

Alliance for Business and Training, Inc.

MEMORANDUM

TO: Area Employers, Chambers of Commerce,
Northeast Tennessee Workforce Investment
Board and Youth Council, Economic
Development Agencies, and Other
Interested Parties

From the desk of...

Kathy Pierce

Executive Director
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DATE: June 15, 2009

RE: **State Incumbent Worker Training Program**

The Tennessee Department of Labor and Workforce Development recently released funding through the State Incumbent Worker Training Program for July 1, 2009 – June 30, 2010. Funding will be available to for-profit companies and non-profit health care organizations. The purpose of the program is to provide grants to employers to assist with certain expenses associated with skills upgrade training for full-time employees in High Skill / High Demand training. Emphasis is being placed on improving employee earning potential through the upgrade of skills and to assist in keeping businesses competitive, to promote growth and avoid layoffs. Applications that offer training in high skill, high demand occupations will have priority. Soft skill training that does not directly enhance skills upgrade is discouraged.

The State Incumbent Worker program is funded through the Workforce Investment Act and administered by the Employment and Training division within the Tennessee Department of Labor and Workforce Development. Grant guidelines, an application and other information can be found at:

http://www.state.tn.us/labor-wfd/et_services_employers.html

There is a rating guide called an "Incumbent Worker Proposal Evaluation" that will assist you in determining your rating, an application must rate 100 or better before it can be submitted to the State for review and possible acceptance. A local review is required by the Northeast Tennessee Workforce Investment Board through the Alliance for Business & Training. Funding may be limited, submit original application with signatures (no copies) as soon as possible to:

**Northeast Tennessee Workforce Investment Board
C/O Alliance for Business and Training
Attention: Tammy Sluder
P.O. Box 249, 386 Highway 91
Elizabethton, Tennessee 37644**

All training must be completed by June 30, 2010. Training Dates on page one of the application must reflect actual start and end dates of the planned training for the contract.

If you have additional questions or need technical assistance, contact Kathy Pierce at 423-547-7515 ext. 126 or Tammy Sluder at 423-547-7515 ext. 133.