

**WANT TO HIRE NEW STAFF THAT HAS THE TRAINING YOU NEED?
LOOKING TO INCREASE THE SKILLS OF CURRENT STAFF OR TRAIN THEM IN NEW LINES OF WORK?**

ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD'S CUSTOMIZED/INCUMBENT WORKER TRAINING PROGRAM CAN HELP YOU TRAIN AND RETAIN YOUR WORKFORCE

HOW DOES IT WORK?

- ✓ Eligible applicant must be a business;
- ✓ The employer determines if they are looking for new candidates to be trained and hired (customized training) or are upskilling their current full-time, regular employees (incumbent worker training);
- ✓ The employer determines the training needed – occupational, educational skills, etc. – and the trainer;
- ✓ Employer must meet expected training and placement rates for training participants;
- ✓ Training participants receive an industry-recognized certificate at the completion of training;
- ✓ The employer receives reimbursement at the successful completion of a training;
- ✓ *Applicants are approved on a case-by-base basis and through review of past performance.*

WHAT ARE CRITERIA FOR THE INCUMBENT WORKER PROGRAM?

- ✓ Business facility where employees trained must be located in the Alameda County, and in Contra Costa County, or City and County of San Francisco (through December 2021);
- ✓ Business must be stable (have been operating in ACWDB area for 12 months prior to application date);
- ✓ The employer must meet one of the following:
 - Propose an upgrade in employee skills
 - Propose an increase in employee skills and wages
 - Propose training in portable skills
 - Training is the focus of business retention efforts
- ✓ Wages of an incumbent worker cannot exceed \$35.11/hr.;
- ✓ The employer must contribute a portion of the cost of training, dependent on size;

WHAT ARE CRITERIA FOR THE CUSTOMIZED TRAINING PROGRAM?

- ✓ Business facility where employees trained must be located in the Alameda County, and in Contra Costa County, or City and County of San Francisco (through December 2021);
- ✓ Business must be stable (have been operating in ACWDB area for 12 months prior to application date);
- ✓ The employer contributes up to 50% of the cost of training;
- ✓ Training participants must be enrolled in the Workforce Innovation and Opportunity Act (WIOA) program;

I'M INTERESTED! WHAT DO I DO NEXT?

**FOR MORE INFORMATION ABOUT CUSTOMIZED/INCUMBENT
WORKER TRAINING OR TO GET STARTED ON AN APPLICATION, PLEASE
CONTACT: [SAMANTHA MILLER](mailto:SAMANTHA.MILLER@ACGOV.ORG), BUSINESS SERVICES MANAGER
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