



Ohio Valley Employment Resource
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Serving Monroe, Morgan, Noble & Washington Counties Since 2000



Ohio Valley Employment Resource Policy Letter No. 15-23 (Incumbent Worker Training [IWT] Guidelines)

- I. **Purpose:** The purpose of this policy is to provide guidance on the requirements for incumbent worker training.

- II. **Effective Date with WDB and COG motion #s:** 8/28/18 WDB 11-18; COG- 4-18
REVISED 2-4-19 WDB 27-18 changed eligible trainings only.

- III. **Background:** The State has issued WIOAPL 15-23 (Incumbent Worker Training [IWT] Guidelines) Workforce Innovation and Opportunity Act Policy Letter No. 15-23 to describe incumbent worker training and provide the state guidance on implementation. It can be referenced at:
<https://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-23-2.stm>

- IV. **Requirements:** The WIOA15 Workforce Development Board (WDB) is adopting this policy, using the minimum sliding fee scale, based on employer size as described in the state policy. This will be the required minimum employer cost share. The County WIOA program may increase the cost from the minimum based on funding availability, proposed training or other relevant factors. The WDB after consideration decided there will be no local limit as to eligibility of training sectors eligible and no per company limit on training or expenditure. Local agreement form must be used. All training must be for either:
 - 1) Skills upgrading and retraining: Short-term training that enhances occupation-specific skills or basic skills that lead to a credential/certificate.
 - OR
 - 2) Occupational skill training (individual training accounts): Training that leads to an industry recognized credential or a certificate. WIOAPL No. 15-11, Use of Individual Training Accounts, provides additional requirements for ITAs.

- V. **Monitoring:** The County WIOA program awarding the agreement is required to complete the WIOA Area 15 agreement form, which includes doing due diligence on verifying employer good standing and identifying training content and the industry recognized credential to be awarded upon successful completion.

- VI. **Technical Assistance**

At the county level, it is the county's discretion to contact the state directly or to start with the Area Executive Director. However, regardless of choice, the Area Executive Director must be consulted, whether directly or by cc: on email, so that the WDB is informed and engaged in local implementation.

VII. References

State policy: <http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/WIOAPL-15-23.stm>