

## **CUSTOMIZED TRAINING**

This policy provides guidance to the DLR Local Offices as they implement Customized Training for the Adult and Dislocated Worker programs.

Customized Skills Training is designed to meet the requirements of an employer or a group of employers by allowing them to tailor and design work-based skills training. It is utilized to train new employees and not for retraining existing employees.

### **REQUIREMENTS**

Customized training may be provided for an employer or group of employers when:

- The employee started employment with the company within the last three months.
- The individual is an eligible participant of the WIOA Adult or Dislocated Worker programs.
- As a result of the training, participant wages must be self-sufficient and lead to comparable or higher wages than previous employment.
- The employer, or group of employers, have made the commitment to employ or continue to employ, an individual that has successfully completed the program.
- The customized training relates 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.
- The employer pays a significant portion of the cost of training.

### **GENERAL GUIDELINES**

- For each individual, the employer develops the training plan and determines the method by which the training is provided.
- The training activity may take place at the worksite or in a classroom setting.
- The employer or an intermediary (third party) may provide the training.
- A credential at the end of training is recommended but not required.
- Employers receiving Customized Training are exempt from the Eligible Training Provider List requirements.

### **TIME LIMITATIONS**

Training cannot exceed 12 months.

### **APPLICATION**

Employers seeking Customized Training for a potential or recently hired employee, must complete a training application for businesses. This will then be considered for approval by the Department of Labor and Regulation Adult and Dislocated Worker Labor Program Specialist.

Items for eligibility consideration include:

- DLR local office Adult and Dislocated Worker program budgets
- if the training is in a high demand occupation in accordance to labor market information
- the purpose of the training
- eligibility of the business and participant in accordance to state policy
- anticipated outcomes for the employer or employee
- Other

A decision will be made within 15 business days of the receipt of the application.

### **PAYMENT**

Employers may be reimbursed the agreed upon portion by the WIOA program for

1. the costs incurred in providing the training including staff/instructor time

2. training materials
3. DLR will not exceed 45% of the cost of the training.

Payment will be released monthly upon receipt of a detailed Training Invoice for Businesses. An agreement will be established with the employer.

#### **PROGRESS REPORTING**

Follow the progress reporting guidance in the Training Services policy.

#### **DOCUMENTATION**

Prior to starting the training, the agreement, and conditions and assurances must be signed by the employer, participant and DLR employment specialist. Documentation as outlined in the Training Services policy must be followed.

#### **TRAINING MODIFICATION**

If an agreement needs to be modified, the employment specialist should make the adjustments to the agreement, obtain signatures, make fiscal adjustments in SDOWRKs, submit to fiscal and include a modification summary in notes.

**WIOA §3(14)**  
**20 CFR §680.760, §680.770, §683.250**  
**Public Comment**  
**SDDL Policy §5.18**  
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