

INCUMBENT WORKER TRAINING

SEPTEMBER 2018 PROGRAM CHANGES

TO SIMPLIFY AND IMPROVE THE INCUMBENT WORKER TRAINING GRANT PROGRAM, WE'VE MADE A NUMBER OF CHANGES:

Program Snapshot

Incumbent Worker Training grants are 50% matching grants of up to \$50,000 to help Rhode Island companies invest in training for their current employees.

Registration in State Vendor System	Required
Maximum Grants within a 12 month period	2
Maximum Annual Grant Total	\$50,000
Reimbursement Cap per Trainee	\$5,000
Required Employer Contribution	=>50%
Limits on Type of Training	Flexible



Administrative Reforms and Efficiencies

A number of improvements have been made to the Incumbent Worker Training Grant application form, reimbursement form, and payment process to improve the user experience and speed up the process for participating employers.



Registration in State Payment/Vendor System Required

Employers seeking to participate in the Incumbent Worker Training Grant program must first register as a state vendor by visiting the state supplier website. Employers may register in advance of submitting a grant application and any employer who has participated in the grant program in the past is likely *already* registered.



Increased per-Trainee Cap

The limit on how much the program will reimburse per individual trainee has been increased from \$3,500 to **\$5,000**. The overall annual maximum matching grant remains at \$50,000.



Required Timelines for Contracts and Reimbursements

To avoid confusion or missed payments, the program will be enforcing strict administrative timeframes for grant awards. Contracts that are not signed and returned within 30 calendar days will be considered null and void. Reimbursement requests not received within 60 calendar days of the contract conclusion date will not be processed. The grant program cannot reimburse for any costs incurred prior to the grant contract start date or after the contract end date. Employers are advised to plan accordingly.