

## WIOA Customized Job Training (CJT) Policy

### Purpose

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

### General Guidelines

This policy applies to only Westmoreland, Fayette County Adult and Dislocated Worker participants. Westmoreland-Fayette Board staff and PA CareerLink® Title 1 staff are responsible for implementing this policy.

Requirements for employers participating in a CJT are outlined this policy.

### References

- WIOA Section 134
- 20 CFR 680.530
- 20 CFR 680-710
- 20 CFR 680.710
- 20 CRR 680.730
- 20 CFR 680.740
- 20 CFR 680.760

### Definition of Key Terms

“Customized Job Training” is training:

- a. That is designed to meet the special 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 for a significant cost of the training, as determined by the Local WDB in accordance with factors identified in WIOA Sec. 3(iv).

It is the expectation of Westmoreland Fayette WDB that employers that use CJT funding will hire the individuals receiving the training as full-time employees provide benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

WIOA funds may not be used in conjunction with Pennsylvania Department of Community & Economic Development customized training programs.

### Policy

General WIOA CJT Requirements:

- a. WIOA CJT contracts are for new hires with an employer.
- b. WIOA 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.

### WIOA CJT Length

The maximum time frame for a CJT is 6 months. Duration of a CJT is a function of training needed, NOT the maximum allowed under this policy. Westmoreland-Fayette Workforce Development Board (WFWDB) staff

should consult with the employer and utilize the occupational information network's (ONET) Specific Vocational Preparation Range (SVP) to determine the appropriate occupational training needed. Using the SVP provided by ONET, the following duration times are recommended in addition to the participants past skill and experience.

### Participant Eligibility

For an individual to qualify for CJT under the WIOA guidelines, he/she will:

- a. Have enrolled with PA CareerLink® Westmoreland, Fayette, Alle-Kiski's, WIOA Adult or Dislocated Worker programs.
- b. Have completed an initial assessment or evaluation and have been determined to need training to find employment.
- c. Have an Individual Employment Plan (IEP) wherein the participant's interests, abilities and needs are identified.

### Employer Eligibility

Potentially eligible employers able to participate in CJT contracting include: private-for-profit businesses, private non-profit organizations. An employer will NOT be eligible to receive WIOA CJT training 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., minimum of 30 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.

### Delivery of Training Services

The eligible employer can elect to provide on-site with employer trainers or contract with 3rd party vendor.

### WIOA Customized Training Funding Levels

Participating employer must pay a significant cost of the training. The local board requires the employer to contribute 50% of the cost. The total cost per individual will not exceed \$4,500.

Allowable costs to be included:

- Trainee Wage
- Tuition

Maximum grant: \$25,000/program year

Approved: 7/1/2018  
Reviewed: 12/14/2020