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Monmouth County Incumbent Worker Training Program Policy

Purpose: To establish a policy on Incumbent Worker Training (IWT) for the Monmouth County Division of Workforce Development.

Background: Section 134 (d) (4) of the WIOA permits local areas, with board approval, to reserve and use not more than 20 percent of allocated Adult and Dislocated Worker funds to pay for the cost of providing training for incumbent workers. This policy allows the local area to consider utilizing this funding on an as needed basis; the goal is to assist local employers with enhancing the skills of their current workforce in order to support employee and/or organizational sustainability and growth. The funds will only be utilized subject to the approval of the Workforce Development Board.

Policy: Monmouth County may provide Incumbent Worker Training through direct engagements with employers, as well as outsource such services through RFP or MOU.

IWT engagements will follow the guidance in New Jersey Workforce Innovation Notice 9-16, Change 1(A).

Employer Eligibility

The following criteria apply in establishing employer eligibility:

- Employer must have a presence in Monmouth County
- The employer is a private sector, non-profit, or local government entity
- Priority will be given to individuals with barriers to employment
- The quality of the training and link to competitiveness of the individual and employer, including the following factors
 - Industry recognized credentials and/or skills gained from training
 - Wage increase, career pathway strategy
- The employer is in high growth/high demand sector or if not, there are compelling reasons justifying the investment in the training.

- The employer must not have laid off any workers within 120 days to relocate from another state.
- The employer must be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan.

Other factors may include but are not limited to:

- The number of employees participating in the training.
- The employees' advancement opportunities along with wages and benefits (both pre and post training earnings)
- Employer size and employer's industry and their market position
- Layoffs averted as a result of the training
- The existence of additional opportunities provided by the employer.

Employer Share of Training Costs:

Employers who receive IWT funding are required to pay the non-federal share of the costs of the training, as follows:

Number of Employees	Minimum Employer Share
50 or fewer	10 percent
51 to 100	25 percent
More than 100	50 percent

Individual Participant Eligibility: Incumbent worker Training is intended for workers with an established work history with the current employer, and who, because of changes in the necessary skills and in order to remain in their position, to advance in the company, or to avoid a layoff, these workers now need additional training. To qualify as an Incumbent Worker, the individual employee must be:

- US Citizen or Resident, or otherwise authorized to work in the U. S.
- Age 18 or older
- Registered with selective Service unless failure to register is determined unknown.
- Employed in accordance with the Fair Labor Standards Act requirements for an employer-employee relationship.
- Have an established history with the employer for a minimum of six months. Exception: in the event that the incumbent worker training is being provided to a cohort of employees, a majority and not all employees, in the cohort must have an established employment history with employer of minimum six months.