







Funds for Local IWT may not exceed 20 percent of combined total of Adult and Dislocated Worker allocated formula program funds.

The NCWorks Online system will be used for tracking enrollments of IW participants; therefore, Local WDBs must contact the DWS NCWorks Online staff prior to beginning Local IWT, in order to establish a special system code.

WDBs must report expenditures through regular financial reporting to the DWS for up to the 20 percent of the combined total of Adult and Dislocated Worker allocated formula program funds.

**Effective Date:** Immediately

**Expiration:** Indefinite

**Contact:** DWS Business Services Specialist  
DWS NCWorks Online Staff

**Attachment:** A. Local WDB Incumbent Worker Training Policy Outline  
B. Allowable/Non-Allowable Training Costs

**Rescinded**



## **ALLOWABLE/NON-ALLOWABLE TRAINING COSTS**

The following is a listing of reimbursable and non-reimbursable training costs for the NCWorks Incumbent Worker Training Grant:

### **Allowable Training Costs:**

1. Training/Course registration
2. Training that results in participants obtaining an industry-recognized certification or credential to include training preparation for certification exams. Funding must be requested for both the training and the certification exam and completed within the twelve (12) month contract
3. Web-based online training
4. Employee skills assessment that results in primary training funded through the grant
5. Textbooks/manuals used 100% for the training activities
6. Materials and supplies directly related to the funded training
7. Travel for trainers, if the requested training is not available within reasonable proximity to the business
8. Process improvement or quality-related training to support the state's Business Edge initiative

### **Non-Allowable Training Costs:**

1. Employee-related costs such as wages, fringe benefits, and travel
2. Training-related costs incurred prior to the beginning date of the contract with the LWDB or after the contract ends
3. Training that the company or an entity on the company's behalf already provides to its employees
4. Training that a company is mandated to provide on a regular basis to its employees by federal, state, or local laws
5. Continuing Education Units (CEUs) and other training that is specifically required for an employee or entity to maintain licensure, certification, or accreditation
6. Courses that are part of a trainee's pursuit of an educational degree
7. Employment or training in sectarian activities
8. Curriculum design and/or training program development
9. Trainers employed by any business whose employees are being trained to include parent company employees
10. Purchase of employee assessment systems or systems usage licenses (example: site licenses)
11. Company website design and development, website hosting and maintenance, software or hardware upgrades, advice on computer selection for software or hardware upgrades, and advice on computer selection for purchase or upgrade
12. Third party compensation or fees not directly related to the provision of the requested training
13. Any costs that would normally be considered allowable but for which there is no request/cost for training related to the item(s) within the application
14. Capital improvements, purchase of real estate, to include the construction or renovation of facilities or buildings, and capital equipment or other durable (long lasting and/or reusable) training materials
15. Business relocation or other similar/related expenses
16. Travel outside of contiguous United States or costs associated with bringing a trainer into the country
17. General office supplies and non-personnel services costs (example: postage and photocopying)
18. Membership fees/dues
19. Food, beverage, entertainment, and/or celebration related expenses
20. Job/position profiling
21. Publicity/public relations costs
22. Costs associated with conferences