**CUSTOMIZED TRAINING POLICY**

**Purpose**

To establish local policy for providing Customized Training, and identify the requirements One Stop Operators and Service Providers must adhere to in providing such services to participants in the WIOA Adult, Dislocated Worker, and Youth programs.

**Policy**

Customized training means training:

* Designed to meet the special requirements of an employer or a group of employers.
* Conducted with a commitment by the employer(s) to employ the client upon successful completion of the training.
* Employer pays for not less than 50 percent of the training costs.
* Customized training projects must be approved by the local Workforce Development Board.

Customized Training does not require the establishment of an Individual Training Account (ITA).

**Workers’ Compensation:** All employers covered by the Nebraska Workers' Compensation law are required to provide Workers' Compensation Insurance for Customized Training employees. Employers exempt from Workers' Compensation (farm/ranch laborers and household domestic workers) are required to provide adequate on-site medical and accident insurance. Workers' compensation provides medical care and income maintenance protection to workers disabled from work-related injury or illness. Income maintenance coverage is not required for clients who are employed by exempt employers.

Exempt employers are required to certify in writing they provide adequate on-the-job training site medical and accident insurance. In addition, the Customized Training client should document that he/she understands the job is not covered by Worker’s Compensation insurance and in the event of an injury; he/she would have no claim against Heartland Workforce Solutions, Inc., the HWS Board, or the Service Provider.

**Procedures**

The Service Provider’s Business Outreach Coordinator/Specialist (BOS) will be responsible for developing the customized training contract between the business and training provider once the need for such training has been established and a training curriculum developed. The road map for development of the contract will be unique to the company(s) involved as the training developed will be tailored to the specific instruction needed.

All customized training requires approval of the HWS Board. Therefore, prior to signing the contract, the BOC/BOS will submit it to the HWS Director of Operations for review and submission to the Board. Once Board approval is received, signatures may be gathered and training may begin.

Under Activity in NEworks, Customized Training should be selected. The start date of training will be the actual date that the participant begins classes which will not necessarily be the same as the date the contract is signed.