Shenandoah Valley
Workforce Development Board, Inc.

Policy and Procedure

Title:	Customized Training	**Number:**	OP-12-02
Effective Date:	July 1, 2012	**Revisions:**	October 10, 2019

Purpose

The Shenandoah Valley Workforce Development Board (SVWDB), in compliance with the Workforce Innovation and Opportunity Act (WIOA), may provide customized training for eligible adults and dislocated workers in Area IV. Customized training is designed to meet the special requirements of an employer or group of employers. The training is conducted with a commitment by the employer(s) to employ, or in the case of those who are currently employed, to continue to employ, participants after successful completion of the training program. The SVWDB customized training program extends education and training resources to the private sector for the development of a well-trained and skilled workforce.

Reference

- WIOA
- DOL TEGL 19-16
- 20 CFR 680.760, 680.770

Procedure

Employer Eligibility

WIOA funded customized training requires the employer(s) to pay for not less than 50% of the cost of the training. (Other grant sources may allow different amounts). Commitment must be included with the employer's request for customized training. Participating employers must commit to employ, or in the case of those who are currently employed, to continue to employ participants after successful completion of the program. Customized training assistance shall not be provided to an employer that has relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing their job at the original location.

Participant Eligibility

WIOA funded customized training programs are to provide training to those individuals who have been determined eligible for adult or dislocated worker training services. Training for an individual who is currently employed may be provided when: the employee is not earning a self-sufficient wage, as determined by the SVWDB and the training will result in increased wages, and the training relates to the introduction of new technologies, introduction of new production or service procedures, upgrade 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 received from the SVWDB prior to the purchase being made. All materials, equipment and other property purchased with WIOA funds shall remain the property of the SVWDB.

Customized Training Agreement

All customized training agreements must be approved by the SVWDB Chief Executive Officer prior to the commencement of the customized training activity.

Revisions:
October 10, 2019