

To: WDB Directors, Fiscal Agents and OhioMeansJobs Center Operators

From: John B. Weber, Deputy Director  
Office of Workforce Development

Date: January 17, 2020

Subject: Interim Incumbent Worker Training (IWT) Policy update

This memo will serve as an interim policy update to [WIOAPL 15-23 \(Incumbent Worker Training \[IWT\] Guidelines\)](#). The following provides clarification and changes to the current policy that are effective on the date of this memo.

### **Eligibility of Incumbent Workers**

If IWT is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more. If the majority of employees being trained meet the employment history requirement, the training is allowable.

### **Allowable and Unallowable Costs for IWT Program**

IWT funds may be used to train employees in management skills such as Six Sigma and LEAN if promotional opportunities or increased wages can be identified post training. IWT funds may not be used for LEAN/Sigma Six training for the purpose of layoff aversion.

### **Cost Sharing Requirements for Incumbent Worker Training**

Local WDBs are required to establish policies regarding the non-federal share of the cost of IWT. Employers are required to pay for a significant cost of the training for those individuals in incumbent worker training. This can be done through both cash payments and fairly evaluated in-kind contributions. The wages paid to individuals while in training may be considered as a source of matching funds.

Please contact Jay Mendoza, Policy Manager at 614-387-3625 or [OWDPolicy@jfs.ohio.gov](mailto:OWDPolicy@jfs.ohio.gov) if you have any questions regarding the policy guidance in this memo.