

Performance Accountability for Incumbent Worker Training (IWT)

This reference guide highlights key areas of performance accountability and reporting requirements for recipients of IWT in relation to the following programs: WIOA Adult, WIOA Dislocated Worker, National Dislocated Worker Grants (formerly National Emergency Grants).

Workforce One (WF1) Program Enrollment

All incumbent workers must be enrolled in the Dislocated Worker (DW) program to allow for thorough case management and career service support. The WF1 Basis of Eligibility into the DW program must be “*At Risk of Layoff – Incumbent Worker Training.*”

Funding sources:

- Local areas can use up to 20 percent of their combined total Workforce Investment and Opportunity Act (WIOA) Adult and WIOA DW formula funds to pay for the federal share of the costs of providing IWT
- Additionally, up to 20% of State funds can be used for IWT
- IWT can also be supported by the following funding sources also tracked through enrollment in the same Workforce One (WF1) program:
 - WIOA DW Rapid Response (RR) Mass Layoff funded Projects
 - WIOA National Dislocated Worker Grants (NDWG)
 - State DW Formula Grants
 - State DW RR Mass Layoff Projects

WF1 Incumbent Worker Activity Definitions

Incumbent Worker Training: This activity **MUST be used** for all WIOA DW and WIOA NDWG funded IWT. It can be used to support State DW funded IWT. Using this activity means the participant is still employed and requires this training to prevent their layoff. The training needed *will end in an employer recognized credential*. Once training is completed and the incumbent worker is exited from the program, they are expected to remain employed in a secure position.

Incumbent Worker Credential Waiver: This activity can **ONLY** be used for State funded IWT. The training needed **will not end in a credential**. Once training is completed and the incumbent worker is exited from the program, they are expected to remain employed in a secure position.

Performance Indicators

1. 2nd Quarter Employment Rate: The percentage of program participants who are in unsubsidized employment during the second quarter after exiting from the program
2. 4th Quarter Employment Rate: The percentage of program participants who are in unsubsidized employment during the fourth quarter after exiting from the program

3. Median Earnings: The median earnings of program participants who are in unsubsidized employment during the second quarter after exiting from the program
4. Credential Attainment Rate: The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation or within 1 year after exit from the program. (Excluding those in on-the-job training and customized training)
5. Measurable Skill Gains: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment

When WIOA Formula or WIOA Project Funds are used to support the IWT

- The incumbent worker will be reported to the Department of Labor (DOL) on the WIOA DW Participant Individual Report Layout (PIRL)
- The incumbent worker will be included in all five of the performance indicators (above)

When WIOA NDWG Funds are used to support the IWT

- The incumbent worker will be reported to the Department of Labor (DOL) on the WIOA NDWG PIRL
- The incumbent worker will be included within all five of the performance indicators (above)

When State DW Formula or State DW Project Funds are used to support the IWT

- The incumbent worker will be included in all program reports provided to the Minnesota Job Skills Partnership Board and State Legislators
- If the WF1 activity “Incumbent Worker Training” was used, the incumbent worker will be included within all five of the performance indicators
- If the WF1 activity “Incumbent Worker Credential Waiver” was used, the incumbent worker will be included within the first three performance indicators only:
 - 2nd Quarter Employment Rate
 - 4th Quarter Employment Rate
 - Median Earnings

Additional Resources:

- *TEGL 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules*, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3851
- Incumbent Worker Training – WIOA Desk Reference, https://ion.workforcegps.org/resources/2017/03/19/19/18/Incumbent_Worker_Training_-_WIOA_Desk_Reference
- *DEED's Incumbent Worker Training Programs Policy* <https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=554>