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## POLICY # 14

<b>Title:</b>	<b>Customized Training</b>	
<b>Program:</b>	Workforce Innovation and Opportunity Act	
<b>Effective:</b>	July 1, 2023	
<b>Revision #:</b>	3	<b>Original policy date:</b> June 26, 2015

**Purpose:** To establish policy on requirements and benefits available under Workforce Development Board Mid-Ohio Valley funded Customized Training Activities

**References:** WIOA 3 (14) and Section 134 (c) (3); TEGL 19-16; 20 CFR 680.760-770

**Background:** The Workforce Innovation and Opportunity Act provides for customized training activities. Customized Training is training provided for an employer or group of employers in the public, private non-profit, or private sector. A contract may be developed between the employer and the local program that provides occupational training for the WIOA participant.

**Policy:** WDBMOV will authorize the use of WIOA monies to fund Customized Training within the region. The amount of funding to be obligated will be determined as part of the budget process each fiscal year. WIOA will reimburse an employer or group of employers for a specified portion of the cost of training based on the size of the employer.

*Other guidelines related to Customized Training are located in **Attachment 1**.*

**Action:** WDBMOV will assist qualified area employers with customized training projects. A contract will be signed by each approved employer and the WDBMOV, outlining the training and projected training costs, including those expenditures that will be covered by the WIOA funds through the customized training project. When appropriate, WDBMOV Customized Training projects will be coordinated with state training programs such as Governor's Guaranteed Workforce activities.

**Expiration Date:** This policy shall be in effect until revised or canceled by the Workforce Development Board Mid-Ohio Valley.

## **ATTACHMENT 1**

### **Customized Training:**

#### **Definition:**

- The term customized training means training
  1. that is designed to meet the special requirements of an employer (including a group of employers)
  2. that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and
  3. for which the employer pays for at least 51% of training costs.

#### **Purpose:**

- Customized Training should focus on jobs involving
  1. introduction of new technologies, production or service procedures;
  2. upgrading to new jobs that require additional skills or workplace literacy; Or
  3. Other appropriate purposes identified by WDBMOV.
- *Customized Training is designed primarily for the individual who does not have the related education, training or work experience required for the job. It may be provided in various occupational areas and often lowers the employer's risks in hiring and training new personnel.*

#### **Training Guidelines:**

- The employer can be in the public, private non-profit or private sector with emphasis on private sector opportunities.
- Training opportunities should be encouraged in occupations providing upward mobility and development of new careers.
- Individuals participating in Customized Training activities must meet priority of service guidelines as outlined by the WDBMOV (Policy #9)
- Authorized Customized Training for a participant shall be limited to a period of time generally required for the acquisition of skills needed for the position within a particular occupation. In determining the need for the acquisition of necessary skills, consideration shall be given to skill requirements of the occupation, employer training plans and contents, and the participant's education, prior work experience and Individual Service Strategy.
- **Wages for Customized training** opportunities should be a minimum **\$10 per hour**.
- Customized Training contracts may be written for eligible employed workers under the following conditions:
  1. The employee is not earning a self-sufficient wage (based on WDBMOV Priority of Service policy) and training will lead to a wage increase; or
  2. The employed individual is facing dislocation in the current job and additional training will lead to job retention for the employee; **or**
  3. The training relates to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require additional skills, and/or workplace literacy.

#### **The employer agrees to:**

- Train the participant for the job through a structured approach;
- Retain the participant at the end of training;
- Be in compliance with all appropriate state and federal tax requirements (WC, UI, etc.);

- Agree to provide the same benefits and working conditions as those similarly employed at the company.
- Abide by applicable OSHA and health regulations.
- Abide by all assurances required by the WDBMOV
- Employer agrees to provide documentation of skills gained and allow the WDBMOV to monitor the training progress.

**Conditions under which training shall not be approved:**

- Seasonal, intermittent or temporary employment.
- Employment that is less than 32 hours per week.
- Jobs which would result in the displacement of any currently employed worker, including partial displacement such as a reduction in amount of non-overtime work.
- Jobs that, if filled, would replace any worker who is on layoff or involved in a labor dispute.
- Jobs that require licensing (except a driver's license) as a prerequisite to hiring. (Waivers may be granted on a case by case basis.)
- Jobs with an employer who has exhibited a pattern of failing to provide Customized Training participants with continued long-term employment as regular employees with wages and working conditions at the same level as similarly situated employees.