

Incumbent Worker Training

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It is the policy of the Northern Virginia Workforce Investment Board to benefit regional businesses and industry by assisting in skill development of existing employees and increasing productivity. A targeted focus will include expanding worker skills in new industry requirements, new career opportunities, retaining jobs that might otherwise be eliminated, increase in wages of trained workers and by creating opportunities for entry-level positions by advancing existing workers. These funds may also be used for lay-off aversion.

Eligible employers must be:

- Private for profit or non-profit businesses
- Operating in Virginia for entire twelve month period prior to application date
- Current on all Virginia tax obligations
- Proposing training for employees in a Virginia facility

Non-eligible employers are:

- Businesses currently receiving training funds from Virginia
- Business with history of failing to provide WIA participants with continued employment
- Recently relocated business that has resulted in employee separations
- A WIA Training Provider
- A Local Workforce Investment Board
- Local Government Entity

Eligible workers must be:

- Existing workers at least 18 years old, a U.S. citizen or non-U.S. citizen eligible to work in the United States
- Existing worker must be currently employed full-time with participating employer
- Existing worker needs skills upgrading or retraining, completion of GED or High School Degree, basic skills upgrade, to retain or be successful in current employment.

Participating businesses must provide a minimum of a 50% matching contribution to the Incumbent worker training project. These match funds may include in-kind services. Training funds must not supplant training normally provided to employees.

This policy shall be in effect as long as the State policy waiver is in effect.

For more information, contact the Northern Virginia Workforce Investment Board Executive Director, **David Hunn**, at **(703) 752-1606** or email at **david.hunn@myskillsource.org**.