your Workforce**

The Incumbent Worker Training (IWT) program provides both employees and employers with the opportunity to build and maintain a quality workforce. The IWT program can be used to help avert potential layoffs of employees, or to increase the skill level of employees so they can be promoted within the company and create backfill opportunities for the company.

To qualify as an Incumbent Worker, the employee must:

- Be directly employed by your business and have an established work history of 6 months or more. (Contract employees are not eligible.) If the training is provided to a cohort of employees, a majority of those employees must meet the employment history requirement;
- Meet the Fair Labor Standards Act requirement for an Employer-Employee relationship;
- Be at least 18 years of age;
- Work at least 32 hours/week;
- Earn an hourly wage above the state minimum wage; and
- Agree to cooperate with data collection requirements.

To qualify for Incumbent Worker Training, the business must:

- Be in continuous operation for the 12 months immediately prior to the application submittal;
- Demonstrate training is linked to in-demand occupation(s);
- Demonstrate training will not only improve the skills of employees, but also improve the business's processes and competitiveness, and/or avert a layoff; and
- Agree to cooperate with data collection requirements.

IWT program funds are limited and are awarded as funds are available. The maximum award amount is \$5,000 per participant, per program year, although the maximum award may be adjusted based on funding availability each program year. Training may range from 1 day to 16 weeks in length.

Employer Share of Training Costs:

The employer share of the IWT costs is based on the size of the employer's workforce. Wages paid to the participant while in training can be included as part of that share and the share can be provided as cash or in-kind that is fairly evaluated.

- The cost for employers with 100 or fewer employees is 25-50%. (Employ Milwaukee reimburses 50-75% of training costs).
- The cost for employers with 100 or more employees is 50-75%. (Employ Milwaukee reimburses 25-50% of training costs).
- The amount of reimbursement will be dependent upon how many of the following will be received upon training completion: 1) wage increase, 2) promotion (job title change), and 3) credential attainment (industry-recognized). Attainment of an industry-recognized credential upon completion of the training is encouraged, but not required.

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Guidelines:

- ✓ Employers will be reimbursed for their eligible share of the cost of training once the employer pays the full cost of the training. Multiple employers may work together to provide shared training. (The maximum award may be adjusted based upon funding availability each program year.)
- ✓ Past or in-progress training is not eligible. Application must be for future training.
- ✓ If the training is completed in-house, the business must provide a list of trainers with their hourly wages on company letterhead. If a third-party is providing the training, the business must provide a formal quote for the total cost of the training.
- ✓ Co-ops, interns, or temporary employees are not eligible for the program.
- ✓ IWT funds cannot be used to cover training supplies, employer wages, books, etc. All training cost plans will be evaluated on a case-by-case basis.
- ✓ A final check-in will occur 30 days after the training is complete to verify employee retention and current wage rate(s). In addition, training lasting longer than 30 days will be subject to a mid-point check-in to verify that the training is progressing as planned.
- ✓ Reimbursement will only be provided for those eligible employees who successfully complete the training.

Reimbursement rate based on **how many of the following milestones will be received** upon successful completion of the training:

- Wage Increase
- Promotion (job title change) and
- Credential Attainment

Employer Size	1 milestone	2 milestones	3 milestones
<input type="checkbox"/> 100 or fewer employees	<input type="checkbox"/> 50%	<input type="checkbox"/> 65%	<input type="checkbox"/> 75%
<input type="checkbox"/> More than 100 employees	<input type="checkbox"/> 25%	<input type="checkbox"/> 40%	<input type="checkbox"/> 50%

To find out more about the IWT program, or to request an application for your business or organization, please contact: [Biz.Services@employmilwaukee.org](mailto: Biz.Services@employmilwaukee.org).