Background

Customized training is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees. An ideal customized worker training would be one where a participant or employee acquires new skills allowing them to move into a job within the company. WIOA also states the employer incurs some cost of the training and is committed to hiring the trainee upon successful completion of the training.

Policy

Customized Training Eligibility Criteria:
For an employer or group of employers to be considered for customized training, proposals should include the following:

1. Identity of the employer or industry group and obtain a written commitment by the participating employer(s) to hire a minimum of **50 percent** of those participants that successfully complete the training.
2. May include both a classroom and/or worksite training component.
3. Include subsidies and/or needs based payments for time spent in classroom training.
4. Be in a demand occupation and within a target training sector defined and/or allowed by the Eastern Oregon Workforce Investment Board (EOWB), and identifies a career ladder.
5. A training participant's wages will be comparable or improved from prior employment when training concludes.
6. Result in the attainment of an industry recognized certificate or other credentials or exams validated by industry, trade or professional associations
7. Include a detailed line-item budget that identifies a minimum cash match or in-kind contribution by the participating employer(s) or industry group.

Employer Eligibility Criteria

1. Industry Sector:
   a. In demand as defined by WIOA Section 3(23) and determined by OED labor market information; or
   b. High demand sector as determined by EOWB Sector Strategies; or
   c. Declining, but there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in customized training.
   d. Not have any real, implied, or apparent conflict of interest with the service training provider.

2. Employer must:
   a. Be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan;
   b. Be located in Oregon;

c. Be in need of assistance in training future and current employees;
d. Be able to contract for customized, short-term, training services; and
e. Not have laid off workers within 120 days to relocate.

Each of the above factors leading to the approval of a customized worker training project with an employer must be documented and placed in the training file.

Employer Share of Training Costs

Employers participating in customized worker training are **required** to pay for a significant share of the cost of the training.

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 training 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.

Reference

- WIOA sec. 3(14) & (23)
- WIOA Section 134(c)(3)
- WIOA Section 134(c)(3)(G)(ii)
- WIOA Section 134(d)(4)(D)
- 20 CFR §680.710, §680.760 and §680.770

APPROVED AT EWOB REGULAR MEETING	**DATE:**
WILLIAM ROSHOLT, EOWB EXECUTIVE DIRECTOR	**EFFECTIVE DATE: 03/24/2017**
SIGNATURE	DATE 3-27-17