




**NORTH CAROLING DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS**

DWS Policy Statement Number: PS 13-2020

Date: September 18, 2020

Subject: Guidance for Local Incumbent Worker Grants

From:


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Assistant Secretary for Workforce

Purpose: To provide Workforce Innovation and Opportunity Act (WIOA) guidelines, according to WIOA Section 134(d)(4), to Workforce Development Boards (WDBs) choosing to use up to 20 percent of the combined Adult and Dislocated Worker allocated formula program funds to serve employees' trainings and to rescind Policy Statement 17-2017, Change 1.

Definition: Incumbent Worker Training (IWT) is designed to meet the special requirement of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. The IWT should increase the competitiveness of the employee and employer for the purposes of identifying high-quality Incumbent Worker (IW) opportunities. An ideal IWT would be one where a participant acquires new skills allowing him or her to move into a higher paid job within the company, thus, allowing the company to hire a job seeker to backfill the IW's position.

Background: To strengthen the workforce system and to implement the WIOA of 2014, WDBs are permitted the use of up to 20 percent of the combined total of Adult and Dislocated Worker allocated formula program funds for employee trainings. Individuals are not subject to eligibility requirements for Adults under the WIOA; however, demographic information is required.

Federal requirements mandate that, at a minimum, the following data for each employee in training must be entered in NCWorks.gov:

- Complete Name
- Contact Information
- Social Security Number
- NC Driver's License or State ID

- Gender
- Date of Birth
- Citizenship (Right-to-Work Status)
- Selective Service Compliance
- Disability Status
- Ethnicity and Race

WDBs are required to collect and report outcomes based on criteria outlined in this policy. The outcome measures should promote a skilled workforce by assisting employees in obtaining the skills necessary to retain employment or to avert layoffs and must increase both the employee's and the business's competitiveness.

Action: This Policy Statement is provided as a guide/template. Local WDBs should develop the Local Policy to meet local needs.

Effective: Immediately

Expiration: Indefinite

Contact: DWS Business Services Specialist
DWS NCWorks Online Staff

Attachments:

- A. Local Incumbent Worker Guidelines
- B. Local Incumbent Worker Pre-Award Questionnaire
- C. Local Incumbent Worker Business Application
- D. Local Incumbent Worker Application Assessment
- E. Local Incumbent Worker Agreement
- F. Local Incumbent Worker Trainee Application
- G. Local Incumbent Worker Expenditure Report
- H. Local Incumbent Worker Goal Attainment Report
- I. Local Incumbent Worker Trainee Roster
- J. Local Incumbent Worker Final Report