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**BUREAU OF EMPLOYMENT SERVICES
 POLICY AND PROCEDURES**

ISSUANCE DATE:	January 25, 2006
POLICY NUMBER:	06-04
RECISSION:	Replaces CareerCenter Informational Notice: 4 Issued January 28, 2002

To: Local Board Directors

From: Larinda L. Meade, Director
 Bureau of Employment Services

CC: CareerCenter Distribution
 Service Provider Directors
 BRS Director
 BES Hallowell

SUBJECT: Customized Training

BACKGROUND

The purpose of this notice is to communicate Customized Training guidelines for use of with employers, WIA Title I eligible customers, and WIA Title I eligible incumbent workers. These guidelines shall be used by the Local Workforce Investment Boards (LWIBs) to develop local policies that provide for high quality customer-driven services.

Customized Training activities support the development of the comprehensive workforce investment system envisioned under WIA and in Maine's workforce development vision, by providing additional training options for employer and employee customers. Customized Training is a means to work with employers, with their WIA-eligible incumbent workers and with unemployed WIA-eligible customers, to directly address skills shortages in employers' workplaces by providing effective skills training for workers and the unemployed.

REFERENCE:

Specific Guidance related to the WIA Customized Training requirements can be found in:

- State of Maine Workforce Investment Act of 1998, Title I Planning Guidelines (April 2000); Maine's Workforce Investment Act Strategic Plan Modification (May 2005)
- Workforce Investment Act of 1998
 - Title I, Section 101(8) Customized Training
 - Title I, Section 122(h) On-the-Job Training or Customized Training Exception
- WIA Final Regulations
 - WIA 20 CFR Part 652, Subpart G, 663.715

POLICY

1. Definition

Customized training is training that is designed to meet the special requirements of an employer or group of employers. The employer to employ or continue to employ an individual on successful completion of the training conducts it with a commitment.

2. Employee Guidelines

- a. Customized training may be provided to WIA-eligible employed or unemployed customers.
- b. Training provided through use of customized training does not require Individual Training Accounts (ITAs).
- c. Incumbent workers: Customized training of a WIA-eligible employed individual may be provided for an employer or group of employers using state income guidelines for determining eligibility.

3. Employer Guidelines

- a. Providers of customized training are not subject to the requirements for Eligible Training Providers found in WIA sec.122 (a) through (e). However, CareerCenters are responsible for collecting performance information from customized training providers as the Governor may require (WIA sec.122(h)).
- b. Local boards are encouraged to develop policies and procedures for determining the average training duration and to give consideration to information from the employer; the Specific Vocational Preparation (SVP) information found on O*NET on the Snapshot screen for each occupation, including skill requirements of the occupation; the academic and occupational skill level of the participant; prior work experience and the participant's individual employment plan.

4. Employer Payments

- a. The employer pays for not less than 50 percent of the cost of the training. Local boards are encouraged to establish guidelines for negotiating the amount of training costs the employer will be responsible for beyond the minimum of 50%.
- b. Funds provided to employers for customized training must not be used to directly or indirectly assist, promote or deter union organizing.

5. Contracts

- a. Local boards will ensure that customized training contract formats specify the occupation(s) for which training is to be provided, the duration, the number of participants to be trained in each occupation, wage rates, reimbursement rate, maximum amount of reimbursement, a job description or training outline of what the participant will learn, any other separate classroom training that may be provided, and that the employer will maintain and make available, time and attendance, payroll and other records to support amounts reimbursed.
- b. Local boards are encouraged to develop a system for periodic monitoring of customized training job sites to assure the validity and propriety of amounts claimed for reimbursement and that training is being provided as specified in the contract.

6. Labor Standards

- a. Training provided must be in accordance with WIA sec. 667.270 for non-displacement assurances, WIA sec. 667.272 for wage and labor standards, WIA sec.667.274 (a) and (b)(1) for health and safety standards, and WIA sec.667.275 for nondiscrimination and equal opportunity assurances.

DIRECT INQUIRES TO:

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EFFECTIVE DATE - January 1, 2006