



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Workforce Development Board Staff Report
May 18, 2023

Topic: Incumbent Worker Policy

AGENDA TITLE:

Adopt an Incumbent Worker Policy

RECOMMENDED ACTION

Adopt an Incumbent Worker Policy to serve employers or industry to retain a skilled workforce and create opportunities for less skilled employees

DISCUSSION

Incumbent Worker Training (IWT) is listed among the allowable training services under Workforce Innovation and Opportunity Act (WIOA) section 134(d)(4). IWT is designed, to meet the special needs of an employer, group of employers, or industry group to retain a skilled workforce, and avert the need to lay off employees. It assists workers in obtaining the skills necessary to retain employment, or to increase skill levels of employees so promotion within the company can occur and consequently create backfill opportunities for less-skilled employees.

Under Section 134(d) (4) of WIOA, up to 20 percent of adult and dislocated worker funds can be used to provide for the federal share of the cost of providing training. The shortage of workers in the work force has had a major impact on area businesses. Adopting an IWT policy will allow the WORK Center to work with businesses to identify upskilling of existing workers to meet the skill needs of a changing economy and allow for less skilled workers to begin their career path (Exhibit 1).

FISCAL IMPACT

There is no fiscal impact associated with this action

EXHIBIT(S)

1. Incumbent Worker Policy

Submitted By:

Marc Morley, Economic Development Manager

Approved By:

Michael L. Garcia, Executive Director of Community Development