



Missouri Department of Higher Education and Workforce Development

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT...

OWD Issuance 23-2017: Incumbent Worker Training Policy

April 27, 2018

Last updated: February 2020.

Q: When do Local Boards pay/reimburse for Incumbent Worker trainings?

A: According to the IWT [general assurances](#) (6(c)), the Employer agrees to provide a verifiable wage increase to all participants who complete the training program. **Payment for IWT will be withheld until the wage increase has been verified.** Documentation of this wage increase is to be submitted within 60 days of training completion.

Last updated: October 2019.

Q: How do staff enter the employer contribution into the Financial Reporting System?

A: Local Workforce Development Board's must report the cumulative total for employer contributions associated with Incumbent Worker Training. The cumulative total is to be entered monthly on the Contract Progress Report (CPR). You will find the entry box under the 'cumulative cash drawn' entry box on the CPR.

Additionally, these resources must be reported quarterly as non-federal leveraged resources.

Please direct all questions or comments regarding the Issuance or this FAQ document to owdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

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