

The **Incumbent Worker Training** program in Franklin County reimburses employers up to \$25,000 to upskill current employees with in-demand skills, with reimbursement rates varying by company size. Eligible incumbent workers must have been employed for at least six months before training or be part of a cohort where over half meet this criterion, with priority given to those earning about \$20/hour or less; training should be short-term, focused on in-demand skills leading to in-demand jobs, and completed within six months.

The application process involves submitting an online interest form, a letter explaining the training's value, and a detailed training plan template to a designated email, followed by a contract signing before training can begin.

\$25,000 Maximum Reimbursement	80% Reimbursement for Small Employers	60% Reimbursement for Mid-Sized Employers	50% Reimbursement for Large Employers	6-Month Minimum Employment Requirement	51% Cohort Employment Threshold
Each company can receive up to \$25,000 in training reimbursement	Companies with 50 or fewer employees are eligible for reimbursement of 80% of training costs, providing substantial support for small businesses	Companies with 51-100 employees can receive reimbursement for 60% of training costs, offering moderate assistance for mid-sized organizations	Companies with 101 or more employees are eligible for 50% reimbursement of training costs, ensuring larger firms also benefit from the program	Employees must have been employed for at least 6 months before the training start date to qualify as incumbent workers, ensuring investment in long-term staff	For group training, at least 51% of the cohort must have been employed for 6 months prior to training, maintaining program focus on established employees

What is the purpose of the Incumbent Worker Training program?

The program is designed to help Franklin County employers upskill their existing employees by reimbursing training costs for in-demand skills, thereby supporting workforce development and company growth [1].

How much reimbursement can a company receive, and what determines the reimbursement rate?

A company can receive up to \$25,000 in reimbursement, with the rate depending on company size—smaller employers receive a higher percentage of training costs reimbursed than larger employers.

Who qualifies as an incumbent worker for this program, and what are the priority groups?

An incumbent worker is someone employed for at least six months before training starts, or part of a group where at least 51% meet this criterion; priority is given to those earning approximately \$20/hour or less.

What key steps are involved in the application process for this program?

Applicants must submit an online interest form, a letter explaining the training's value, a detailed training plan using a provided template, and complete a contract with the program provider before training begins.

Are there specific types of training or outcomes the program prefers?

The program favors short-term training focused on in-demand skills that lead to in-demand jobs, with bonus consideration for training that result in certifications, credentials, wage increases, or promotions.

Application Process

1. Online Interest Form - <https://forms.office.com/r/N8xtgcRD54>
 - a. Input basic information about your organization
2. Letter
 - a. Explain the value of the training to your organization and your employees
 - i. For example, does it help increase skills, retain employment, avert layoffs, and is necessary for business growth, etc.?
 - ii. Does training lead to valuable certifications, credentials, wage increases or promotion?
3. Training Plan Template
 - a. Excel Template will be provided
 - b. Input details about trainees and training
4. Submit the training plan and letter to wmurphy@aspyrworkforce.org with **"Incumbent Worker Training"** in the subject line.
5. When the application is approved a contract for the project is executed. A signed contract is required prior to start of training.

*This document is a summary and is not intended to replace the Incumbent Worker Training Policy.