**Alabama Workforce Stabilization Program (AWSP)**

**ITA, OJT, and IWT Summary**

AWSP applicants will be enrolled in WIOA. Career Center staff will complete basic WIOA eligibility verifying:

* Age/date of birth
* Citizenship or eligible non-citizen
* Selective service registration (Males age 18-25)

**Note: It is preferred that all applicants for ITA and OJT meet the 70% LLSIL but must fall within the 200% LLSIL to participate in AWSP. Does not apply to Incumbent Worker.**

**Individual Training Accounts**

AWSP applicant income is counted/documented. Once basic eligibility is completed, AWSP participants may be enrolled into an AWSP ITA. These will be short-term training programs offered by one of Alabama’s community colleges or Alabama Technical Network (ATN).

The AWSP Training Provider will enter the training program information into the Eligible Training Provider (ETPL) section of AlabamaWorks (AW). AWSP must be included by the program name. Colleges will provide the cost of the training and identify the career pathway in the program description.

Career Center staff will use the ITA forms available in AlabamaWorks to submit the AWSP ITA. The ITA submission process is the same as for regular WIOA ITAs.

The GLWA ITA Unit will process the ITAs with the AWSP amount entered on the ITA form. The form will be sent to Tamara for review and subsequent payment.

**On-the-Job Training (OJT) agreements**

Once basic eligibility is completed, AWSP participants may be enrolled into an OJT. This training will be for 225 hours and will be for new hires only. The AWSP participant must complete the 225 hours + 8 hours of work for the employer to be reimbursed. The Trainee must be paid at least $12.00 hour and will be reimbursed $9.00 of the $12.00.

Career Center staff will use the OJT forms available in AlabamaWorks.

**Incumbent Worker Training Agreements**

This is a contractual (subrecipient) agreement with the AWSP approved employer to pay for training to upskill incumbent workers. This provides skills training to full-time, permanent company employees, who have been employed a minimum of 8 hours or one full day.

The employer will work with the Community College of choice to develop and implement the training for employees. Once the training is complete, the employer would submit the invoices to Commerce for payment.

The community college would be reimbursed by the employer.