

AREA 2 | SUMMIT & MEDINA  
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)  
POLICY LETTER C-11 | CUSTOMIZED TRAINING

- I. **SUBJECT:** Customized Training for Eligible Area Employers
  - II. **PURPOSE:** The purpose of this policy is to establish criteria and guidelines for offering Customized Training to area employers.
  - III. **EFFECTIVE DATE:** October 1, 2018
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**IV. BACKGROUND**

Customized Training is one of several types of allowable training identified in WIOA public law. This training may be offered to individuals under local area formula-funded programs or as a type of Incumbent Worker Training (see [Area 2 WIOA Policy Letter C-10 Incumbent Worker Training](#) for additional information). As a type of training offered in local formula-funded programs, participants must meet all Adult or Dislocated Worker eligibility requirements prior to the start of Customized Training.

Overall, Customized Training is training designed to meet the needs of a specific employer, or group of employers (employer consortiums). It may be provided for the introduction of new technologies, new production or service procedures, upgrading existing skills, or other appropriate purposes identified by the Summit/Medina Workforce Development Board (WDB). The employer must commit to employ, or continue to employ, the worker(s) upon successful completion of any form of Customized Training. As with all training services, the Customized Training must enable individuals to obtain industry or employer-recognized skills.

**V. GUIDELINES**

The Summit/Medina Workforce Development Board (WDB) has not authorized WIOA formula funding for Customized Training services at this time. This policy may be amended at any time by the WDB by the implementation of a complete policy that provides for the terms and conditions pursuant to which Customized Training may be offered to eligible Area employers.

**VI. REFERENCES**

1. ODJFS WIOA Policy Letter 15-24 Customized Training Guidelines
2. WIOA Public Law 113-128 Section 134 (c)(3)(D)