

Incumbent Worker Training Policy

The Incumbent Worker Training Policy is for an individual who has an established employment history with the employer for six months or more. Training means training by an employer, or training provider in close partnership with an employer, provided to a paid worker while engaged in productive work in a job. The ultimate goal of this program is twofold: allow employers to retain and grow their existing Ohio workforce and create a workforce that can meet the present and future demands in an ever-changing economy.

How it Works

Employers participating in Incumbent Worker Training are required to pay the non-federal share (or employer share) of the cost of providing training to their incumbent workers per the sliding scale outlined below. The employer share may be provided in cash or in-kind and may include the wages paid by the employer to a worker while the worker is attending the incumbent worker training program. The level of reimbursement to the employer is determined by the employer size:

50 or fewer employees = 90% of the cost of training for the employer, up to \$1,000 per Incumbent Worker participant

51-100 employees = 75% of the cost of training for the employer, up to \$1,000 per Incumbent Worker participant

101 or more employees = 50% of the cost of training for the employer, up to \$1,000 per Incumbent Worker participant

Employer size is determined by the number of employees at the time of the execution of the Incumbent Worker Training contract.

How to Apply

Businesses can apply at either of the Butler, Clermont, or Warren County OhioMeansJobs locations. Eligibility will be determined with assistance from the Business & Employer Solutions Team and the OMJ|BCW Center's WIOA Title I staff.

In-Demand Training Fields

- Retail Trade
- Manufacturing
- Healthcare
- Accommodation/Food Service
- Construction
- Administrative/Support Services
- Transportation/Warehousing
- Finance and Insurance
- Computer Systems Design

Training opportunities include, but are not limited to, operational skills training, certification processes and equipment training. Training can occur at the employer's facility, at provider's training facility or at a third-party site.