



MONTGOMERY COUNTY WORKFORCE DEVELOPMENT BOARD, MONTCOWORKS POLICY: WIOA CUSTOMIZED JOB TRAINING (CJT)

PURPOSE

The purpose of this policy is to articulate how Customized Job Training (CJT) training funds are to be administered in Montgomery County under the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

This policy applies to all Montgomery County Adult and Dislocated Worker participants who will participate in a CJT as well as employers and/or training providers through which a CJT contract is established.

REFERENCES

- WIOA Section (3)(14)
- WIOA Section 134(c) (3)(h)
- MontcoWorks Eligible Training Provider Policy and Procedures
- MontcoWorks Eligibility Policy
- MontcoWorks Priority of Service Policy

WIOA DEFINITION

Customized Training

The term “customized training” means training:

(A) that is designed to meet the specific requirements of an employer (including a group of employers); (B) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and

(C) for which the employer pays—(i) a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and (ii) in the case of customized training (as defined in subparagraphs (A) and (B)) involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

Full Time Employment: minimum 32 hours per week.

WIOA Section (3)(14)



MONTCOWORKS POLICY

Eligibility Requirements

Participant Eligibility

Eligible participants must:

1. Be determined eligible for and enrolled in either the PA CareerLink® Montgomery County WIOA Adult or Dislocated Worker program.
2. Have completed an assessment or evaluation to determine the need for training to find employment.
3. Have signed an Individual Employment Plan (IEP), wherein the participant's interests, abilities and needs are identified and recorded.

Employed Worker Eligibility

Customized training of an eligible employed individual may be provided for an employer or a group of employers when:

1. The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment, as determined by MontcoWorks' policy;
 2. The requirements in §680.760 (see above under "WIOA Definition" for Customized Training) are met; and
 3. The customized training relates to the purposes described in § 680.710(c) which states: "The OJT 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 MontcoWorks.
- *WIOA Final Rule: 20 CFR § 680.770**

Employer Eligibility

Potentially eligible employers able to participate in CJT contracting include: private-for-profit businesses, private non-profit organizations, and public sector employers with verifiable openings for the positions through which the CJT is developed. An employer will NOT be eligible to receive WIOA CJT reimbursements if:

1. The employer has any other individual on layoff from the same or substantially equivalent position.
2. The CJT would infringe upon the promotion of or displacement of any currently employed worker or a reduction in their hours.
3. The same or a substantially equivalent position is open due to a hiring freeze.
4. The positions are for seasonal employment.
5. The employer is a private for-profit employment agency, i.e. temporary employment agency, employee leasing firm or staffing agency.
6. The position is not full time, i.e. less than 32 hours per week.



Occupational Eligibility

CJT dollars must be used on High Priority Occupations (HPOs) which lead to employment opportunities enabling the participant to become economically self-sufficient and which will contribute to the occupational development and upward mobility of the participant.

General WIOA CJT Requirements

1. CJT contracts shall not be made with employers who have previously exhibited a pattern of failing to provide CJT participants with continued long-term employment with wages, benefits and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
2. It is the expectation of MontcoWorks that employers who receive CJT funding for whom a CJT is developed maintains a commitment to employ an individual full time, in High Priority Occupations with self-sustaining wages, upon successful completion of the training. Reference: WIOA, section 3, No. 14.
3. WIOA funds may not be used in conjunction with the Pennsylvania Department of Education customized training program.
4. CJT contracts will generally not be written for low skill jobs that commonly would require little or no training.
5. Per WIOA regulations (20 CFR 683.200(g)), “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” For the purpose of this policy, the term “immediate family” includes a spouse, child, son-in-law, daughter in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.
6. The duration of a CJT is a function of training needed, and will take into consideration prior training and assessments that may require less or more training hours; however, the maximum time frame for a CJT is six months.

WIOA CJT Funding

Participating employers with 249 employees or less shall contribute a minimum of 60% of the total costs of the CJT. Participating employers with 250 or more employees shall contribute a minimum of 70% of the total costs of the CJT. MontcoWorks will consider the number of employees at each individual employer for CJT that is created for a group of employers.

MontcoWorks will contribute a maximum of \$5,500 per participant.

Priority for CJT funding will be given to public assistance recipients, other low-income individuals and individuals who are basic skills deficient. Preference in funding will be given to employers who have already used PA CareerLink® or MontcoWorks services.