

# Incumbent Worker Training Questions and Answers

Issue Date: November 4, 2020



**Q1. We are looking at investing in in-house training for some team members and managers via a mentorship training program. This would entail using experienced managers to train inexperienced managers and team members across multiple locations.**

**We are wondering, would an in-house training program like this qualify for the grant?**

**A1.** As long as the training does not exceed 16 weeks and meets the other requirements as laid out on page 4 of the Grant Program Announcement, an in-house training program would qualify for the grant. Refer to pages 6 and 7 of the Grant Program Announcement for the checklist of required documents and in-house training template.

**Q2. If I have an employee who is remote, and they live in Las Vegas but work for our company and will be provided training in WI.... Would they qualify for the IWT program?**

**A2.** There are no location restrictions for the training as long as the employee meets the eligibility as listed on page 3 of the Grant Program Announcement.

**Q3. What is the total cost my company will have to pay for classes? Areas of interest, Excel, Word, Outlook, Calendars, Teams, Digital Marketing, Video conferencing platforms etc.**

**A3.** The maximum award amount a business may receive is up to \$10,000 per program year based upon how much funding is available. Funds are used to reimburse businesses on a graduated scale based on the size of the business and the outcomes of the training as listed on page 3 of the Grant Program Announcement.

*For example, if:*

- *A business with 100 or less employees has a proposed training that amounts to \$4,000 and will 1) lead to industry recognized certificate and 2) employees would receive a wage increase, the business will receive a training grant reimbursement for 65% of the training cost or \$2,600.*
- *Similarly, a business with more than 100 employees, would receive a training grant reimbursement for 40% of the training cost or \$1,600.*

**Q4. When can training occur?**

**A4.** Training can occur between December 16, 2020 and June 18, 2021. Contracts will be sent to awarded businesses on December 9, 2020. Training cannot occur until a fully signed contract is returned to Forward Careers.

For example, if:

- *An awarded training is planned to start on January 4, 2021 and will end on February 26, 2021, a contract will be sent to the business on December 9, 2020. The business will be asked to return the contract before December 16, 2020.*
- *If there are any changes to the training between the time the contract is developed and the start of the training, the business must notify Forward Careers of the changes, otherwise the contract will be void.*
- *The training can then start on January 4, 2021 and once the training is completed on February 26, 2021, the business will be asked to submit items for reimbursement.*

**Q5. Can we apply if our business has had a layoff in the last 120 days?**

**A5.** If a relocation of your business resulted in the layoff of any of your employees, your business will not be eligible for funding until 120 days have passed from date of the relocation that resulted in the layoff.

If the layoff occurred due to COVID-19 or another reason, but not due to a relocation, the business is eligible for this opportunity as long as they meet the other requirements as laid out in the Grant Program Announcement.

**Q6. We have twenty people participating in training, do all twenty people have to receive a raise?**

**A6.** Not all twenty people have to receive a raise. If the cost of the training is per person, two contracts will be developed at the two reimbursement rates that are applicable. If the cost is at a flat rate, the total training cost will be divided by the number of trainees and two contracts will be developed at the two reimbursement rates that are applicable.

**Q7. If multiple people share one job title, do we include those people under one mention in the application or multiple?**

**A7.** If multiple employees share the same job title and will be receiving the same outcomes (wage increase, promotion) you can list the job title with the number of positions behind it. For example, Maintenance Technician (12).