

# Incumbent Worker Training Desk Guide

## *Employer Information Sheet*

### About WIOA

The Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) is a transformative law designed to strengthen our nation's public workforce system, helping Americans, particularly youth and those with barriers to employment, access the education, training, and support services they need to obtain and advance in quality jobs and careers and to help businesses hire and retain the skilled workers they need to succeed in a global economy. WIOA ensures that the needs of businesses and workers drive workforce solutions, increasing and aligning coordination among key employment, education, and training programs.

### What is Incumbent Worker Training?

Incumbent worker training (IWT) under WIOA benefits employers and workers with the opportunity to build and maintain a quality workforce and increase overall industry and occupational competitiveness. It is a type of work-based training and upskilling designed to ensure that employees of a company can acquire the skills necessary to retain employment and advance within the company or to acquire the skills necessary to avert a layoff. Incumbent worker training caters to employers to:

- Help avert potential layoffs of employees, or
- Increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.

SCPa Works awards up to \$7500 per eligible incumbent worker enrolled in an approved form of incumbent worker training. Funding is provided to eligible employers who meet the criteria for IWT funding.

### Employer Criteria

Employers are required to provide IWT criteria that are assessed through the SCPa Works IWT application process to determine the appropriateness and allowability for incumbent worker training as follows:

1. The characteristics of the incumbent workers to be trained and how they would benefit from retention or advancement.
2. The quality of the training (e.g., industry-recognized credentials, advancement opportunities).
3. The number of participants the employer plans to train or retrain.
4. Workers' wage and benefit levels (before and after training).
5. The occupation(s) for which incumbent worker training is provided must be in demand as defined by labor market information.

6. The employer is required to provide proof of:
  - a. Operating within an in-demand industry as defined by labor market information; or
  - b. Operating within a high-priority, growing, or expanding industry as determined by local labor market information; or
  - c. Operating within a declining industry, but presents compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in incumbent worker training.
7. The employer must not have laid off workers within 120 days.
8. The employer must be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan.

## Cost-Sharing

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Employers eligible to participate in incumbent worker training with SCPa Works benefit from receiving up to 50% of the full cost of the training through WIOA funding. The reimbursement is based on the size of the workforce as follows:

- At least 10% of the cost for employers with 50 or fewer employees
- At least 25% of the cost for employers with 51 to 100 employees
- At least 50% of the cost for employers with more than 100 employees

## Training Requirements

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Training can be provided through community and technical colleges, vocational-technical centers, state colleges and universities, licensed and certified private entities/institutions, industry-specific consulting or training organizations, professional associations, credentialing entities, or the business itself (through in-house trainers). If in-house training is provided, it must be for training to support new skills that will make the employer more competitive or avert layoffs. Incumbent Worker Training ensures that:

1. Employees are provided with the knowledge and skills essential to the full and adequate performance of the occupation;
2. Employers are reimbursed for the costs of providing or paying for the training and additional supervision related to the training;
3. Training meets an employer's need to retain a skilled workforce or avoid laying off employees.

## Next Steps

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1. Before submitting an IWT application with SCPa Works, employers must register with PA CareerLink® through the Commonwealth Workforce Development System (CWDS).
2. By clicking this link, [How to Register a New Company Profile](#), employers are provided a step-by-step tutorial on registering and creating a new employer profile at [pacareerlink.pa.gov](https://pacareerlink.pa.gov).

- For employers new to CWDS and the PA CareerLink® system, CWDS Processes for Employers is a valuable handbook containing step-by-step explanations on navigating the online system.
  - Employers already registered with PA CareerLink® do not need to complete a new employer profile.
- 3. Following the completion of employer registration in CWDS, employers can request the SCPa Works IWT Application.
- 4. Completed IWT applications are with attachments and documentation as requested in the application to SCPa Works.
- 5. SCPa Works accepts applications on a quarterly basis, adhering to the following schedule of submission deadlines:
  - September 30
  - December 31
  - March 31
  - June 30

## What to Expect Following IWT Application Submission

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SCPa Works operates on a revolving quarterly basis, adhering to the following IWT process of application approval and cost reimbursement:

1. Upon receipt of an IWT application with all required documentation and attachments, as described in the application, IWT applications are reviewed and approved or denied within two weeks of the quarterly deadline dates.
  - a. If an application is denied, employers are welcome to reapply using new or improved criteria in the following program year.
  - b. If an application is approved, an IWT agreement is drafted and submitted for SCPa Works full board approval in the quarter following submission.
2. Upon full board approval, the employer and SCPa Works sign the IWT agreement, and a request for an invoice with proof of expenditures will be issued from SCPa Works to the employer.
3. Following receipt and approval of the invoice with backup, SCPa Works reimburses the employer the agreed-upon amount to cover up to 50% of the incumbent worker training.

For more information or to acquire an SCPa Works IWT Application, contact:

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