

Policy Name: Customized Training
Policy Number: BGWIOA-R17-T3
Effective Date: June13, 2017
Applies To: Adult, Dislocated Workers, Older Youth, Trade, NEG

1. **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 many Adults and Dislocated Workers while also serving the unique needs of an employer. The WIOA Adult and Dislocated Worker formula programs are one pivotal piece of the delivery system, which is the foundation of the workforce system. WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven. Customized training opportunities provide structured training for participants to gain the knowledge and skills to be competent in the job for which they are hired and lead to stable employment.
2. **Background:** Replaces: BGWiA-R12-T4
Reference: 20 CFR 680.760
Reference: 20 CFR 680.770
Reference: 20 CFR 680.210
Reference: 20 CFR 680.320
3. **Definitions:** **Workplace Literacy:** refers to the literacy, English language and numeracy skills needed by employees in order to effectively carry out their roles in the workplace. Literacy encompasses not only reading and writing, but also listening, speaking, problem solving, and critical thinking skills.
4. **Policy:**
 1. Employees must be making less than the identified self-sufficiency rate, as determined by the Bluegrass Workforce Innovation Board (BGWIB)
 2. Training must result in a wage increase or the employee receiving training will be moved into a new position, thereby creating an entry-level vacancy.
 3. Training must relate to:
 - a. The introduction of new technologies.
 - b. The introduction of new production or service procedures.
 - c. Upgrading of new jobs that require additional skills
 - d. Workplace Literacy
 4. The BGWIB will pay up to 50 percent of all customized training costs. Customized Training reimbursement requests must be submitted within thirty (30) calendar days after the end of the customized training period
 5. Customized Training agreements may be modified at any time by the Business Services Specialist and the employer by signing a modified written agreement.
 6. Agreements may be terminated early by giving written notice.
 7. Assignments shall not be valid if the written permission of both parties is absent.
 8. If any payment is made to the Employer which is later found to have violated the terms of a Customized Training agreement, the Employer shall repay to the Bluegrass Workforce Innovation Board's fiscal agent the total amount related to the violation.
5. **Inquiries:** Questions should be addressed to the Business Services Manager and/or the Director of Workforce Services.