

ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD
RESOLUTION NO.06-09-10

ADOPTION OF CUSTOMIZED TRAINING COSTS GUIDELINES
Presented by the WIB Executive Committee

September 13, 2006

WHEREAS, Section 101(8) of the Workforce Investment Act and Section 663.715 of the Final Rule defines “customized training” as training designed to meet the special needs of an employer (or group of employers) that is conducted with a commitment by the employer to employ or (in the case of incumbent workers) to continue to employ an individual upon successful completion of the training, and for which the employer pays not less than 50% of the cost of the training, and

WHEREAS, Section 663.720 further clarifies that customized training for employed workers may only be provided for employees that are not earning a self-sufficient wage as determined by Local Board policy, and

WHEREAS, nowhere in these sections is there found a description of what constitutes the cost of this type of training, and

WHEREAS, the New York State Department of Labor Workforce Development System issued Technical Advisory (“TA”) 01-05.1 to clarify this issue,

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Workforce Investment Board accepts and adopts as policy the recommendations listed in TA 01-05.1:

- The costs of a customized training program should be inclusive of all legitimate costs to the business that are necessary to allow for the provision of such customized training program services.
- 50% of the cost of training can include (but shall not be limited to) such elements as: instruction costs; instructor costs; costs of curriculum development associated with the training course; training materials and books as needed for the course.
- Wages of employees being trained, while they are participating in customized training, may be used towards meeting the match requirement for the training, but may not be paid for with WIA funds.
- The purchase of equipment, administration and the renovation of facilities are not allowable costs.
- Other legitimate costs that can be substantiated by the business as necessary to allow for the conduct of the training program can be considered.

Move:	<u>Dr. Kennedy</u>
Second:	<u>Mr. Weaver</u>
Aye:	<u>15</u>
Nay:	<u>0</u>
Abstain:	<u>0</u>

I, Natalie A. Haggart, Administrative Assistant of the St. Lawrence County Workforce Investment Board, **DO HEREBY CERTIFY**, that I have compared this copy of this Resolution, adopted September 13, 2006, with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

/s/ Natalie Haggart
 Natalie A. Haggart
 St. Lawrence County Workforce Investment Board
 September 14, 2006