

Customized (CT) Training Policy

As approved by the CSS WFNY Board: Full Board Approval June 15, 2017

Policy: Effective July 1, 2017, CSSWFNY policy for Incumbent Workers in compliance with Technical Advisory #01-05.1, WIOA § 680.760-680.820 is as follows:

Customized Training is one strategy for employers to provide trainings funded through WIOA

The definition of “Customized Training” as per WIOA §680.760 is

- A. Training designed to meet the special requirements of an employer (§680.710 c.)**
 - 1. Introduction of new technologies
 - 2. Introduction to new production or services procedures
 - 3. Upgrading to new jobs that require additional skills
 - 4. Workplace Literacy
 - 5. Other appropriate purposes identified by the LWDB
- B. Training is conducted with a commitment by the employer to employ an individual upon successful completion of the training**
- C. The employer pays for a significant cost of the training as determined by the local WDB in accordance with the factors identified in WIOA section 3(14). TA#01-05.1**
 - 1. 50% cost of training could include such elements as: cost of the instruction, cost of the instructor, cost of curriculum development associated with the training course, training materials and books as needed for the course.
 - 2. The wages of the employees being trained, while they are participating in the Customized Training, may be used towards the match requirement for the training but may not be paid for with WIOA funds
 - 3. The purchase of equipment, administration and the renovation of facilities are not allowable costs
- D. Employee Eligibility**
 - 1. Employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment as determined by local WDB policy
 - 2. Individual earns less than \$35.00 per hour per employer attestation
 - 3. Requirements in §680.760 are met
 - 4. Customized training relates to the purposes identified above see A)1-5
- E. CSS Workforce NY Customized Training Contracts**
 - 1. CT trainings may be established under contract with an employer in public, private non-profit or private sector located within the tri-county area.
 - 2. Due Diligence/ DOL Vetting
 - a. First time grant applicants should be “Found to be Responsible” through the NYS Due Diligence/ Vetting Process
 - b. Repeat grant applicants need only be currently vetted through NYS Department of Labor if CSS Workforce NY feels the integrity of the business has been compromised

3. Contracts must not be entered with an employer who has exhibited a pattern of failing to provide Customized training participants with long-term employment that includes regular wages, employee benefits and safe working conditions
4. While establishing the contract, the documentation must show that the participants have the skills/ competencies and qualifications to participate successfully in the training
5. An employer orientation must be completed with each new employer to discuss the contract provisions and training plans
6. Contract must identify skills and competencies to be learned, and length of time training will be provided
7. All required disclosures (i.e., discrimination, anti-lobbying, Davis Bacon Act) must be included with the contract
8. The Trainee's must not currently be receiving On-the-job Training through a contract with the LWDA or any contracts through New York State or the United States government
9. Customized Training contracts must be signed by a business representative, the business services manager and the local WDB Director prior to the start of the training

F. Monitoring

1. Monitoring shall be conducted as necessary through Business Services and Case Management files