



# Capital Region Workforce Development Board

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## Customized Training for Unemployed Workers

*Adopted June 20, 2024*

### **PURPOSE**

This policy outlines the CRWDB directives for the WIOA funding of customized group training designed to meet specialized training needs of employers, including a group of employers, for individuals who are unemployed at time of WIOA enrollment.

### **BACKGROUND**

Customized Training provides local boards the flexibility to contract directly with institutions of higher education or eligible training providers under certain conditions. Specifically, a local board may award a contract with an institution of higher education or other eligible training provider if the local board determines that it would facilitate the training of multiple individuals in high-demand occupations if such contract does not limit trainee choice. Customized Training provides flexibility and is intended to increase education, training enrollments, and training capacity. Direct contracts with institutions of higher education or eligible training providers allow local boards to quickly design training to fit the needs of both job seekers and employers.

### **POLICY PROCEDURES**

- Training is conducted with a commitment by the employer or group of employers, to employ individuals on successful completion of the training.
- The training must relate to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy or other appropriate purposes identified by the Board.
- Starting wage must begin at a minimum of \$2/hr above the minimum wage and benefits must be offered.
- Training time may not exceed 26 weeks.
- Employer will pay for not less than 50% of the training costs remaining after any other funding sources have been used.

- **\$3,000 maximum** per individual per training project with priority given to employers that have not used this funding source within the prior 12 months.
- The trainee must reside OR the employer must have a location in Albany, Rensselaer, or Schenectady County.

#### Employer/Training Provider Partnership

Pre-Screenings are provided under an agreement with an employer, group of employers or training provider. A pre-screening should be conducted to ensure that the employer or training provider meets the minimum standards and can provide both training and employment to a participant. If additional training is needed, the Service Provider should ensure that a third-party training provider is included in the agreement.

#### Employer Requirements

- The business has not exhibited a pattern of failing to provide participants with employment upon successful completion.
- The business verifies WIOA funds will not be used to relocate operations in whole or in part.
- The business has operated at its current location for at least 120 days. If less than 120 days and the business relocated from another area in the U.S and individual(s)/employees were not laid off at the previous location as a result of the relocation.
- Open position(s) for trainees have not infringed upon the promotion of or displacement of any currently employed worker or a reduction in their hours.
- Open position(s) has not open due to a hiring freeze.
- Open position(s) are not for seasonal employment.
- Open position(s) is full time (i.e. minimum of 32 hours per week).
- The business is not utilizing participants to fill job openings as a result of a labor dispute.
- It is expected that employers that use funding will hire the individuals receiving the training as full-time employees, provide benefits and working conditions at the same level and to the same extent as other employees working a similar length of time, and doing the same type of work for at least six months following the training.
- Funds must be used for High and Higher in Demand Occupations which lead to employment opportunities enabling the participant to become economically self-sufficient and which will contribute to the occupational development and upward mobility of the participant.

*The WDB Executive Director can grant an exception to the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.*

## **REFERENCES**

- [Workforce Innovation and Opportunity Act, §§ 3\(14\), 106, 134\(c\)\(3\)\(D\), Public Law 113- 128](#)
- [20 C.F.R. § 680.760](#)

## **FOR INQUIRIES**

CRWDB Executive Director

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