

McHenry County Workforce Network

Incumbent Worker Training Grant

Your organization may qualify for funding to offset the cost of training your current employees. If interested, please review the follow information for qualifications and submit the application form. Our office will contact you on the next steps. Small and large businesses are encouraged to apply.

Overview

Incumbent Worker Training grants are to provide resources to McHenry County businesses to train currently employed workers in an effort to keep area businesses and workers competitive. It addresses training needed to meet changing skill requirements caused by new technology, retooling, new product lines and new organizational structuring. The company decides the type of training, the employees and occupations needing to be trained. Training is not limited by list of pre-approved providers or classes. Funding is provided on a reimbursement basis. Companies may not use ETIP funds in conjunction with Incumbent Worker Training grants.

Company Eligibility

McHenry County employers in one of the following targeted industries:

- Manufacturing
- Healthcare
- Transportation/Warehouse/Logistics
- Professional and Technical
- Finance and Insurance

Ineligible applicants

- Units of local, municipal, county, state or federal government
- Training vendors or consultants
- Professional consultants
- Public or private educational institutions

Allowable activities

Allowable activities for the incumbent worker training program include, but are not limited to, skill training to upgrade existing skills or provide new skills to incumbent workers. Training topics and delivery methods are chosen by the employer. Training that is closely linked to specific jobs, as well as job advancement, is strongly encouraged. Proposed training that is loosely related or unrelated to specific jobs, while not linked, including stand-alone adult basic education (ABE), stand-alone English as a Second Language (ESL), team building, motivational training and basic computer literacy skills, are not allowable costs. Please note that ABE and ESL training that is fully integrated with specific job-linked skills training is allowable. Costs that are reasonable and necessary for the conduct of training that are allowable:

- Training development

- Instructor wages
- Tuition
- Training materials and supplies
- Fees
- Travel

Ineligible costs/activities

- Self-paced learning
- “Outward Bound” or experiential training
- Personal development courses
- Non-skill related assessments
- Administrative costs
- Food or travel expenses for employees
- Safety, regulatory compliance training mandated for the workplace (i.e. OSHA)
- Off-the-shelf computer training
- Other non-job related training

Additionally, the program will not reimburse for job design and analysis statements or activities (e.g. Work Keys), assessments of internal systems, and other non-skill related assessments.

Incumbent Worker Eligibility

Any worker who receives training must be an incumbent worker based on the following definition:

- An individual who has an employment relationship with either a participating employer in a targeted industry or an employer being provided incumbent worker training as part of an economic development incentive package and
- Is receiving upgrade training to
 - Increase his/her skills in an occupation in which the individual is already an incumbent or
 - 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).

And must be:

- An adult, age 18 or older
- Authorized to work in the United States

Employer Match

# of employees	Company Match	Workforce Network Match
1-50	10%	90%
51-99	25%	75%

100+	50%	50%
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Wages you pay your employees while they are in training count toward your match. In many cases, those wages will be enough on their own for you to make your match.

In the event that a project plan is submitted by a group of employers, the percentage of the non-federal match will be calculated using the formula as noted in the WIA Policy Letter No. 07-PL-33.

<http://www.commerce.state.il.us/NR/rdonlyres/FD4ECA2A-4E10-4B40-A271-A72615A1F6D9/0/07PL33IncumbentWorker.pdf>, page 12.

Reporting Requirements

Reporting on incumbent worker training programs will occur on a quarterly basis. The reporting periods are January through March, April through June, July through September and October through December. The required quarterly report can be accessed at: <http://www.commerce.state.il.us/NR/rdonlyres/8B47F01B-804A-4DCC-B9CD-69B413681655/0/07PL33AttachCQuarterlyReport.doc>. In addition, the Incumbent Worker Tracking Summary must be submitted with the quarterly report and can be accessed at our website: www.mchenrycountyworkforce.com.

Applicants must also develop a system to document costs, maintain class rosters, invoice vouchers and other reports necessary to document use of funds. Applicants that cannot meet final reporting requirements, cannot provide the social security numbers of individuals who have received training, or who cannot develop and maintain necessary systems to document training programs are encouraged not to apply.

At the completion of all training, a final report must be submitted. This report will include the following:

- Final Report Form
- Employee Tracking Report/Summary
- Reimbursement Request Form

Reimbursement Process

The applicant may request reimbursement for training that is completed when submitting a Quarterly Report. Final payment will be withheld until the final report is submitted. All reports are to be submitted electronically. Final reports and reimbursement requests are to be submitted electronically and hard copy to:

McHenry County Workforce Network
500 Russel Ct.
Woodstock IL 60098
Attn: Julie Courtney
jacourtn@co.mchenry.il.us

Approval Process

All plans will be reviewed by the McHenry County Workforce Investment Board by the Plan Development Committee. The following criteria will be used to evaluate the project plan:

Benefits to Target Industries: Employer or group of employers must be from one of the targeted industries or the employer may be from any industry if the proposal is part of an incentive package designed to encourage the employer to create or retain jobs in McHenry County.

Quality of the Training: The training proposal must be adequately specified and job specific.

Benefits to Workers: The training should result in benefits to the workers such as enhanced employability, job upgrades, increased wages and/or increased job security.

Appropriateness of Costs: Costs must be judged reasonable in relation to the type of training and the number of workers to be trained. All proposed costs must meet State and Federal WIA costs related requirements and limitations.

Matching Costs: Requirements for employer cost participation must be met.

All applications must be submitted electronically to:

Julie Courtney at jacourtn@co.mchenry.il.us.

Please put IWT Grant Application in the subject line (1st time emails go into junk email, which if not properly identified, may get deleted).

For more information, please contact:

McHenry County Workforce Network
Julie Courtney 815-338-7100 ext. 218

Or visit our website: www.mchenrycountyworkforce.com.