

## Incumbent Worker Training Summary

Below is the Incumbent Worker Training Program through the Department of Labor (DoL).

Incumbent worker: An existing employee past probationary period.

Applications can be submitted immediately for local approval. (WARNING: The documentation and guidelines may change, meaning you may have to resubmit the application!)

The DoL is creating a web page for IWT program. Once available we will post the link on this site.

Below is an outline of the guidelines:

### Employer Eligibility:

- Business has been in operation at least one year.
- Business is registered with the Secretary of State to conduct business as a sole proprietor, if required, or as a corporation, a partnership, a limited liability company, or an association.
- Business has no more than 20 workers in one location and no more than 50 workers statewide.
- Business provides \$1 of match for every \$4 of grant funds received.
- Business needs to be a client of the Montana Manufacturing Extension Center (MMEC), Business Expansion & Retention (BEAR) or Small Business Development Center (SBDC).
  - If your business is not a client of the above three organizations, contact the BEAR program manager at [SBDC@kalispellchamber.com](mailto:SBDC@kalispellchamber.com).
- Business has a demonstrated need for the training & anticipated economic benefit including such things as increased productivity, efficiency or wages, reduced turnover, upgraded skills to remain competitive, or added benefit to worker's craft or occupation.

### Employee Eligibility:

- Employee is in a permanent job (predominantly year-round).
- Employee is past their probationary period (if business does not have a policy then state policy of a 6 month probationary period applies).
- \$2000 per full-time employee, \$1000 per part-time employee.
- Employee is either Full Time (35+ hours/week on average) or Part Time (20-34 hours/week on average).

### Training Provider Eligibility:

- Trainers must be a part of the Montana University System, tribal colleges or a registered apprenticeship program.
  - Flathead Community College is part of the Montana University System
- Other trainers as recommended by MMEC, SBDC or BEAR.
- Training can NOT be normally provided by the business or required to maintain a license (example: continuing education or training required to maintain a professional engineer's license).
- The department shall award incumbent worker training grant funding on a prospective basis only and may not award grant funding to an employer for training that occurred prior to the date upon which the employer and recommending entity signed the completed grant application.

Allowable grant costs:

- Training registration/fees, books, instructional materials, supplies or equipment required for the training.
- Travel including transportation & lodging costs at State of Montana rates. Grant funds may pay for no more than 50 percent of out-of-state travel costs (food not included).

Allowable match costs:

- Training registration/fees, books, instructional materials, supplies or equipment required for the training not paid for by grant funds.
- Travel including transportation & lodging costs at State of Montana rates not paid for by grant funds. Grant funds may pay for no more than 50 percent of out-of-state travel costs.
- Base wages & benefits (excluding mandatory taxes, worker's compensation & unemployment insurance) of employees during training and while in transit to and from training.

Payment / Reimbursement:

- The guidelines for payment on approved applications have not been determined at this time.

**Please submit all applications to the following address:**

Kalispell Chamber of Commerce

Attn: BEAR

15 Depot Park

Kalispell, MT 59901

Please go back to the webpage to access the following documents:

- Match Worksheet
- IWT Application