



Policy and Procedure

Title:	Customized Training	Number:	OP- 12- 02
Effective Date:	July 1, 2012	Revision:	May 21, 2026

Purpose

The Shenandoah Valley Workforce Development Board (SVWDB), in accordance with the Workforce Innovation and Opportunity Act (WIOA), may offer customized training for eligible adults and dislocated workers in Area IV. Customized training is tailored to meet the specific needs of one or more employers. The training is provided with a commitment from the employer(s) to hire participants, or, for those already employed, to continue employing them after they successfully complete the program. The SVWDB's customized training initiative offers educational and training resources to the private sector to build a well-trained, skilled workforce.

Reference

- WIOA Section 3 (14)
- Training and Employment Guidance Letter 19- 16
- Title 20 CFR §680.760 What is Customized Training, and §680.770 What are the requirements for customized training for employed workers?

Procedure

Employer Eligibility

WI OA-funded customized training requires the employer(s) to pay for at least 50% of the training cost. (Other grant sources may allow different amounts.) A commitment must be included with the employer's request for customized training. Participating employers must agree to employ participants, or, if they are already employed, to continue employing them after the program's successful completion. Customized training assistance cannot be provided to an employer that has relocated from any location in the United States within 120 days if the move resulted in any employee losing their job at the original location.

Participant Eligibility

WI OA-funded customized training programs are designed to provide training to individuals who are eligible for adult or dislocated worker training services. Training for an employed individual may be offered if the employee is not earning a self-sufficient wage, as determined by the SVWDB, and the training will result in increased wages. The training must also relate to the introduction of new technologies or production or service procedures, the upgrading to new jobs that require additional skills, workplace literacy, or other appropriate training approved by the SVWDB Chief Executive Officer.

Materials and Equipment

Approval to purchase any materials, equipment, property, etc., must be obtained from the SVWDB prior to purchase. All materials, equipment, and other property purchased with WIOA funds shall remain the property of the SVWDB.

Customized Training Agreement

The SVWDB Chief Executive Officer must approve all customized training agreements before the customized training activity commences.

Revisions:

October 10, 2019

May 21, 2026 (Revision to non-policy language only)

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