

Workforce Solutions Texoma Incumbent Worker Training Grants Guidelines



The primary goal of Workforce Solutions Texoma is to meet the needs of employers through locally designed employer-driven workforce development initiatives and services. One example is Incumbent Worker Training Grants.

Incumbent Worker Training Grants are designed to help local companies defray the cost of providing training to their employees, but are not intended to fully fund training for any company.

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.

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. These grants are intended to provide what is generally understood to be "hard skills", and to avoid training that would be considered "soft skills". Training provided under these grants is expected to make workers more valuable to employers. This would be evidenced by opportunities to advance, salary increases, or other outcomes which demonstrate that higher value.

Training recipients must be working in an approved industry cluster, as listed in Section 4.1.17 below, and must be earning a wage of not less than \$9 per hour.

Workforce Solutions Texoma Incumbent Worker Training Grants are funded through the Workforce Investment Act (WIA), and all potential trainees must be eligible under the Workforce Investment Act. Eligibility for training under these funds is not terribly restrictive, but eligibility must be proven prior to training. This process will require the company to provide Workforce Solutions Texoma copies of specified documents which prove eligibility as defined in Section 1.6.

Workforce Solutions Texoma is committed to providing training assistance to as many workers from as many different companies as possible through Incumbent Worker Training Grants, but unfortunately will not be able to reimburse companies or training providers for training given to workers who have not established eligibility prior to the start date of the training. Workforce Solutions Texoma will work closely with companies and training providers to ensure the review of documentation and determination of eligibility is completed as quickly as possible, but recipients need to be aware, training schedules may have to be adjusted to accommodate this process. Workforce Solutions Texoma will be happy to discuss the process with any interested company or training provider prior to the submission of a response to this Request for Proposal in order to ensure a realistic training schedule can be established prior to submission of a response.

Finally, 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. Contact information is provided in Section 2.1 of this proposal.