

# Incumbent Worker Training Overview and Guidelines

An employer may apply for an IWT grant for one or more contracts for a maximum of \$25,000 during the funding cycle. Employer-requested funds are generally approved based on the type of training(s) offered to employees resulting in an industry-recognized certification/credential and an increase in the trained employees' short- and long-term wages. The total score obtained on the IWT Grant Scoring Matrix will determine grant approval. ***Grant awards are contingent upon the availability of funds.***

## Training component(s):

- The model IWT plan is designed to make the employee and employer more competitive
- The Training Component(s) must result in at least two or more of the following desired outcomes:
  - **Improves short-term wages**
  - **Results in an industry-recognized credential including certifications or licenses**
  - **Creates jobs, saves jobs, prevents layoffs, or prevents company relocation**
  - Results in skills attainment and process improvement
  - Improves long-term wages
- Approved expenditures
  - Tuition reimbursement: tuition is defined as instruction provided by an institution regulated by the Tennessee Higher Education Commission
  - Instructor wages (not including benefits and not to exceed \$50/hour)
  - Supplies, materials, textbooks, software; up to 5% for curriculum development
- \*Expenditures NOT approved
  - Equipment purchases
  - Travel, food, lodging
  - Employee wages
  - Advertisements
- Employer match required—typically employee wages during training is used for the non-federal match---if more than 100 employees, the employer match is a minimum of 50% of the total IWT grant; 51-100 employee requires a 25% match; 10% match is required with 50 or less.  
**\*Unapproved expenditures noted above may be used to meet the required employer match.**
- As with any federal grant, paperwork and monthly online reports are required. Technical assistance is provided during the entire process.