

**Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
2620 Riverfront Center
Contact: Gail Breen
518-842-3676 Ext. 3026**

Customized Training for Unemployed Workers Policy

BY-2015-23

The Workforce Solutions Center operates a federally subsidized Customized Training Program:

- That is designed to meet the special requirements of an employer (including a group of employers);
- That is conducted with a commitment by the employer to employ an individual on successful completion^[1] of the training; and
- For which the employer pays for not less than 50% of the training costs^[2] remaining after any other funding sources have been used.
- That relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy or other appropriate purposes identified by the Local Board.
- Starting wage must begin at a minimum of \$2/hr above the minimum wage and some kind of fringe benefit must be offered.
- Training time must not exceed 26 weeks.
- \$3,000 maximum per training project with priority given to companies that have not used this funding source within the prior 12 months.
- Employer must offer full-time, year-round employment (minimum 30 hours per week and no more than 8 weeks of layoff per year).
- The customer OR the business must reside in Fulton, Montgomery or Schoharie County.

The WDB Executive Director can grant an exception to the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.

JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.

Resolution PY-2002-14 – Adopted 7/17/02
Resolution BY-2006-09 – Approved 10/4/06
BY-2008-08 – Revised/Approved – 7/9/08
BY-2015-23 – Revised/Approved – 5/4/16

Customized Training for Unemployed Workers

[1] Successful completion may be defined per contract and include items such as “upon successful completion of training and meeting all employment requirements”.

[2] Cost of training may include cost of the instruction, instructor, curriculum development, training materials, books, and related travel expenses. The purchase of equipment, administration and the renovation of facilities are **not** allowable costs.