

Incumbent Worker Training Program

Program Overview



www.laworks.net

IWTP Goals

- Upgrade job skills through training
- Increase employee retention
- Increase employee advancement
- Create jobs in high-demand occupations

Employer Eligibility

- Operating in Louisiana for at least 3 years
- Contribute to the IWTP fund and be in full compliance with Unemployment Insurance taxes
 - Program is funded by a social charge assessed on employers that is paid along with their Unemployment Insurance taxes
- Identify training for a minimum of 15 employees
 - Smaller companies eligible through Small Business Training (SBET)

Program Features

Framework

- Three party contract among employer, training provider and LWC
- Training provider administers grant
- LWC reimburses training provider as training is completed
- Training takes place in Louisiana only
- Should not replace existing training
 - “Supplement, not supplant”

Program Features (continued)

Eligible Costs

- Tuition
- Texts and Manuals
- Vendor Training and Seminars
- Equipment, Furniture, and Classroom Fixtures (public providers only)
- CBT Software
- Audio/Visual Materials
- Raw Materials and Other Consumables
- Coordination Costs

Application Process

- Register online at www.laworks.net to get an authorization number.
- Select a training provider, fill out application on-line with provider (sample application on website).
- Submit application on-line, submit documentation to local field staff.
- Field staff reviews application for completeness, accuracy and cost effectiveness, applications ranked by score.
- Highest scoring grants approved monthly based on available funds.
- Executive Director gives final approval, contract documents drafted.
- Approved applications and score information posted monthly.

Rating IWTP Applications

Rating form is on the IWTP website. Score your own application!

Rating Form Values

- First Time Applicants
- Public Training Providers
- Job Orders with Louisiana Workforce Commission
- Employer Donations for Public Training Providers
- Workplace Safety Consultations
- Hiring Public Assistance Recipients
- Hiring Individuals Released from Correctional Facilities
- Percent of Wage Increase

Rating IWTP Applications

Rating Form Values (continued)

- Create Additional Jobs
- Cost Effectiveness of Training
- Training on Company Time
- Partnering with Economic Development Agencies
- Other Employer Contributions
- Employer Expansion
- Performance on Previous IWTP Contract

Small Business Employee Training (SBET)

Eligibility Requirements

- Employers who have been operating in Louisiana for a minimum of 3 years,
- Who are contributing to and in full compliance with UI tax laws, AND
- Who have 50 or fewer employees.

Eligible Costs

- Standardized, off-the-shelf training, limited to tuition and texts.
- Employers are reimbursed once the training has been completed and proper documentation has been submitted to LWC.

Small Business Employee Training (SBET)

Four Categories of Eligible Training:

- Classes at an institution, public or private, under policy or authority of the Board of Regents
- Training from a manufacturer or representative for equipment valued at \$3k or greater within one year of the purchase
- Computer hardware/software training from a manufacturer or their representative
- National, regional, or state trade association that offers independently certified training curricula which can demonstrate a 5 year successful training history

Small Business Employee Training (SBET)

- Each employee can receive up to \$3000 per fiscal year for training.
- Training for SBET must be completed before the end of the state fiscal year (June 30).
- To be reimbursed for training, the following are needed:
 - 1) Certificate of Completion, 2) Proof of payment, and 3) Proof of a wage increase or proof that wages were paid while attending training.

SBET Application Process

- Employers decide what training is needed
- Select a training provider
- Complete the online application at www.laworks.net
- Federal ID# & UI Tax ID#
- Name of Training Provider
- Course Title, No. of Hours & Cost of Tuition/Books
- Names & SS#'s for Employees to be Trained
- Submit the supplementary documents (Copy of W9 and a payroll check for each employee to be trained)

How Do I Get Started?

Visit our Website:

www.laworks.net

Michelle Martinez at 985-857- 3653

mmartinez@lwc.la.gov