

Adopted Policies

Customized Training Policy

Background

The Workforce Investment Act identifies Customized Training as an allowable training activity. It is further defined in the WIA Regulations as training that is: designed to meet the special requirements of an employer (including a group of employers); conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual on successful completion of training; and, for which the employer pays for not less than 50 percent of the cost of training.

Funds for customized training are set-aside in the Annual Plan.

Proposed Policy

All customized training proposals must be approved by the Division's Business Services Group. Proposals may be submitted by either certified WorkSource or Satellite center contractors **only** and must:

- Identify and document the participation of a participating employer or industry group.
- Include Vocational English as a Second Language (VESL) component when appropriate
- Include both a classroom and worksite training component (for customized training the classroom training does not have to appear on the State ETPL).
- Include subsidies and/or needs based payments for time spent in classroom training.
- Be in a demand occupation and within a target training sector defined and/or allowed by the WIB, and identify a career ladder.
- Identify and document a commitment by the participating employer to hire a minimum of 80% of those participants that successfully complete the training.
- Result in a wage at placement which meets or exceeds the City's Living Wage Standard and which includes medical benefits, with the goal of attaining self-sufficiency.
- Result in the attainment of an industry recognized credential.
- Identify earnings gains, replacement wages, employment and credential, and retention rates which will assist the City in meeting its Department of Labor performance standards.
- Include a detailed line-item budget that identifies a minimum 50% **cash** match by the participating employer(s).
- Should reflect the participation of and benefits to other WorkSource Centers.

Approval of Funding

If a customized training proposal is approved, the WorkSource Center will fund the approved training first from its respective training and supportive services budget. The WIB, or its designee, may choose to make funding available to fund individual customized training proposals. If such funding is awarded, a WorkSource Center's agreement may be amended to add the funds awarded and to identify the additional services to be provided. The Division's MIS Section will provide instructions for the reporting and tracking of customized training customer activity.

Customized training proposals developed by the Division's Business Services Group may be assigned to the appropriate WorkSource Center based on location and/or particular expertise.