

**NORTEC
POLICY STATEMENT
CUSTOMIZED TRAINING**

Last Review: January 5, 2015

PURPOSE

The purpose of this policy is provide guidelines to the Service Providers (NoRTEC subcontractors) to be used in the provision of Customized Training, pursuant to the requirements of the Workforce Investment Act (WIA), Department of Labor Regulations (DOL), State Directives, and NoRTEC policy.

The following provides information on the minimum requirements/elements for Customized Training. Service Providers may include additional elements in their Customized Training contracts and procedures, so long as they are in conformance with this policy, the WIA, DOL Regulations, and State Directives.

DEFINITIONS/GENERAL INFORMATION

"Customized Training" means training: *(WIA, Section 101(8))*

- (A) That is designed to meet the special requirements of an employer (including a group of employers¹);
- (B) That is conducted with a commitment by the employer to employ an individual on successful completion of the training; and
- (C) For which the employer pays for not less than 50 percent of the costs of the training.²

PARTICIPANT/TRAINEE ELIGIBILITY

To be eligible for Customized Training services, the trainee must:

A. Unemployed Workers

- 1. Be enrolled in the WIA program; and
- 2. Meet the eligibility requirements for intensive services; and

¹ If a customized training is planned for a group of employers where the size of the employers fall under more than one of the size categories outlined in Footnote 2 below, contact NoRTEC Administration prior to dropping the employer contribution to less than 50%.

² Through June 30, 2015, the State of California has obtained a waiver to allow an employer's contribution to a customized training activity be decreased according to the size of the employer:

- Employers with 50 or fewer employees must contribute no less than 10% of the cost of the training
- Employers with 51-250 employees must contribute no less than 25% of the cost of the training
- Employers with more than 250 employees must contribute no less than 50% of the cost of the training

Service Providers may modify this policy at the local level and require employers to pay a larger percentage than noted above, but in no instance may a local policy be developed to require the employer to pay less than the minimum percentages noted above.

3. Have received a least one intensive service; and
4. Have completed an Individual Service Strategy or Individual Employment Plan

B. Employed Workers

1. Conditions 1-4 under item A above must be met; and
2. An employee is not earning a *Self-Sufficient* wage as determined by NoRTEC's Program Policy Statement on *Self-Sufficiency*.

ALLOWABLE ACTIVITIES

Examples of allowable "customized training" activities include:

1. Skill upgrade as required to operate new technology, new production, or new service(s) procedures;
2. Skills needed to perform job duties more efficiently or to handle additional responsibilities;
3. Occupational skills training developed and conducted on behalf of an employer or a group of employers if training available in the local area is insufficient to meet employer(s) needs;
4. Work-based literacy;
5. Soft skills;
6. Disability-related job accommodations;
7. Skills assessment(s);
8. Assistance to employers in designing a training plan

CONTRACT ELEMENTS

NoRTEC requires a written, signed agreement between a Service Provider representative and an authorized employer(s) representative prior to the delivery of the customized training package.

At a minimum, a Customized Training contract between the Service Provider and an employer (or group of employers) must include:

1. An outline of the various components of the training (e.g., training plan);
2. The duration of the training;
3. The costs associated with the training;
4. How the training will be paid for;³
5. The responsibilities of each party to the training

EMPLOYER CONTRIBUTIONS

Examples of costs that may be included in the employer portion of the costs of the training include:

1. Payment for the trainer, curriculum, textbooks, training manuals, etc.;

³ The estimated contribution of each party to the customized training must be outlined in the contract.

2. Wages of employees who are being paid while participating in the training;
3. Cost of renting a training facility/venue or equipment needed in the delivery of the training;
4. Cost of licenses, certificates, etc. provided to the employees upon the successful completion of the training

Additional costs incurred by an employer may be considered as part of the employer contribution, but they must be approved by the NoRTEC Administrative entity prior to the delivery of the training.

In addition to estimating the employer(s) share of the training in the Customized Training contract, it is the responsibility of the Service Provider to collect documentation of the employer's actual costs associated with the training.

Examples of acceptable documentation include:

1. Copies of invoices paid for a trainer, curriculum, textbooks, or training manuals;
2. A signed document from the employer showing which employees attended, the hourly wage rate⁴ of each employee, and the total number of hours the employee attended the training;
3. A copy of a rental agreement for a facility/venue;
4. Invoice or receipt for a license, certificate, etc. provided to the employees upon successful completion of the training

MONITORING

NoRTEC will monitor Service Providers for compliance with this Customized Training Policy as part of the regularly scheduled program and fiscal monitoring, as appropriate.

PROHIBITIONS

- A. Customized Training contracts shall not be entered into with employers of a business or part of a business that has relocated from any location in the United States, until such company has operated at the new location for 120 days, if the relocation resulted in any employee losing her/his job at the original location (WIA 181(d)).
- B. Funds included in Customized Training contracts shall not be used to directly or indirectly assist, promote or deter union organizing (WIA 181(b)(7)).
- C. Funds included in Customized Training contracts shall not be used to train employees/ participants in a position involving political activities (WIA 195(6)).
- D. Funds included in Customized Training contracts shall not be to train employees/ participants in the construction, operation, or maintenance of that part of a facility which is used for sectarian instruction or religious worship (WIA 188(a)(3)).

⁴Collecting this information would also provide documentation that an employee is not receiving a self-sufficiency wage.

- E. Customized Training shall not be provided for more than 1,040 hours of training without prior written approval from the NoRTEC Administrative Entity.
- F. Customized Training is allowable only for Adults, Dislocated Workers, and WIA funded special projects that are for Adults or Dislocated Workers. Utilizing WIA “Youth” funds to pay for customized training is prohibited.

POLICY EXCEPTIONS

Service Providers (NoRTEC Subcontractors) may make exceptions to this policy only with prior written authorization from the NoRTEC Administrative Entity.