



## **Incumbent Worker Training Program**

Incumbent Worker Training (IWT) is designed to either assist workers in obtaining the skills necessary to maintain, retain or advance in their employment or to avert layoffs. The training should benefit workers by making them more qualified in their line of business and/or by providing them with skills for new products or processes. It is desired that the training results in credentials or industry recognizable skill that promote the worker's career and increases the overall employability.

### **Employer Requirements:**

- Be operating in Lorain County for a minimum of 120 days
- Current on all state and federal obligations (e.g. tax liabilities, licensure requirements, etc....)
- Ability to contribute share of the total cost of training, based size of business
  - At least 10% of cost, for employers with 50 or less employees
  - At least 25% of cost, for employers with between 51 and 100 employees
  - At least 50% of cost, for employers with more than 100 employees
- Demonstrate a commitment to retaining operations and employees in Lorain County

### **Employee Eligibility:**

- Employed for six months or more by the business with which the IWT contract is being written, unless participating in group training where at least the majority of employees being trained have been employed for at least six months.
- Trainees must meet the Fair Labor Standards Act (FLSA) requirements for an employer-employee relationship
- Be 18 years old or older and legally authorized to work in the U.S.
- Be properly registered for the Selective Service (for males 18 years of age or older born after January 1, 1960)

### **Allowable Costs:**

- Instructor/Trainer salaries
- Curriculum development, textbooks, manuals, training software, materials and non-consumables
- Other necessary and reasonable costs directly related to training

### **Unallowable Costs**

- Foreign travel
- Purchase or lease of capital equipment
- Encouragement or inducement of a business or part of a business to relocate from any location in the United States
- Use of IWT funds to pay for a worker's training wages

***For more information on IWT, or to see if your business may benefit contact:  
OhioMeansJobs Lorain County at (440) 284-1834 or email [mlongo@loraincounty.us](mailto:mlongo@loraincounty.us)***

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the Lorain County Workforce Development Board***