**Incumbent Worker Training Requirements**

Employer Qualifications:

* Must be in good standing with the Texas Workforce Commission;
* Must employ no less than two (2) employees and no more than two hundred fifty (250) employees;
* Must not have relocated in the past 120 days and laid off employees when relocating;
* Must have been in business for at least 120 days in at least one of the South Plains counties (Bailey, Lamb, Hale, Floyd, Motley, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, or Garza counties);
* Employers are eligible to have one project funded per program year
* Training cost shall not exceed $1500 per trainee

Employee Qualifications:

* Must be employed;
* Must meet the Fair Labor Standards Act requirements for an employer-employee relationship;
* Must have an established employment history with the employer for 6 months or more.\*

Training Requirements:

* The training must be provided by a credentialed training entity or individual;
* Training must be completed no later than six months after a project is funded;
* Projects must be completed by September 30th of each Program Year.

Matching Requirement:

* Employers must share a percentage of the training cost;
* Employer’s share of cost may include:
	+ wages paid to employees and supervisors
	+ travel costs
	+ supportive services
	+ training materials
	+ cost of training paid by the employer
	+ facility usage cost
	+ other items deemed appropriate by Workforce Development Board staff;
* Share of cost can be in kind or in cash;
* Share of cost percentage is:
	+ 10% for employers with 50 or fewer employees
	+ 25% for employers with 51-100 employees
	+ 50% for employers with 101 or more employees.