

# FREQUENTLY ASKED QUESTIONS

## What is Incumbent Worker Training?

*Incumbent Worker Training (IWT) is an employer service that allows OhioMeansJobs Portage County (OMJPC) to reimburse employers for training their current workforce.*

## When do I apply?

*All employers who are interested must complete an application during the advertised application period each year (see front of this handout) for current timeframe. OMJPC will then score and respond to all applications submitted during the application period. After that, all applications will be responded to on a first come first serve basis.*

## What is the timeframe for training if approved?

*Once an application is approved, training may begin immediately. The drop/add period of the training for commitment of full expense must occur prior to the start date of training. Employers must pay all costs fully before OMJPC can pay/reimburse. The employer must pay its invoices and OMJPC must receive the invoice to reimburse the employer.*

## What training costs can be covered?

*Cost of tuition if using an educational provider, which includes expense of the instructor/training, instructor/trainer salaries if not otherwise covered by tuition, cost of curriculum development if the program is unique and courses do not currently exist, materials and consumables including textbooks, manuals and training software, other necessary and reasonable costs directly related to training, costs to train management employees in management skills for skill upgrading such as Six Sigma and Lean.*

## What does the employer have to contribute?

*OMJPC will determine the employers share which will be determined mostly by the size of the employer's workforce.*

<u>Employer Size</u>	<u>Employer's Likely % Share</u>
50 employees or less	10%
51 to 100 employees	25%
101 or more employees	50%

## Which employees are eligible?

*All traditionally employed individuals age 18 and older (no staffing employees or independent contractors). Employers must provide I-9 information for each employee to be trained to demonstrate legally authorized to work in the United States, and individuals must demonstrate that if they were required that they registered with selective service. Majority of those being trained must have been employed 6 months or more with the employer.*

## Are there any contracts required?

*If an application is approved, the employer will be offered reimbursement, the terms and conditions of which will be covered by a written and legally enforceable contract. Employers will be asked to pay all costs in advance and will be reimbursed for an agreed upon amount.*

*REMINDER: Training is NOT guaranteed. Whether an employer is or is not awarded an IWT reimbursement, how much is awarded, what the percentage of reimbursement is, and how OMJPC calculates the employer's contribution is solely up to OMJPC. An employer does not have to proceed with training if it does not accept OMJPC's offer to enter into a written agreement after reviewing the application.*

# CONTACT INFORMATION

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