



2000.06.21.A.1

Strategic Policy

Title:	Incumbent Worker Training Program
Adopted:	06/21/2000
Effective:	12/09/2021

I. PURPOSE AND SCOPE

The Incumbent Worker Training (IWT) Program, as administered by the state workforce development board and funded by the Workforce Innovation and Opportunity Act (WIOA), was created for the purpose of providing grant funding for continuing education and the training of incumbent employees at existing Florida businesses. The IWT program complements other work-based training programs (i.e., customized training, On-the-Job Training, etc.) to support training that aids in the development of skills to enable job retention, production of a skilled workforce and business growth.

This policy ensures the training grant program helps established Florida businesses upgrade the skills of their current employees to promote expansion and growth, and to assist and engage with businesses to prevent layoffs through a layoff-aversion strategy as described in the Rapid Response and Layoff Aversion Policy. Effective rapid response promotes economic recovery by developing comprehensive approaches to help prevent negative impacts on businesses, workers and communities.

II. BACKGROUND

The Reimagining Education and Career Help (REACH) Act, 2021-164, Laws of Florida, seeks to better align the state's education and workforce systems with a focus on equity and efficiency to achieve a stronger, more competitive Florida. The REACH Act was created to address the evolving needs of Florida's economy by increasing collaboration and cooperation among state agencies and education institutions to improve access to training and employment for Floridians seeking services through the workforce system.

The REACH Act provides additional guidance related to the prioritization of IWT participants.

Priority will be given in the following order:

- Businesses that provide employees with opportunities to acquire new or improved skills by earning a credential on the Master Credentials List.
- Hospitals operated by nonprofit or local government entities that provide nursing opportunities to acquire new or improved skills.
- Businesses whose grant proposals represent a significant upgrade in employee skills.
- Businesses with 25 employees or fewer, businesses in rural areas, and businesses in distressed inner-city areas.
- Businesses in a qualified targeted industry, businesses whose grant proposals represent a significant upgrade in employee skills, or businesses whose grant proposals represent a significant layoff-avoidance strategy.

Additionally, the REACH Act provides that the IWT program may be used for the digital media industry. Created by the Florida Legislature, the IWT program provides grant funding for training of existing (incumbent) employees of a Florida business.

The IWT program helps individuals obtain industry-recognized certifications that can be earned within a 12-month period. Earning such credentials will help citizens obtain quality credentials with career pathway opportunities, thus leading to economic mobility and job retention.

III. AUTHORITY

[Section 445.003\(3\)\(a\)\(3\), Florida Statutes](#)

[Chapter 2021-164, Laws of Florida](#)

[CareerSource Florida Administrative Policy 100: Work-Based Training](#)

[CareerSource Florida Strategic Policy 2021.06.09.A.2: Rapid Response and Layoff Aversion System](#)

IV. HISTORY

Date	Description
12/09/2021	Updated to reflect changes to Florida Statutes and implementation of the Reimagining Education and Career Help (REACH) Act
05/17/2017	Revised in plain language; changed references from Workforce Florida, Inc., (WFI) to CareerSource Florida, Inc., (CSF); and consolidated sections to align more closely with Department of Economic Opportunity administrative policies.