

## **POLICY FOR THE DEVELOPMENT OF TAILOR-MADE TRAINING ACTIVITY**

### **I. INTRODUCTION**

The WIOA Act, signed into law on July 22, 2014, replaced the WIA Act (Workforce Investment Act). It is designed to help those people looking for employment so that they can access activities and/or services of employment, education, training and support services, so that they can be successful in the labor market and match employers with the skilled workers they need in the global economy.

The purpose of the Custom Training Activity is to provide participants with training that is designed to meet the specific requirements of an employer, or a group of employers, for specific tasks.

### **II. BASE LEGAL**

Section 3(14) of the Workforce Innovation and Opportunity Act (WIOA).

Federal Register sections 680.760 and 680.770 Vol. 81 No. 161.

### **III. TAILOR-MADE TRAINING**

The term Custom Training is described in Section 680.760 of Vol. 81 No. 161 of the Federal Register as training that:

- a. It is designed to meet the specific requirements of an employer or a group of employers.
- b. It is carried out with the employer's commitment that he or she will retain the participant in employment once he or she successfully completes the training and
- c. The employer pays:
  - a) A significant portion of the cost of training, as determined by the Local Board, taking into consideration the size of the employer and any other factors that the Local Board determines to be relevant, which may include: number of employees participating in the training, salaries and benefits of those employees (at the beginning of the training and those to be received at the conclusion of the training), relationship of training to the competitiveness of the participant, and other training and professional growth opportunities provided by the employer.
  - b) In the case of training to the extent that the employer is in multiple Local Areas of the state (multiple locations), the employer will pay for a significant portion of the training, as determined by the Governor, taking into consideration the size of the employer and any other factors that the Governor deems appropriate.

#### IV. REQUIREMENTS OF THE TAILOR-MADE TRAINING ACTIVITY FOR EMPLOYED WORKERS

Under section 680.770 of Vol. 81 No. 161 of the Federal Register of August 19, 2016, the activity of Custom Training, to an employed individual, may offer to an employer or group of employers when:

- a. The employee is not generating a salary that allows them to sustain themselves or a salary comparable to or higher than that generated in previous employment, as determined by Local Board policy.
- b. The requirements of section 680.760 of Vol. 81 No. 161 of the Federal Register, which sets forth the definition of the activity (see clause III), are met.
- c. When the training is related to the introduction of new technology, new production modalities or service procedures, a promotion to a new employee that requires additional skills, knowledge of the work area or any other appropriate purpose.

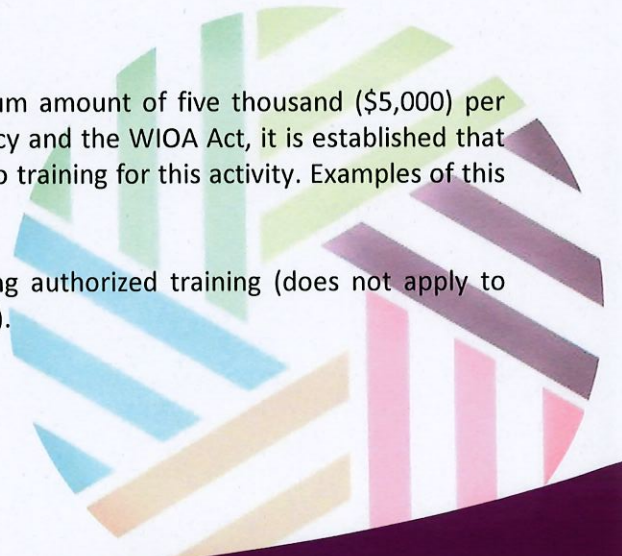
#### V. CONTRIBUTIONS OF THE TRUSTEES

Employers must make significant contributions to the training of employees. In the case of microenterprises, as defined by Law No. 62 of 2014, they will contribute fifteen percent (15%) of the cost of training. In the case of small traders, they will have to contribute twenty-five percent (25%) of the training. In all other cases, the contributions of the trustees shall not be less than fifty percent (50%). The specific percentage of each employer's contribution will be determined by taking into consideration: the number of employees participating in the training, salaries and benefits of those employees (at the beginning of the training and those to be received at the conclusion of the training), relationship of the training to the competitiveness of the participant, and other training and professional growth opportunities provided by the employer. The Local Board will determine on a case-by-case basis the percentage to be reimbursed.

#### VI. USE OF WIOA FUNDS – TAILOR-MADE TRAINING

The Local Board authorizes the disbursement of a maximum amount of five thousand (\$5,000) per participant for the Custom Training activity. Under this policy and the WIOA Act, it is established that funds may only be disbursed for expenses directly related to training for this activity. Examples of this include, but are not limited to:

- a. Salaries/Compensation of Instructors, while offering authorized training (does not apply to employees of the company who serve as instructors).
- b. Curriculum Development.
- c. Materials, equipment, books, manuals, etc.

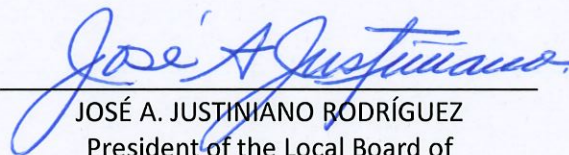


On the other hand, the use of the funds to subsidize the following items is not allowed, but is not limited to them:

- a) Participants' salaries and fringe benefits, while in training.
- b) Costs that are not directly related to the Tailored Training activity, for individuals eligible under Title I.
- c) Purchase of capital equipment.

**VII. APPROVAL AND VALIDITY**

This public policy will come into force immediately after its approval. It shall be the responsibility of the Executive Director to inform staff within five (5) days of its approval.



JOSÉ A. JUSTINIANO RODRÍGUEZ  
President of the Local Board of  
Career Development

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