



## Workforce Investment Board Mid-Ohio-Valley

Policy #17

**Subject:** Customized Training

**Effective Date:** November 1, 2001

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

**References:** WIA section 101(31)(C); and 20 CFR 663.700 through 20 CFR 663.710

**Background:** The Workforce Investment Act provides for customized training activities. Customized Training is training provided by an employer 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 WIA participant in exchange for the reimbursement of up to 50 percent of the training cost to compensate for the employer's extraordinary costs of training individuals.

**Policy:** Workforce Investment Board Mid-Ohio Valley will authorize the use of WIA 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.

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

**Action:** The Workforce Investment Board Mid-Ohio Valley will enter into a Memorandum of Understanding with the West Virginia Development Office for the operation of Customized Training Programs.

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

<b>Approved:</b> Executive Committee	October 24, 2001
WIB	October 24, 2001
Executive Committee	January 4, 2002
WIB	January 24, 2002
LEO/Executive Committee	June 24, 2005

## Attachment 1

### Customized Training

#### **Definition**

- The term customized training means training
  - A. that is designed to meet the special requirements of an employer (including a group of employers)
  - B. that is conducted with a commitment by the employer to employ an individual on a successful completion of the training and
  - C. for which the employer pays for not less than 50 percent of the cost of the training.

#### **Purpose**

- Customized Training should focus on jobs involving the introduction of new technologies, production or service procedures; upgrading to new jobs that require additional skills or workplace literacy; or other appropriate purposes identified by the Region 4 Workforce Investment Board. The employer can be in the public, private non-profit or private sector with emphasis on private sector opportunities.
- 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. For the participant, Customized Training allows him/her to gain the knowledge and skills necessary to perform a job after he/she has been hired.

#### **Training Guidelines**

- Training shall be for occupations for which there is a demand in the area served or for occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth. *See Attached.*
- 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 Region 4 WIB (Policy 03)
- 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, but in no event may reimbursement exceed the later of 6 months or 499 hours of training. In determining the period generally needed 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. Recognized reference materials including but not limited to, the "Dictionary of Occupational Titles" and/or O\*Net information should be used in identifying the skill levels of the occupation.
- Training must be for occupations requiring a minimum SVP Level 3 or Job Zone Level 2
- Wages for CUSTOMZIED TRAINING opportunities should be a minimum of:

<u>Skill Level</u>	<u>Maximum Training Time</u>	<u>Wage Rates</u>
<i>SVP Level 4</i>	<i>375 hours</i>	<i>up to \$500/person</i>
<i>SVP Level 5</i>	<i>425 hours</i>	<i>up to \$500/person</i>
<i>SVP Level 6</i>	<i>475 hours</i>	<i>up to \$750/person</i>
<i>SVP Level 7 &amp; above</i>	<i>499 hours</i>	<i>up to \$1000/person</i>

- The training plan for each individual must document how current skills were evaluated and how the training length was determined based on existing skills.
- Payments shall not exceed the average of 50 percent of the training costs paid by the employer for each participant during the training period.
- Payments to employers are deemed to be in compensation for the extraordinary cost associated with training participants and in compensation for the costs associated with the lower productivity of such participants.
- Contracts for more than 5 employees for any individual employer must have prior approval from the Region 4 Workforce Investment Board.
- Customized Training contracts may be written for eligible employed workers under the following conditions:
  - *The employee is not earning a self-sufficient wage (based on Region 4 Priority of Service policy) and will lead to a wage increase or*
  - *The employed individual is facing dislocation in the current job and additional training will lead to job retention for the employee and*
  - *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:

- Hire a participant who would not normally qualify for a particular job due to his/her lack of specific occupational skills required for a position;
- 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.);
- Must have 3 permanent employees for every one WIB funded trainee. (Waiver may be granted by WIB); and
- Agree to provide the same benefits and working conditions as those similarly employed at the company.
- Abide by applicable OSHA and health regulations.

Conditions under which training shall not be approved

- Seasonal, intermittent or temporary employment.
- ***Employment that is less than 32 hours per week.***
- Jobs that pay less than minimum wage.
- Occupations that are not demand occupations as identified by Region 4 WIB.
- 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 CUSTOMZIED TRAINING participants with continued long-term employment as regular employees with wages and working conditions at the same level as similarly situated employees.

Contractor Responsibility and Performance Information

- Promotion, in coordination with WIB marketing strategies, of CUSTOMIZED TRAINING program in the Region 4 Workforce Investment Area.
- Development of contract with employers requesting CUSTOMIZED TRAINING services.
- Coordination of participant referral process with Workforce WV System.
- Monitoring of contract compliance with employers.
- Reporting CUSTOMIZED TRAINING activity to WIB on monthly basis.
- Performance Measures of contractor must be in line with those of WIB.