



## WORKFORCE DEVELOPMENT BOARD

### Incumbent Worker Training Program (IWT) Fact Sheet

Helping Businesses Retain & Upskill Employees

#### What is the Incumbent Worker Training (IWT) Program?

The **Incumbent Worker Training Program** is designed to help businesses **retain a skilled workforce** and **avert layoffs** by providing financial assistance for employee training. The program supports skill upgrades that improve employee retention, create advancement opportunities, and strengthen business competitiveness.

#### Who is Eligible?

##### Employee Eligibility

To qualify, an employee must:

- ✓ Be a **U.S. citizen or authorized to work in the U.S.**
- ✓ Be **18 years or older**
- ✓ Be **registered with Selective Service** (if required)
- ✓ Be **employed by a private-sector business or nonprofit healthcare facility**
- ✓ Have been employed for at least **six months** (with exceptions for group training)

##### Employer Eligibility

Businesses must:

- ✓ Be located in the **Camden County Local Area** (priority consideration)
- ✓ Be a **private employer** or a **public-private partnership** (such as healthcare facilities)
- ✓ Provide training that **enhances business competitiveness** and benefits employees
- ✓ Be in a **high-demand industry** or demonstrate long-term stability
- ✓ Not have **laid off workers** in the past **120 days** due to relocation
- ✓ Be **current on unemployment insurance and workers' compensation taxes**

#### What Training Costs Can Be Covered?

The program covers a range of **training expenses**, including:

- ✦ **Instructor wages**
- ✦ **Training materials & certifications**

📌 **Licensing fees**

📌 **On-the-job training costs**

## Employer Contribution Requirements

Employers must contribute a **non-federal share** of training costs, which can include **wages paid to employees during training** or other in-kind contributions:

- **50 or fewer employees:** At least **10%** of training costs
- **51 to 100 employees:** At least **25%** of training costs
- **More than 100 employees:** At least **50%** of training costs

## Funding & Training Duration

💰 **Maximum funding per employee: \$5,000** (waivers available for special cases)

🕒 **Training duration:** Based on **Occupational Information Network (ONET) guidelines**, ranging from **less than 1 month to 12 months**, depending on skill level.

## How to Apply?

- 1 **Determine your training needs** – Identify skills gaps within your workforce.
- 2 **Select a training provider** – Choose a trainer or institution that fits your business needs.
- 3 **Submit an application** – Provide details on training goals and costs.
- 4 **Begin training & track progress** – Receive funding and develop a more skilled workforce!

## Why Invest in Incumbent Worker Training?

- ◆ **Reduce turnover & layoffs** – Keep your workforce engaged and skilled.
- ◆ **Increase productivity** – Upskill employees to adapt to industry changes.
- ◆ **Enhance business competitiveness** – Stay ahead in high-demand industries.
- ◆ **Support employee advancement** – Create internal growth opportunities.

## Get Started Today!

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