



**Crater Regional Workforce Development Board
LWDA-15**

**Policy Number 2016-004
Effective Date: October 5, 2016**

Title: Customized Training Policy

Background:

**WIOA Section (3)(44)
WIOA Section 134(c) (3)(h)
20 CFR 680.530 - 20 CFR 680.700 - 20 CFR 680.710 - 20 CFR 680.730 - 20 CFR 680.740 - 20
CFR 680.760**

Definition of Key Terms

The term “Customized Job Training” means training by an employer or employers or by a training provider in conjunction with an employer that is provided to five or more paid participants concurrently while engaged in productive work in a job that:

- a. Provides knowledge or skills essential to the full and adequate performance of the occupation.**
- b. Provides reimbursement to the employer(s) for the costs of providing the training and additional supervision related to the training.**
- c. Is limited in duration as appropriate to the occupation for which the participants are being trained**

Policy:

Participant Eligibility- For an individual to qualify for Customized Training (CT) under the WIOA guidelines, he/she will:

- Determined eligible and enrolled with Crater Area XV WIOA Adult or Dislocated Worker programs.
- The employee is not earning a self-sufficient wage
- Have completed an initial assessment or evaluation and have been determined to need training to find or retain employment.
- Have an Individual Employment Plan (IEP), wherein the participant’s interests, abilities and needs are identified.

Employer Eligibility -Potentially eligible employers able to participate in CT contracting include: private-for-profit businesses, private non-profit organizations, and public sector employers. An employer will NOT be eligible to receive WIOA CT training reimbursements if:

- The employer has any other individual on layoff from the same or substantially equivalent position.
- The CT would infringe upon the promotion of or displacement of any currently employed worker or a reduction in their hours.
- The same or a substantially equivalent position is open due to a hiring freeze.
- The positions are for seasonal employment.
- The employer is a private for-profit employment agency, i.e. temporary employment agency, employee leasing firm or staffing agency.
- The position is not full time, i.e. minimum of 32 hours per week.
- The employer pays not less than 50% of the costs of the training, in cash or in-kind.

Employer or Consortia of employers are required to:

- Be located in and have operations in the Central workforce region
- Employ at least one full time employee
- Be current on all Federal, State and local obligations
- Provide trainees workman's compensation
- Cooperate with Child Support Enforcement Agencies in the collection of child support from company employees
- Keep accurate records of the projects implementation process for audit purposes for a minimum of five years
- Provide a complete list of those individuals trained , including their Social Security numbers, start date and rate of pay
- Submit reimbursement requests with required documentation as specified in their signed agreement with the CRWDB
- Provide not less than a 50% match to the project's reimbursable costs (matching funds from employers may be in the form of cash, wages paid to participants during training, value of supplies or materials used during training, vale of classroom space or training site and/or participant transportation to the training site or other in-kind contribution

Occupational Eligibility

Customized Training dollars must be used on High Priority Occupations (HPOs) which lead to employment opportunities enabling the participant to become economically self-sufficient and which will contribute to the occupational development and upward mobility of the participant.

NOTE: General WIOA Customized Training Requirements

1. WIOA CT contracts shall not be made with employers who have previously exhibited a

pattern of failing to provide CT participants with continued long-term employment with wages, benefits and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

2. Priority in WIOA CT contracts will be given for new hires with an employer. When funds are available, WIOA CT contracts may be written for eligible employed or unemployed workers when:

i). Priority in funding will be given to those individuals not earning a self-sufficient wage¹ as determined by the CRWDB's Self Sufficiency policy.

ii). The CT relates to the introduction of new technologies, introduction to new production or services procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by CRWDB.

lii). The participants have been determined to be eligible to participate in and who are receiving services (except for follow up services) under a program authorized by WIOA.

3. It is the expectation of CRWDG that employers that use CT funding will hire the individuals receiving the training as full-time employees provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

4. WIOA funds may not be used in conjunction with Virginia Department of Education customized training program.

5. CT contracts will generally not be written for low skill jobs that generally would require little or no training.

6. CT should only be awarded to companies in healthcare, manufacturing, construction, energy, IT, and professional, scientific and technical services.

7. CTs differ from an OJT (On-the-Job Training contract) based on volume (an employer or group of employers requiring more than five of the same/similar positions filled) and complexity (CT trains each participant for the same skill set rather than individualized job skills).

8. Per WIOA regulations (20 CFR 683.200(g)), "no individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual." For the purpose of this policy, the term "immediate family" includes a spouse, child, son-in-law, daughter in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

9. The entity providing the training, whether the employer or a contracted training provider, must apply to be on CRWDB's Local Training Provider List (effective July 1, 2016).

WIOA CT Length The maximum time frame for a CT is 6 months. Duration of a CT is a function of training needed, NOT the maximum allowed under this policy. Crater Area XV Board (CRWDB) staff should consult with the employer and utilize the Occupational Information Network's (ONET) Specific Vocational Preparation Range (SVP) to determine the appropriate occupational training needed. Using the SVP provided by ONET, the following duration times are recommended in addition to the participants past skill and experience.

Priority will be given to programs that have the following elements:

- **Curriculum includes the specific skills;**
- **Is of a duration that is consistent with the skill to be taught;**
- **Contains a high degree of interactive learning; and**
- **Designed to meet the special requirements of an employer (including a group of employers)**
- **Provides portable skills training that are transferrable to other employers**

Applicability:

All CRWDB initiated customized training contracts and all service provider-initiated customized training contracts