

Incumbent Worker Process/Procedures

IWT Reimbursement Percent

- 100 or more employees = 50% reimbursement
 - 50-99 employees = 75% reimbursement
- Less than 50 employees = 90% reimbursement

Step 1: *3-week lead time*

Submit IWT Pre-Award Agreement (application) & Training agreement to Deborah Bailey at dbailey@theworkforcecouncil.org

Step 2:

Set up eligibility session with employees attending training – HRWC staff will facilitate group meeting and guide employees to fill out certification packet (enrolling in IWT program)

*Each employee must be employed with employer for at least 6 months – unless majority of the cohort has been.

*Employees must have/create a basic profile on the Virginia Workforce Connection at www.vawc.virginia.gov

*Employees must provide I-9 documentation (SS Card, Driver's License or ID) if the employee doesn't have a social security card we can use a W-2, Birth Certificate, and ID or DL

* Permanent Residents I9 -Green Card & Social Security Card – Authorization to work

*Male employees born after 1960 must be registered with Selective Service (registration can be checked at www.sss.gov)

Step 3:

Employer & HRWC CEO signs contract *Payment to the training provider CANNOT be before the contract date*

Step 4:

Employees begin training

Step 5:

HRWC staff will confirm training starts (for each employee) with employer

Step 6:

HRWC staff will confirm training ends (for each employee)

Step 7:

HRWC staff will contact employer for employment verification and exit employee from IWT program.

Step 8:

HRWC staff will contact employer for 30-day, 60-day, 90-day, and 12-month retention on employees that attended previous training.