

WIA Adult and Dislocated Workers – Customized Training Application

The Workforce Investment Act (WIA) authorizes the Department of Labor to provide for customized training for eligible adults and dislocated workers.

Customized training is designed to meet the special requirements of an employer or group of employers. The training is conducted with a commitment by the employer(s) to employ, or in the case of incumbent workers, continue to employ participants on successful completion of the training program.

The South Dakota WIA customized training program extends education and training resources to the private sector for the development of a well-trained and skilled workforce. Approved programs may be provided for new employees or incumbent employees.

- Eligible training providers
Private sector employers, community based organizations, technical education institutions, higher education institutions or other providers may apply for funding. All programs must demonstrate a strong private sector employer commitment.
- Employer commitment
WIA funded customized training requires the employer(s) to pay for not less than 50% of the cost of the training. This match may be a cash match or an In-kind match. Commitment and documentation of the match must be included with the application.

Participating employers must commit to employ, or in the case of incumbent workers, to continue to employ participants on successful completion of the program.

Participating employers must commit to paying wages at a minimum of \$8.00 per hour (not including incentive or benefit packages) for participants employed after successful completion of the program.

- Participants
WIA funded customized training programs are to provide training to those individuals who have been determined eligible for adult or dislocated worker training services. Training for an incumbent worker may be provided when: the employee is not earning a self-sufficient wage, as determined by the WDC, and the training 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 approved by the WDC.
- Materials and equipment
Materials, equipment and other property purchased with WDC funds shall remain the property of the state of South Dakota.

The following information must be provided to the SD Department of Labor for funding considerations under WIA.

1. Name and address of requesting organization, business, training facility or agency.
2. Contact official, title, and telephone number (include fax number and e-mail address)
3. Cost of the proposed project
 - total cost of this project
 - total WIA funds requested from Department of Labor
 - total employer contribution (describe)
4. Description of proposed project
 - need for training
 - occupational demand for trained individuals
 - type of training to be provided
 - length of proposed training
 - location of training site
 - target group for training (new employee, incumbent retraining/upgrade)
 - number of individuals to receive training (adults, dislocated workers, incumbent)
5. Training Plan
 - objectives of the training
 - specific skills to be learned
 - methods of instruction
 - measurement of objectives and skill attainment for trainees
6. Qualifications of training staff
7. Private sector involvement and commitment
 - curriculum design meeting needs of private sector business
 - participant screening meeting entry demands of private sector business
 - commitment of private sector to employ participants who successfully complete the training
8. Budget
 - Provide a narrative explaining how the funds will be utilized
 - Provide an itemized budget, by requested funding source, using the following categories: personal services; employee benefits; travel; contractual services; supplies and materials; capital assets; and other.
 - Provide a budget breakout, by requested funding source, using the following cost categories: administration and program.

Send to: South Dakota Department of Labor, 700 Governors Drive, Pierre, SD 57501

