



Program Management Policy

TITLE: Customized Training

POLICY APPROVED BY:

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Approval Date:

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Effective Date:

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Revisions:

PURPOSE:

This policy provides guidance regarding Customized training for eligible Adult and Dislocated Workers. Customized training services can be critical to the employment success of individuals, while meeting the unique needs of an employer. Customized training opportunities provide structured training for participants to gain the knowledge and skills required in the job for which they are hired.

POLICY:

Customized training investments count toward the 25% minimum training expenditure and may be offered in lieu of individual training accounts when available training programs and/or curricula do not meet the specific needs of an employer or group of employers.

Customized Training Criteria:

Eligible Adults and Dislocated Workers may receive customized training if:

- The training is conducted with a commitment by the employer(s) to employ all individuals upon successful completion of the training; and
- The employer(s) pays for a significant cost of the training as determined by the ECWIB; and

Customized training of an eligible employed individual or group of individuals may be provided for an employer or group of employers when:

- The employees are not earning a family wage; or wages comparable to or higher than wages from previous employment;
- The customized training relates to the introduction of new technologies, new production or service procedures, skill upgrades, workplace literacy or other appropriate purposes determined by the ECWIB.

Employer Requirements:

An employer or group of employers participating in Customized Training, must:

- Be current on all unemployment insurance, workers' compensation, taxes and penalties;
- Be in a target occupation/industry or sector partnership as defined by the ECWIB;



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- Is committed to retaining trained employees for a minimum of six-months following the completion of training;
- Must not have laid off workers within the last 120 days, in order to relocate;
- Be located in Oregon.

Employer Share of Training Costs:

The employer share is based on the size of the workforce (wages paid to the participant while in training can be included as part of that share and the share can be provided as cash or in-kind that is fairly evaluated) as follows:

1. At least 10 percent of the cost for employers with 50 or fewer employees
2. At least 25 percent of the cost for employers with 51 to 100 employees
3. At least 50 percent of the cost for employers with more than 100 employees

Employer cost share contributions must be tracked and documented in the contract file. In addition, the methodologies for determining the value of in-kind contributions must be documented in the contract file and conform to cost sharing requirements at 2 CFR 200.306.

REFERENCES:

WIOA Section 134

20 CFR 680

2 CFR 200.306

WIOA Title I Guidance Letter, Minimum Training Expenditures, July 1, 2016

Training and Employment Guidance Letter 19-16, March 1, 2017