



Incumbent Worker Training Fact Sheet

Program Purpose

The Incumbent Worker Training program provides assistance to employers confronted with the need for new and upgraded worker skills that are necessary to maintain or increase their competitiveness in the global economy.

Eligible Organizations

Targeted Employers who have identified work place training needs within their workforce. This would include (but is not limited to): upgrades in communication, upgrades in equipment or procedural processes.

Targeted Industries

The Workforce Board has targeted the following industry sectors:

- Healthcare
- Manufacturing
- Transportation/Warehousing/Logistics
- Hospitality
- Technology
- Finance and Insurance.

Program Requirements

All proposed incumbent worker training must:

- Be provided to the specific workforce of a single employer or an association of employers in one of the targeted industries.
- Closely link to specific jobs, as well as job advancement.
- In most cases, be provided by local community colleges.

Ineligible Activities

Proposed training that is only loosely related, or is unrelated, to specific jobs, will not be approved for incumbent worker training; these include: stand-alone adult basic education (ABE), stand-alone English as a Second Language (ESL), team building training and motivational training and basic computer literacy skills. Please note that ABE and ESL training programs that are fully integrated with specific job-linked skill training are allowable.

Employer Contribution

Employers participating in the program are required to pay a non-federal share of the costs of providing the incumbent worker training. A cash or in-kind contribution from the participating business(es) must match or exceed grant funds. Subject to the approval of the Workforce Board, all reasonable and necessary costs related to the conduct of the training are allowable.

Project Evaluation Criteria

When evaluating service plans (Training Projects) proposed by the authorized organizations, the Workforce Board will consider the following criteria: Target Industry, Quality of the Training, Benefits to Workers, Appropriateness of Costs, Matching Costs, and Secondary Benefits

Terms

Organizations receiving incumbent worker training grants must comply with all planning and reporting requirements, as specified in DCEO Policy Letter No. 07-PL-33, Change 1 and the Workforce Board Incumbent Worker Policy. At a minimum, the reporting requirements include the submission of an initial service plan and information about employers and workers participating in the program as well as quarterly narrative reports on project implementation.

Approving Authority

The Workforce Board of Northern Cook County

Disbursement of Funds

Costs are paid on a reimbursement basis directly to the community colleges.

Contact

To request additional information, please contact the Workforce Board of Northern Cook County at 847-699-9195 or visit our website at www.workforceboard.org.
