



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet #35

Entering Data for Incumbent Worker Training (IWT)

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Incumbent Worker Training

Incumbent Worker Training (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 can be used to assist 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.

IWT requires participant data to be entered into the CalJOBS system. There are THREE main areas to keep in mind to ensure proper recording of information:

1. LWDB, Office Location and Agency Code
2. IWT Eligibility Date
3. IWT Grant Code and Activity Code

LWDB, Office Location and Agency Code

When creating the Title I application, activities, closures, and follow-ups, ensure that you are using the correct LWDB, Office Location and Agency Code that was provided to you.

1. Ensure you log in using your CalJOBS username that starts with “lao”, the prefix for LA County.
2. Ensure that the LWDB is auto populating the correct workforce development area: **Los Angeles County WDACS**.
3. Ensure that the **Office Location** that appears in the Office Location and Office Location of Responsibility fields are correct.
4. Although it is not required by the system, you **must enter an Agency Code** as it is required for LA County. Make sure the Agency Code selected matches your Office Location. Please see the example below:

* LWDB:	Los Angeles County WDACS LWDB cannot be modified.
* Office Location:	<input type="text" value="Rio Hondo AJCC"/>
Agency Code Search:	[Select Agency Code]
Agency Code:	<input type="text" value="119A"/> - <input type="text" value="LAO Rio Hondo Compreh"/>

IWT Grant Code

The Incumbent Worker Training Grant code allow you to create activities within a Title I application WITHOUT using one of the WIOA grants (Adult, DW, Youth). Should the participant need WIOA services other than those provided by IWT, you will be able to co-enroll by adding WIOA Eligibility date and using a WIOA grant under an existing IWT Title I application.

Please note that because you are utilizing the Title I application, the participant must still be eligible as an Incumbent Worker, in order to complete the application. When first creating the Title I application, enter the Incumbent Worker Training eligibility date.

All activities must be entered using the IWT grant code:

Grant Name	Grant Code
2284 - Incumbent Worker Training Formula	2284

Using the IWT Grant Code consists of two steps:

1. Activating the IWT grant under the Title I application.
2. Adding the IWT grant under the related activity.

1. To get started, create the participant’s Title I application wizard with the **Incumbent Worker Eligibility Date** completed.

* Application Date: [Today](#)

Adult Basic Career Services Eligibility Date: [Today](#)

Adult Eligibility Date: [Today](#)

Dislocated Worker Eligibility Date: [Today](#)

Youth Eligibility Date: [Today](#)

Incumbent Worker Eligibility Date: [Today](#)

* LWDB/Region: ▼

2. Incumbent Worker Eligibility truncates the WIOA application only 5 sections if no other eligibility dates are added.

3. If you would like to enroll the participant in WIOA as well, you may add the Eligibility Dates for the Adult, Dislocated Worker, or Youth Eligibility and continue with the WIOA application as normal.

4. After completing or editing the application, navigate to the last section of the application, the **Eligibility Summary** tab.
- a. If there is only the Incumbent Worker Eligibility date, this would be the fifth tab:

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Demographic Employment Eligibility Summary

Employment Contact Demographic

Eligibility Summary

[Hide All Steps](#)

- b. If the participant is eligible for WIOA as well, it would be the 11th tab as usual:

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Household and Income Miscellaneous Eligibility Summary

Intro Contact Demographic

Veteran Employment Education

Public Assistance Barriers Household And Income

Miscellaneous Eligibility Summary

[Hide All Steps](#)

5. Scroll down to the WIOA Grant Eligibility section and under **Incumbent Worker Eligibility** field, select Yes.

WIOA Grant Eligibility

Changes in this section will create immediate updates to the record.

Incumbent Worker Eligibility: Yes No Not Applicable Inactive

Applicant meets the basic requirements for Incumbent Worker eligibility, but staff must manually set this to "Yes" and add a grant, when appropriate.

- Under the Grants section, find the IWT Formula grant code and click “Add” under the Action column. Click “**Finish**” at the bottom of the page to save the update to the application.

Grants					
Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Incumbent Worker	733	2284 - Incumbent Worker Training Formula	2284		Add

Now an activity can be created for the participant using the IWT grant code.

- Click “**Create Activity/Enrollment/Service**” after expanding the **Activities/Enrollments/Services** section of the Title I application. (On a newly created Title I application, click “**Create Participation**” under **Participation** to create an enrollment and a first activity.):

▣ Participation

[Create Participation](#)

▣ Activities / Enrollments / Services

[Create Activity / Enrollment / Service](#)

8. Under Customer Program Group, select “92 – Incumbent Worker - Adult”

* **Customer Program Group:**

92 - Incumbent Worker - Adult ▼

None Selected

92 - Incumbent Worker - Adult

9. In the **Enrollment Information** section, select the grant you previously activated under the **Eligibility Section** of the Title I application, in the **Grant** field:

Grant:

2284 - 2284 - Incumbent Worker Training Formula ▼

None Selected

2284 - 2284 - Incumbent Worker Training Formula

WIOA or Non-WIOA Partner Program:

program.

10. Activity Code 308 – Incumbent Worker Training should be added to the application for the duration of the IWT.

Select an Item - Work - Microsoft Edge

<https://train-app-vos06000000.geosolinc.com/vosnet/programs/enrollment/enrollfieldselect...>

307	Pre-Apprenticeship Program w/Occupational Skills Training (ITA)	Not Provided	PS - Approved Provider Training - ITA
308	Incumbent Worker Training	Not Provided	PS - Non-ITA Occupational Skills
311	Placed in Job Corps	Not Provided	PS - Approved Provider Training - ITA

11. Proceed to create the rest of the activity as usual, adding provider information and completing the rest of the tabs if necessary. Once the activity has been created, the participant will have an open activity with the **Funding/Grant** displaying the IWT grant that was selected.