

Incumbent Worker Training Grants Information for Businesses



Incumbent Worker Training Grants are designed to help local companies defray the cost of providing training to their employees. The need for well trained workers exists in every business located throughout Workforce Solutions Texoma's service area of Cooke, Fannin and Grayson Counties. Workforce Solutions Texoma is committed to partnering with as many local companies as possible. Workforce Solutions Texoma wants to provide Incumbent Worker Training Grants to companies of all sizes, and in all areas of the three counties.

Becoming a Partner

Workforce Solutions Texoma understands different companies and different workers have a variety of training needs, however, limited funds require certain guidelines be applied when approving Incumbent Worker Training Grants. To be considered for an Incumbent Worker Training Grant:

- The employer must be private sector. Public and government entities are **not** eligible.
- Partner with a training provider, which may be public, private non-profit, or private-for-profit educational entities, faith based or community-based organizations.
- Be actively involved in the planning and design of the customized training project.
- Sign an agreement outlining each entity's roles and responsibilities in the training project, including reporting requirements related to trainee participation.
- Provide equal opportunity employment documentation as well as information on the occupations for training, employment benefits, wages and social security numbers for trainees.
- Ensure trainee information can be reported one year after project completion.
- Use WorkinTexas.com to post openings for new workers trained under the project.

Grant Award Information

Incumbent Worker Training Grants for a single business may be limited to \$10,000. Tuition, curriculum development, instructor fees and training materials can be included; however, trainee wages, drug testing and certain travel costs and equipment purchases cannot be covered. Contracts are typically 12 months in duration.

Quality Proposals

Quality projects align with legislative direction and match business needs with innovative training solutions. Collaboration between businesses, colleges, Local Workforce Development Boards, and economic development and training partners is required. Criteria considered in making funding recommendations include:

- Training needs of current workforce and how those needs were determined
- Trainee Screening
- Additional Resources
- Expected Outcomes
- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Texas Corporate Franchise Tax Certification

Workforce Solutions Texoma is committed to making the application and training process as simple as possible for training providers, companies and workers. Questions about the process, types of training provided, eligibility determination, or any other part of the process are welcomed. For more information on the Incumbent Worker Training Grant, contact Bob Rhoden (bob.rhoden@twc.state.tx.us) or Teresa Foster (teresa.foster@twc.state.tx.us) via email, fax (903)957-7413 or phone (903)957-7408.