



**PROCURED TRAINING POLICY  
(CUSTOMIZED TRAINING, INCUMBENT WORKER TRAINING, INCREASED  
CAPACITY TRAINING)**

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**Policy:** 2060

**Effective Date:** May 1, 2017

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**A. BACKGROUND**

While Personal Training Accounts (PTA) are typically used to provide training for individual job seekers, there are situations where it is necessary to provide training outside the requirements of PTAs. In these cases, training may be provided through a contract with the training provider, using one of three options: Customized Training, Incumbent Worker Training or Increased Capacity Training.

**B. POLICY**

When necessary, to meet the needs of a business, provide training for a cohort of job seekers, or procure for training not available on the [Eligible Training Provider List](#), Workforce Snohomish will contract for customized training, incumbent worker training or increased capacity training, as follows:

- ***Customized Training*** contracts will be used when available training programs or curricula do not meet the specific training requirements of employers. Customized Training will be used with the goal of employing and/or retaining individuals upon successful completion of the training; and will be paid, in part, by employers, who must pay a “significant cost” defined in the [Procured Training Procedure](#).
- ***Incumbent Worker Training (IWT)*** is a type of customized training, used by a business or a group of businesses to skill up and retain their employees or avert the need to lay off employees. IWT is initiated by the business who is committed to retaining the worker(s) once the training is completed. As per WIOA, Workforce Snohomish will not reserve or expend more than 20 percent of its combined Title I Adult and Dislocated Worker formula allotments for IWT.
- ***Increased Capacity Training (ICT)*** contracts will be used when a lack of training capacity limits customer choice and customers are not able to enroll in training of

their choice on a timely basis or are otherwise required to choose another training program. ICT could be used when there are an insufficient number of Eligible Training Providers (ETPs) locally to fully utilize Individual Training Accounts (ITAs), or when it is efficient to contract with an effective local community-based organization (CBO) or other training program. An ICT contract may be used to facilitate training of multiple individuals in high-demand occupation.

- **Cohort Training** will be used to procure training that is available on the Eligible Training Provider List for a group or cohort of job seekers.

Training contracts will be procured using the appropriate processes established in the Workforce Snohomish procurement policy. Procured training will be otherwise allowable under federal and state law and policy. The use of a training contract will not violate the rights for consumer choice. Employers and training providers will meet all federal and state requirements which are outlined in the [Procured Training Procedures](#). As per WIOA, Workforce Snohomish will enforce the requirements for businesses to use non-federal funds to share training costs for customized and incumbent worker training.

### C. **DEFINITIONS:**

- **Increased Capacity Training** –Competitively procured training used to pay for group training, in lieu of individual training accounts, when training is not available via the Eligible Training Provider list, training institutions do not have sufficient capacity in existing trainings, or customers are not able to enroll in training of their choice on a timely basis or are otherwise required to choose another training program. Increased capacity training must be otherwise allowable under federal and state law and policy.
- **Customized Training**- Training that is designed to meet the specific requirements of a business (including a group of businesses), that is conducted with a commitment by the business to employ an individual or individuals upon successful completion of the training, and for which the business pays a significant portion of the cost of training.
- **Incumbent Worker Training**: Training designed to meet the special requirements of a business (or group of businesses) to skill up and retain their employees or avert the need to lay off employees. Incumbent worker training is initiated by the business who is committed to retaining the worker(s) once the training is completed. Incumbent worker training is typically provided via a customized training contract.

### **References:**

- [WorkSource System Policy #5607 Rev2: Employer Criteria and Cost Sharing for](#)

Training Provided to Incumbent Workers.

- WorkSource System Policy #5616: Customized Training
- WorkSource System Policy #5619 Rev1: Increased Capacity Training
- Procured Training Procedure (NOT AVAILABLE YET)

**Supersedes:**

N/A

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