

Incumbent Worker Training (IWT) Program Frequently Asked Questions

Application/Program Questions

Q. When can an employee be considered an incumbent worker?

A. Once the employee has been on the payroll of the employer for six months or longer.

Q. Can employees in different occupations be trained?

A. Yes.

Q. Who receives the funds?

A. The funds are provided through a grant as a reimbursement to the employer.

Q. When can funds be reimbursed?

A. Reimbursement for training activities may occur once the grant has been signed by both parties and the training activities have occurred.

Q. Can workers travel out of state to be trained?

A. Training funds are intended for use in Alaska; however, if the training is specialized and not available in Alaska, participants may be approved to attend training out of state. The out of state training must be specified in the grant budget and scope of work.

Q. If a current owner of the business has not been in business for one year, but purchased a business that has operated in Alaska for one year or more, is the employer eligible for IWT funds?

A. There is a good possibility that the current business owner may qualify based on current records combined with the previous owner's records. The business must meet the eligibility criteria.

Q. Can a consortium representing multiple employers apply for IWT funds?

A. Yes, if a consortium is formed with two or more employers that have similar training needs and can collectively identify incumbent workers.

Q. Can an employer with more than one location in the state file more than one application?

A. When an employer has more than one site and each site maintains a different UI tax identification number, the employer may submit separate training applications for each site. If the employer has one UI tax identification number for multiple site locations, the employer is limited to one application that may include training at the various sites.

Selecting a Training Provider

Q. Who selects the training provider(s)?

A. The employer.

Q. May the employer be the training provider?

A. Yes.

Q. Is it possible to use multiple training providers?

A. In some instances, it may be necessary to use multiple training providers (e.g. a training provider may be unable to offer certain types of training, or be unable to train in other locations throughout the state). Where multiple training providers are necessary, the employer will coordinate selection of training providers.

Q. Who selects the instructors for the training?

A. The training provider and/or the employer can make recommendations for instructors.

Q. Can an employee of the business serve as an instructor?

A. Yes, if they have the credentials and experience needed to provide the instruction.

Q. Who determines the curriculum to be taught?

A. The employer, based on the business's training needs. Assistance can be provided to identify or develop appropriate curricula in order to customize an employer specific training program.

Q. Does the training have to take place at a training institution?

A. No, training can be held at an employer's work site as well. Resources available at the work site and at the training institution should be considered when determining where the training should take place.

Training Providers

Q. Is there a limit to how much IWT funds the employer can request on the application?

A. The amount of incumbent worker training funds fluctuates each year and is contingent upon availability and receipt of federal funds. Applications are reviewed on a first-come/first-served basis until all available funding has been awarded. Based on this, DETS may indicate a cap or negotiate the award accordingly each state fiscal year.

Q. Is there a limit to how much can be expended on each reimbursement?

A. Costs must be proportionate to the total program expenditures and thereby in line with the approved budget, scope of work, and progressive program performance. DETS will not reimburse expenditures that exceed the approved budget.

Q. Can equipment (the state defines equipment as any one item exceeding \$5,000 or more) be purchased from the grant?

A. No, these funds are for training workers.

Q. What is the process for receiving reimbursement for expenditures?

A. The employer/consortium must submit an electronic invoice, along with supporting documentation, through the DETS grant management database.

Q. What type of information is required for each participant?

A. Depending on the number of individuals being trained, DETS will either provide a template that the employer will complete for participants to include the participant's demographic information, address and social security number; or, the employer will be granted access to the DETS Individual Case Management system to enter the participants themselves.

Q. How often are progress reports required?

A. If training encompasses an entire year, Quarterly Reports must be submitted for each calendar quarter (March 31, June 30, September 30, and December 31) and are due 15 calendar days after each quarter. If training is of a short duration, then a final report will be expected at the end of the training period.

Q. Under what conditions can a grant agreement be amended?

A. Conditions that require an amendment include: a change to the total obligation amount, movement of budget costs between line item categories that exceed either 10 percent or \$2,500 whichever is greater, or making changes to the scope of work. The employer must request an amendment through DETS. Approved amendments will be initiated in DETS grant management system and both parties must sign before the amendment is effective.

Q. How many amendments may an employer request?

A. Four, the state fiscal year begins July 1st and ends June 30th. It is recommended that an employer not request more than one amendment per quarter. No amendment will be allowed after May 15th.

Performance Objectives

A. How are the training objectives determined?

B. Both the employer and training provider determine the training objectives based on business needs and industry requirements.

Q. Who is held accountable for the performance objectives?

A. The employer is responsible for ensuring that the training provider meets the training objectives.

Contact

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