



Customized Training

Effective: July 1, 2018

Reviewed: February 23, 2022; July 1, 2022; November 19, 2025

References: Workforce Innovation and Opportunity Act (WIOA) Section 3(14) and 134; WIOA regulations at 20 CFR § 680.760 and §680.770; United States Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 19-16; and New York State Department of Labor (NYSDEL) Technical Advisory 01-05.1

Background: WIOA *Customized training* is designed to meet the specific requirements of an employer or group of employers with the commitment that the employer(s) hire, or continue to employ, individuals who successfully complete the training. WIOA regulations provide Local Workforce Development Boards (LWDBs) with flexibility to ensure that customized training meets the unique needs of job seekers and employer(s). The employer must pay a significant portion of the cost of training, as determined by the LWDB and in accordance with the factors identified in WIOA Section 3(14).

Policy:

Oswego County Workforce New York (OCWNY) may allocate funds for customized training as follows:

- Training that supports a business that is part or supports an in-demand industry for the region;
- Training which is designed to meet the specific needs of an employer (or group of employers);
- Training which is conducted with an employer who has a physical location within Oswego County;
- Training that is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, individuals upon successful completion of training;
- The trainee(s) are not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment, as determined by Oswego LWDB policy;
- Training for which the employer pays for not less than 50% of the cost of training; (**Note:** If the training is conducted with a group of employers, the costs will be prorated based on the number of trainees for each employer);
- OCWNY will fund a maximum of \$10,000 per training project; and
- Customized Training contracts cannot exceed 26 weeks.

Allowable Training Costs:

IWT funds may only be used for the cost of providing training, including:

- The costs of outside vendors or in-house trainers to provide on-site or off-site classroom training.
- Textbooks or training materials directly associated with the training.
- Distance learning fees (i.e., the fee for the training slot and software required to deliver the training program).
- Credentialing exam and/or licensing fees.
- Other necessary and reasonable costs directly related to the training.

Employer Eligibility:

The following factors must be assessed to determine if customized training will be funded:

- The participation of an employer or group of employers;
- Participating business(es) must pass NYSDEL Due Diligence process;
- The need for training to maintain/obtain a skilled workforce for continued operations;
- The training program is provided by a training provider in satisfactory standing with the NYS Eligible Training Provider List (ETPL);
- Whether the trainees are/will be in an in-demand occupation as designated by the LWDB;

- The customized training relates to the purposes described in 20 CFR §680.710(c) or other appropriate purposes identified by Oswego LWDB;
- The commitment by the participating employer(s) to continue to employ incumbent employees or to hire a minimum of 80% of participants that successfully complete the training;
- Whether or not the employer has exhibited a pattern of failing to provide participants with employment upon successful completion of training; and
- A detailed line-item budget that identifies the cost of training, which addresses how the minimum 50% employer contribution by the participating employer(s) will be met.

*The Executive Director of the Oswego County LWDB can grant exception to the above requirements on a case-by-case basis.