

**Policy revision pending approval of Executive Committee and Board of Directors 3/9/17.
Updated policy will supersede OP 12-02.**

**Shenandoah Valley
Workforce Investment Board, Inc.**



Policy and Procedure

Title:	Customized Training	Number:	<u>OP-12-02</u>
Effective Date:	<u>July 1, 2012</u>	Revisions:	

Purpose

The Shenandoah Valley Workforce Investment Board (SVWIB), in compliance with Workforce Investment Act (WIA), 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 SVWIB customized training program extends education and training resources to the private sector for the development of a well-trained and skilled workforce.

Reference

- Public Law 105-220 Workforce Investment Act [WIA Sec. 134]
- VCCS Policy 00-8, Virginia's Training Voucher System under WIA and Exceptions
- VCCS Policy 02-04, Incumbent Worker Training

Procedure

Employer Eligibility

WIA 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. Participating employers must commit to paying wages at a minimum of \$10.00 per hour (not including incentive or benefit packages) for participants employed 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

WIA 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 SVWIB 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 SVWIB Operations Manager or Executive Director.

Materials and Equipment

Approval to purchase any materials, equipment, property, etc. must be received from the SVWIB prior to the purchase being made. All materials, equipment and other property purchased with WIA funds shall remain the property of the SVWIB.

Customized Training Agreement

All customized training agreements must be approved by the SVWIB Operations Manager or the Chief Executive Officer prior to the commencement of the customized training activity.