

**ULSTER WORKS OneStop Job Center**  
**Ulster County workforce Investment Board**  
**651 Development Court**  
**Kingston, NY 12401**  
**Contact: Nancy E.K. Schaefer, Director**

**2009**

**Customized Training for Employed Workers**

The Workforce Solutions Center operates a federally subsidized Customized Training Program:

- That is designed to meet the special requirements of an employer (including a group of employers) and 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 the Local Board;
- That is conducted with a commitment by the employer to continue to employ an individual on successful completion [1] of the training; and
- For which the employer pays for not less than 50% of the training costs [2] remaining after any other funding sources have been used.

<b>Upgrading to a New Position</b>	<b>Staff Development, no Upgrade</b>
<ul style="list-style-type: none"> <li>▪ The trainee OR the business must reside in Ulster County</li> </ul>	<ul style="list-style-type: none"> <li>▪ The trainee OR business must reside in Ulster County</li> </ul>
<ul style="list-style-type: none"> <li>▪ The trainee is not earning a self-sufficient wage (\$ /hr)</li> </ul>	<ul style="list-style-type: none"> <li>▪ The trainee is not earning a self-sufficient wage (\$ /hr)</li> </ul>
<ul style="list-style-type: none"> <li>▪ The employer offers full-time, year-round employment (minimum 30 hours per week and no more than 8 weeks of layoff per year) and some kind of fringe benefit</li> </ul>	<ul style="list-style-type: none"> <li>▪ The employer offers full-time, year-round employment (minimum 30 hours per week and no more than 8 weeks of layoff per year) and some kind of fringe benefit</li> </ul>
<ul style="list-style-type: none"> <li>▪ Training time must not exceed 26 weeks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training time must not exceed 26 weeks</li> </ul>
<ul style="list-style-type: none"> <li>▪ \$ maximum per person or a maximum of \$ per training project with priority given to companies that have not used this funding source within prior 12 months</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$ maximum per project, with priority given to companies that have not used this funding source within the prior 12 months</li> </ul>
<ul style="list-style-type: none"> <li>▪ Starting wage after training must be at least \$ /hr AND an increase over the previous wage of a least \$ /hr or 5%, whichever is higher</li> </ul>	

*If further clarification is needed, the staff person should get it in writing from the WIB Director.*

**JUSTIFICATION FOR ALL UPGRADE TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.**

[1] Successful completion may be defined per contract and include items such as “upon successful completion of training and meeting all employment requirements”.

[2] Cost of the training may include cost of the instruction, instructor, curriculum development, training materials, and books. The purchase of equipment, administration and the renovation of facilities are **not** allowable costs.