

Customized Training

Overview

Description

The Customized Training (CT) program is designed to meet the special requirements of an employer or a group of employers by allowing them to tailor and design work-based skills training. Customized Training is conducted with a commitment by the employer to employ, or in the case of existing workers continue to employ, an individual after successful completion of the training. Employers may be reimbursed for 50% of the training costs incurred to include staff/instructor time and training materials.

Funding

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of the Atlanta Regional Workforce Development Board (ARWDB). The maximum funding per participant is \$8,000 and per employer or group of employers is \$100,000 per year.

Eligibility Criteria

Employers

- Operating in the State of Georgia for at least six months;
- Contributing and in full compliance with local, state, and federal tax obligations;
- Hiring for full-time positions with a minimum wage of \$12.62 per hour; and
- Customized training relates to the introduction of new technologies, new production or service procedures; upskilling for new jobs that require additional skills; workplace literacy; or other appropriate purposes.

Trainees

- Unemployed, underemployed, or dislocated from current employer as defined by WIOA and determined to be eligible for WIOA training funds.

The Process

1. An employer decides what training is needed and selects a suitable training provider. The employer and the training provider jointly develop a customized training plan to meet the needs of the company and complete the Customized Training Application.
2. Applications are reviewed by ARC staff to assure that all Customized Training requirements are met.
3. Applications are submitted to the Director of WorkSource, Atlanta Regional for review and approval on a monthly basis, based on the amount of funds available for obligation.
4. Upon approval, the company will be notified that it has received a grant award effective as of a specific "Award Date."
5. ARC will send a contract to the company to be signed by an authorized representative.
6. When ARC receives the signed contract, the Executive Director of ARC will sign in order to fully execute the contract. Once there is a fully executed contract, the company may begin training and request monthly expense reimbursements.