

<b>Title:</b> PP108 Customized Training Policy	<b>Related Forms:</b>
<b>Effective Date:</b> 10/11/2022	<b>Revised Date:</b>

### **Purpose**

This policy sets forth the parameters by which customized training may be structured and made available to WIOA Title I participants and employers as exceptions to the Individual Training Account process.

### **References**

- PUBLIC LAW 113–128, Workforce Innovation and Opportunity Act
- 20 CFR 680.760
- VBWD Policy 401-04 Provision of Training Services
- VWL 16-06 Change 1 Eligible Training Provider Programs List

### **Procedure**

Customized Training is training that is provided to an employer (including a group of employers) for a group of WIOA Title I enrolled participants by a qualified third-party training provider identified and contracted by the employer. The training must result in needed workplace skills specific to the employer's business and/or industry and the employer agrees to hire or retain participants upon successful completion of the training.

A Customized Training contract will provide reimbursement of up to 50% of the training cost. The training duration should be short term, not to exceed six (6) months, unless approved in advance by the Executive Director of the Central Virginia Workforce Development Board (CVWDB).

Customized Training contracts must meet the following requirements:

- The employer must have been in business for at least twelve (12) consecutive months immediately prior to contract, have at least two (2) employees other than the owner, and have all required licenses, certifications, and insurances.
- All training will be for occupations identified as "in demand" in the labor market and determined to be of priority by the Central Virginia Workforce Development Board (CVWDB) in the Local Plan. Staff may request a waiver for participants that are interested in training outside of the "in demand" target sectors and occupations if the need is well documented. Waivers must be requested, with all required documentation, and approved by the CVWDB Director prior to approving funding for the participant(s). Waiver documentation must include, at a minimum:
  - Justification within the participant's Individual Employment Plan (IEP) identifying occupation interest and/or aptitude.

- Barriers to employment and/or training in the target sectors and occupations; local labor market information as well as at least three different current job openings paying a self-sufficient wage relative to the training.
  - These items must be attached to the waiver request form to the CVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).
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- Customized Training is primarily intended for new employer hires; however, employed workers may be authorized at the discretion of CVWDB. Should Customized Training be provided to an employed worker(s), the worker(s) must not be earning a self-sufficient wage or wages comparable to or higher than wages from previous employment.
  - The employer must provide benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
  - The employer will not use Customized Training funded participants to displace any regular employee, or to replace any employee on layoff.
  - The employer must not have relocated from any location within the United States within one hundred and twenty (120) days, where the relocation resulted in any employee losing their job at the original location.
  - The employer must identify a third-party training provider for the delivery of Customized Training services. The training provider must have expertise in the training area to be delivered.
  - If the Executive Director of the CVWDB determines funding is low, preference will be given to training which results in the participant(s) earning an industry recognized credential.
  - The employer agrees to hire all participants who successfully complete Customized Training as new employees. In the case of current employees who may be authorized and successfully complete Customized Training, the employer agrees to retain them within the business with the possibility for upward mobility.
  - Positions authorized for Customized Training must be full-time and pay at least a wage meeting the definition of self-sufficient per the local Adult, Dislocated Worker and Youth Eligibility policy, unless otherwise agreed to by the CVWDB.
  - The training must relate to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes approved in advance by the Executive Director of the CVWDB.