



EMPLOY MILWAUKEE POLICY 25-01

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POLICY: 25-01

SUBJECT: CUSTOMIZED TRAINING POLICY

ISSUANCE DATE: 09/04/25

EFFECTIVE DATE: 09/04/25

REVIEWED DATE: 08/27/26

POLICY SCOPE

- ☐ EMPLOY MILWAUKEE AGENCY
- ☐ WIOA WDA 2 SYSTEM
- ☒ WIOA TITLE I-B PROGRAM(S)
 - ☒ ADULT PROGRAM
 - ☒ DISLOCATED WORKER PROGRAM
 - ☐ YOUTH PROGRAM
- ☐ NON-WIOA PROGRAMS

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) §134(c)(3)(H)
- 20 CFR § 680.760–680.770
- Wisconsin DWD WIOA Policy manual section 8.5 Training Services
- 2 CFR Part 200 – Uniform Guidance

I. PURPOSE

Customized training is designed to ensure that training meets the unique needs of job seekers and employers or groups of employers. This training is primarily designed to train individuals who are not employed with a participating employer at the start of participation and is not for retraining existing employees because Employ Milwaukee's Incumbent Worker Training (IWT) policy provides guidance for that training type. Customized training is generally classroom-based and is often provided by a third party for the employer or employer group.

II. EXCLUSIONS

The State of Wisconsin Department of Workforce Development (DWD) Department of Employee Training (DET) does not permit local workforce development boards (WDBs) or their WIOA Title I-B service providers to be employers in WIOA-funded Customized Training contracts.

III. REQUIREMENTS

- A. The employer shall enter a contract with Employ Milwaukee that documents the need for customized training, total cost, employer cost share, curriculum, training provider, length, and other key information as determined by Employ Milwaukee. By signing the contract, the employer/s commit to hiring individuals who complete the training, demonstrate necessary skills and competencies, and are job ready, available, willing, and committed to work for the employer/s based on the employer/s' terms (including but not limited to wage rate, start date, benefits, and hours) which shall be set by the employer/s in the contract.
- B. Employer/s shall contribute a "significant cost of the training" as determined appropriate in Wisconsin Workforce Development Area # 2 (WDA 2). The amount of this share will be no less than 10 percent of the cost, for employers with 50 or less employees and 25 percent of the cost, for employers with 51 or more employees. Employ Milwaukee shall consider an employer/s' payment of "a significant portion of the cost of training" as:
 - a. Direct payment for training services

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- b. Provision of in-kind contributions (e.g., management and/or instructional personnel, equipment, classroom space)
 - c. Union investments in Certified Pre-Apprenticeship Programs
 - d. Other contributions as approved by Employ Milwaukee's Chief Executive Officer
- C. Employ Milwaukee shall take into account the size of the employer and other factors the local WDB determines are appropriate. Those factors include: the number of potential employees participating in training, wage and benefit levels of those potential employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, evidence of current hiring practices of interested participants and other employer-provided training and advancement opportunities. Additionally, the cost per person should not be greater than the limitations described in Employ Milwaukee's most current policy 17-01 Individual Training Accounts.

ACTION REQUIRED

- Posting this policy to the Employ Milwaukee website for open access to all personnel.

RECISSIONS: [None](#)

BOARD APPROVAL DATE: [9/04/2025](#)

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