

CUSTOMIZED TRAINING

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

Customized Training is designed to meet the specific requirements of an employer or group of employers and conducted with a commitment by the employer to employ an individual upon successful completion of the training. The employer pays a significant portion of the cost of training.

When determining the significant portion of the cost of training, the local office should consider the following items:

- The size of the employer;
- The number of employees participating in the training;
- Wage, benefit and skill level of those employees at present and anticipated upon completion of the training;
- Relation of the training to the competitiveness of the participant;
- Other employer-provided training and advancement opportunities; and
- Local office budgets

The amount funded through the Adult or Dislocated Worker program may not exceed 45% of the total cost of the training.

GENERAL GUIDELINES

Participant must meet program and training eligibility.

Customized Training is generally used for hiring new or recent employees and not for retraining existing employees, and is generally classroom based and often provided by a third party for the employer;

The wages of incumbent employees during their participation in Customized Training is not an allowable use of WIOA funding. A credential at the end of training is recommended but not required

Customized Training can be provided after a WIOA Title I participant is hired or if an employer makes a commitment to hire the participant upon successful completion of the training. It can be used for individuals making more than self-sufficient wages as long as it leads to comparable to or higher than previous employment.

Customized training must relate to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy.

EMPLOYER ELIGIBILITY

The employer is committed to employ an individual upon successful completion of the training or retain recently hired individuals.

Employers receiving Customized Training are exempt from the Eligible Training Provider List requirements.

TIME LIMITATIONS

Training should not exceed 12 months.

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

Payment will be released upon completion of the training and receipt of invoice itemizing the cost of the training including staff/instructor time and training materials. Payment is made with the voucher in the SDWORKs system.

MONITORING

Follow the monitoring 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 SDWORKs, 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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