

C3 Skills Alliance Incumbent Worker Training Guidelines

A total of \$1,000,000 in SlingShot funding was awarded to the C3 Skills Alliance, of which up to 20% (\$200,000) may be used to pay training costs for Incumbent Workers. The funding is provided under the Workforce Innovation and Opportunity Act (WIOA). These guidelines outline the methods for calculating the employer match required under WIOA for Incumbent Worker Training, which may be calculated as cash or in-kind.

Who May Enroll in Incumbent Worker Training (IWT)

To qualify for IWT, an employee must:

1. Be a current employee of a healthcare-related business (with priority given to businesses that are members of the Hospital Association of Southern California or Community Clinic Association of Los Angeles County) and have an established employment history with the employer for 6-months. In the event IWT is being provided to a cohort or group of employees, not every employee must meet the employment history requirement, as long as a majority of the employees being trained do so;
2. Meet the Fair Labor Standards Act requirements for an employer-employee relationship;
3. Males born on or after January 1, 1960 must complete the federal requirement for Selective Service enrollment.
4. Identify one of the following as the basis for each incumbent worker's participation in project training, a) changing job demands; b) meeting qualifications for career advancement; or c) averting layoff.

Required Employer Contributions to IWT

The funding requires employers to pay a portion of the cost of training through a cash and/or in-kind match as follows:

- 10 percent (10%) of the cost of training for employers with 50 or fewer employees;
- 25 percent (25) of the cost of training for employers with more than 50 employees but fewer than 100 employees; or
- 50 percent (50%) of the cost of training for employers with 100 or more employees.

The business size is based on the total number of employees at all locations operated by the employer in California.

Example 1 – In-Kind Contribution Using Employee Wages as Match

The Downtown Clinic, which employs 115 workers, has ten staff (5 CNAs and 5 LVNs) in need of care coordination skills and Clinic administrator wants to enroll them all in a 45-hour Patient Navigator Skills course at the Downtown Community College.

The all-inclusive cost of the course (e.g. tuition, books, and materials) is \$1,200 per student. Therefore, the total cost of training this cohort of students would be \$12,000 (10 x \$1200). Based on the total number of employees, the required percentage of contribution is a minimum of 50% or \$6,000. The clinic would like to use the employees' wages as match. The in-kind match does not require the employee to participate in training during work hours*. The Downtown Clinic would calculate the match as follows:

5 CNAs x \$13.50 hourly wage x 45 hours of training =	\$3,037.50
5 LVNs x \$16.00 hourly wage x 45 hours of training =	<u>\$3,600.00</u>
Total Training Contribution	\$6,637.50 (55% of \$12,000)

* This example also applies to on-line training.

Example 2 – Cash Contribution to Cover Tuition

Hometown Hospital needs to prepare 20 RNs to assume greater responsibility for the care coordination of patients. The hospital has identified an on-line Foundational Care/Case Management Program offered through the CSU Institute for Palliative Care. The course cost is \$1,950. Therefore, the total cost for training this group of employees is \$39,000. As the Hospital is a large employer with more than 400 workers on its payroll, its match under WIOA is to contribute at least 50% of the training costs. To meet this requirement, the hospital agrees to pay for training for 10 RNs. The employer's training contribution would be met as follows:

10 RNs training paid by WIOA =	\$19,500 (50% of \$39,000)
10 RNs training paid by Hometown Hospital =	\$19,500 (50% of \$39,000)