

## **Incumbent Worker Training**

Incumbent Worker Training Grants are designed to assist local companies defray the cost of providing training to their employees. The need for well trained workers exists in every business located throughout Tarrant County. Incumbent Worker Training dollars are available to companies to increase the skill sets of their existing workforce through an application and competitive process.

### **To be considered for an Incumbent Worker Training funding:**

- The employer must be private sector. Public and government entities may be considered on a case-by-case basis.
- Partner with a training provider, which may be public, private non-profit, or private-for-profit educational entities, faith based or community-based organizations.
- Be actively involved in the planning and design of the customized training project.
- Sign an agreement outlining each entity's roles and responsibilities in the training project, including reporting requirements related to trainee participation.
- Provide equal opportunity employment documentation as well as information on the occupations for training, employee benefits, wages and social security numbers of trainees.
- Ensure trainee information can be reported one year after project completion.
- Must provide a cash or in-kind fund match of the cost of the training.

Tuition, curriculum development, instructor fees and training materials can be included in the reimbursement to your company; however, trainee wages, drug testing, and certain travel costs and equipment purchases cannot be covered.

### **Application Process:**

- Complete the General Incumbent Worker Training Application. You can find this application on our website using the following link:  
[http://www.workforcesolutions.net/business\\_services/incumbent\\_training.html](http://www.workforcesolutions.net/business_services/incumbent_training.html)
- E-mail the signed application to Amber Gosser at [amber.gosser@twc.state.tx.us](mailto:amber.gosser@twc.state.tx.us) or you can mail the application to: Workforce Solutions For Tarrant County, Attn: Amber Gosser, 1320 S. University Drive, Suite 600, Fort Worth, Texas, 76107.
- Once your application is received, we will schedule an appointment with you to review your application and visit your business location if possible.

Workforce Solutions is committed to making the application and training process as simple as possible for your company. Questions about the process, types of training provided, eligibility determination, or any other part of the process are welcomed. For more information on Incumbent Worker Training, please contact Amber Gosser ([amber.gosser@twc.state.tx.us](mailto:amber.gosser@twc.state.tx.us)) via e-mail or phone (817) 804-4255.

“Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities.”