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Phoenix Business and Workforce Development Board (approval authority)	<i>Date Approved:</i> 04/14/20	<i>Subject # & Title:</i> .415 Worker Designation	

I. APPLICABILITY/SCOPE

This policy applies to all U.S. Department of Labor (DOL) Strengthening Working Families Initiative (SWFI) grant staff and program partners who are part of the service delivery model.

II. PURPOSE

The U.S. Department of Labor Strengthening Working Families Initiative (SWFI) grant FOA-ETA-16-05 provides the definitions of incumbent and employed workers. This policy communicates the key provisions to determine eligibility for incumbent and employed worker enrollments. Those customers who do not qualify under incumbent or business worker are enrolled as a “general” SWFI customer.

III. BACKGROUND

SWFI provides low to middle skilled parents opportunities to advance in their careers in high-growth or in-demand H-1B industries, addressing barriers to accessing training and employment faced by those with child care responsibilities. SWFI promotes greater availability of activities that address barriers to accessing training and employment.

IV. DEFINITIONS

Employed Worker: This term refers to individuals who are employed (full or part-time) and need training to secure full-time employment or upgrade skills that will lead to career advancement and wage increase(s) within the identified H-1B aligned industry or occupation.

Frontline Incumbent Worker: Frontline incumbent workers are typically considered workers who are employed in lower-skilled and/or entry level positions and where attaining new skills and competencies could help advance them into middle and high skilled jobs.


Low-skilled Incumbent Workers: This term refers to incumbent workers (as defined above) and considered front-line workers in need of additional education/training that leads to career progression.

Upskilling: Strategies that aim to increase skills of incumbent workers while creating entry level opportunities for new entrants in H-1B occupations and industries.

V. POLICY

A. TARGETED INDUSTRIES

1. SWFI has identified five occupations along an H-1B career pathway to train customers:
 - a. Certified Nursing Assistant;
 - b. Certified Medical Assistant;
 - c. Networking and Computer Systems Administrator;
 - d. Claims Adjuster; and
 - e. Computer User Support Specialists.

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B. BUSINESS PARTNERS

FOA-ETA-16-05 restricts incumbent worker training to only those business partners who write a letter of commitment to the SWFI program and represent a targeted industry. To be designated as a business partner under the SWFI program, businesses must commit to the following:

1. Business partners are encouraged to offer a backfill component to be implemented where positions are left open by workers advancing through the upskilling training;
 - a. This upskill/backfill partnership of training provider and businesses should include a strong mutual understanding of the skills needed by entry-level workers, including developing strategies to find, train and place entry-level workers within the company/business and a commitment to share the costs of training existing workers.
2. Business partners will identify current employees who may benefit from incumbent worker or employed worker training and work with the SWFI Project Manager and training provider to begin a customized cohort for employee training; and
3. The maximum number of employees to be trained as incumbent or employed worker is 150 for the entire grant period.

VI. POLICY MANAGEMENT REQUIREMENTS

This policy will be reviewed on an annual basis by the SWFI Project Manager and submitted to the Division Deputy Director and Human Services Director for review and approval. Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.