

# Incumbent Worker Training

## Layoff Aversion Assessment

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Incumbent Worker Training (IWT) funded through state rapid response funds may be used to assist an individual business in averting layoffs. A layoff is considered averted when: a worker's job is saved with an existing employer that is at risk of downsizing or closing, or a worker at risk of dislocation transitions to a different job with the same employer or a new job with a different employer and experiences no or a minimal period of unemployment.

The use of Rapid Response funds for IWT requires a determination of layoff risk, and when and whether IWT is an appropriate response. Consideration must be given as to whether, absent the training, a good job will be lost or degraded, and whether the job will be retained or improved with the training.

This form should be used by the local area to assess whether layoff aversion IWT is an appropriate response to current business circumstances.

<b>1. Business Information</b>
Business Name:
Address:
Please describe the business, its product(s) and/or service(s):

<b>2. Employer Assessment</b>		
In addition to IWT, explain the other components of the business's layoff aversion strategy.		
Do business circumstances point to probable layoffs? <i>For example: the business is phasing out a function or the business has recently lost a major contract</i>	<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, please describe the business's circumstances:		
Are the workers' jobs threatened by changing skill requirements?	<input type="checkbox"/> yes	<input type="checkbox"/> no

If yes, please describe the changing skill requirements:		
Are the skill requirements outside the normal growth and upkeep that would be provided by the employer?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, please explain below:		
Does the employer demonstrate a commitment to retain employees who receive training?	<input type="checkbox"/> yes	<input type="checkbox"/> no

<b>3. Worker Group Assessment</b>		
Have the workers received formal layoff notices? (If yes, serve these workers with regular WIOA Dislocated Worker funds.)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Does the IWT program as proposed address the employees' existing skills gap?		
	<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, please explain how below:		
Is there a strong possibility of jobs, either with the existing employer or a new employer, if the workers attain new skills?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If no, please describe the benefit(s) received from this proposed training:		
Can the threatened workers attain the required skills in a reasonable period of time (i.e., no longer than 12 months)?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If no, please describe why:		

<b>4. Training Assessment</b>		
Does the training proposed match the training needs identified in the SCMEP or other third party business review?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Is the training proposed restricted to skill attainment activities?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If no, please explain below:		

Will the training result in making workers more qualified in their field of employment?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If no, please explain the benefit(s) received from this proposed training:		
Does the training offer certification or other industry-recognized credentials?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If no, please explain the benefit(s) received from this proposed training:		

<b>5. Local Review</b>		
Based on information regarding the business, worker group(s) and training proposed, this IWT application appears to meet the requirements for using WIOA funds restricted to layoff aversion.	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Comments</b>		
Completed by:		
Title:	Date:	
Date SCMEP Competitiveness Review (or similar review of business) completed:		
Business review attached:	<input type="checkbox"/> yes	<input type="checkbox"/> no

<b>6. State Authorization</b>		
Based on the above information and the business review conducted with the company, it has been determined that the company is at risk of a layoff and that IWT is an appropriate response. Further, the requirements for using WIOA funds restricted to layoff aversion have been met.	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Comments</b>		
Signature:		
Title:	Date:	