

# COUNTY OF ULSTER

## Workforce Development Board

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Tomasine Oliphant, Director

### **Policy on Customized Training for Ulster County Employers**

#### **Purpose:**

In accordance with WIOA Regulations *20 CFR § 680.760* Customized training is training:

- a) For new or recent hires;
- b) That is designed to meet the special requirements of an employer (including a group of employers);
- c) That is conducted with a commitment by the employer to employ an individual upon successful completion of the training, or in the case of those who are currently employed, to continue to employ participants after successful completion of the training program; and
- d) For which the employer pays for a significant cost of the training.

#### **Procedure:**

##### **Employer Commitment:**

WIOA funded customized training is based on fund availability, and requires the employer(s) to pay for a portion of the cost of training. A graduated scale for customized training will be applied as follows:

- 1) At least 10% match for businesses with 50 or fewer employees;
- 2) At least 25% match for businesses with 51 – 250 employees; and
- 3) At least 50% match for businesses with more than 250 employees.

Employer size is based on the company's local operation. Commitment must be included with the employer's request for customized training. Participating employers must commit to employ, or in the case of those who are currently employed, to continue to employ participants after successful completion of the program. Employer must offer full-time, year-round employment (minimum of 30 hours per week and not more than eight weeks of layoff per year).

##### **Participant/Eligibility:**

WIOA funded customized training programs are to provide training to those individuals who have been determined eligible for adult or dislocated worker training services. Customized training is generally used for hiring new

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employees and not for retraining existing employees and is generally classroom based and often provided by a third party for the employer.

- Training for an individual who is currently employed may be provided when the employee is not earning a self-sufficient wage, as determined by the WDB, and the training relates to the introduction of new technologies, introduction of new production or service procedures, upgrade to new jobs that require additional skills, workplace literacy, or other appropriate training approved by the WDB Director. Wage information must be gathered and kept in the individual's file prior to start of training.
- The individual's IEP (Individual Employment Plan) must justify placing the worker in a customized training contract.

### **Pre-Award Review:**

All businesses seeking to receive funding must complete a Pre-Award Review and a Responsibility Questionnaire to be evaluated as a responsible training provider. A review will include New York Department of State's Division of Corporations, Federal OSHA records, and NYSDOL records.

### **Customized Training Agreement:**

A Customized Training agreement must be executed prior to the commencement of training. Customized training agreements must include policies, procedures, definitions as required by State Policies; requirements for selection of participants, job descriptions; and training outlines justifying the length of training. Participant wages must be specified in the contract, and the contract must provide for an increase in wages. It must be specified in the contract that the participating employer is committed to employ, or in the case of those who are currently employed, to continue to employ participants after successful completion of the program. If the training is not to be provided by in-house staff, the provider must be identified.

The following information must be provided to the Workforce Development Board for customized training funding considerations under WIOA.

1. Name and address of requesting organization, business, or agency.
2. Contact official, title, and telephone number (include fax number and e-mail address)

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### 3. Cost of the proposed training

- Total cost of the training
- Total WIOA funds requested
- Total employer contribution (describe in detail)

### 4. Description of proposed training

- Need for training
- Occupational demand for trained individuals
- Type of training to be provided
- Length of proposed training
- Location of training site
- Target group for training
- Number of individuals to receive training

### 5. Training Plan

- Objectives of the training
- Specific skills to be learned/certification(s) to be obtained
- Method of Instruction
- Measurement of objectives and skill attainment for trainees

### 6. Qualifications of training staff

### 7. Employer involvement and commitment

- Curriculum design meeting needs of the employer
- Commitment of the employer to employ participants who successfully complete the training.

### 8. Budget (itemized)

- Provide a narrative explaining how the funds will be utilized

**Approved by UCWDB 4/30/19**