

**Northwest Georgia Workforce Investment Board
Policy and Procedures
Customized Training**

Section 101(8) of the Workforce Investment Act and Section 663.715 of the Final Rule define "customized training" as training that is designed to meet the special needs of an employer (or group of employers), that is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual upon successful completion of the training, and for which the employer pays not less than 50 percent of the cost of the training. Section 553.720 further clarifies that customized training for employed workers may only be provided for employees that are not earning a self-sufficient wage as determined by Local Board policy. Additionally, the customized training should "relate to the introduction of new technologies, introduction to new production or service providers, upgrading to new jobs that require additional skill, workplace literacy, or other appropriate purposes identified by the local board."

Business Costs

It is the policy of the Northwest Georgia WIB that the costs of a customized training program should be inclusive of all legitimate costs to the business which are necessary to allow for the provision of such customized training program services.

Under such policy, the 50% cost of training could include such elements as: cost of the instruction, cost of the instructor, wages of the employees being trained while they are in training, cost of curriculum development associated with the training course, training materials and books as needed for the course, etc. The purchase of equipment, administration and the renovation of facilities are not allowable costs. The above list is not intended to be all inclusive as there may be other legitimate costs that can be substantiated by the business as necessary to allow for the conduct of the training program.

In developing this policy, it is the WIB's intention to ensure that businesses engaging the services of the workforce development system are afforded consistent treatment. Common definitions and consistent treatment of costs are an important facet of such an approach.

Purposes Identified by the Board

The WIB includes a listing of special needs of registrants as an additional "appropriate purposes identified by the local board." These include:

- Work site wage advancement policies include provisions for periodic wage increases
- Makes available health insurance
- Makes available dental insurance
- Provides retirement plan
- Provides matching 401-K payments
- Provides paid vacations
- Provides sick leave
- Provides on-site child care

Provides profit sharing options
Offers opportunities for advancement with the work site employer
Can lead to advanced placement in training related occupations
Is within reasonable commuting distance of the registrant's home
Has working hours that meet registrant's individual needs
Provides on-site GED classes
Provides tuition reimbursement plan
Trainee is employed but is victim of spousal abuse and must relocate for safety factors.