



# POLICIES

<b>Subject:</b>	Custom Fit Training
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## 202.1 Purpose

To implement statewide Custom Fit guidelines.

## 202.2 Approval

UCAT Board of Trustees approval: May 7, 2003. Revised: September 1, 2004; June 15, 2005; June 7, 2006; June 6, 2007. Replaced: June 11, 2008. Revised: January 13, 2010; June 15, 2010; September 30, 2010; April 18, 2012; June 5, 2013.

## 202.3 Definitions

- 3.1 **Flow-through:** The disbursement of Custom Fit funds to a participating company without the active involvement of a Custom Fit administrator to plan the training and select the training providers.
- 3.2 **Internal Training:** The use of a participating company's own employees to provide Custom Fit training.

## 202.4 Custom Fit Mission

The mission of Custom Fit is to support economic and workforce development through training partnerships between Utah companies and the Utah College of Applied Technology (UCAT).

## 202.5 Custom Fit Regional Organization

- 5.1 The state is divided into eleven Custom Fit regions: Bridgerland, Central, Davis, Dixie, Mountainland, Ogden-Weber, Salt Lake, Tooele, Southeast, Southwest, and Uintah Basin.
- 5.2 The regional hosting institutions for the ten Custom Fit regions allocated funding by the Utah College of Applied Technology are as follows: Bridgerland ATC for Bridgerland Region, Snow College for Central Region, Davis ATC for Davis Region, Dixie ATC for Dixie Region, Mountainland ATC for Mountainland Region, Ogden-Weber ATC for Ogden-Weber Region, Tooele ATC for Tooele Region, Utah State University - Eastern for Southeast Region, Southwest ATC for Southwest Region, and Uintah Basin ATC for Uintah Basin Region. Salt Lake Community College is the regional hosting institution which serves the Salt Lake region through a legislative appropriation separate from the UCAT Custom Fit program and, therefore, is not subject to this policy.
- 5.3 Each regional hosting institution will designate a primary administrator to represent the Custom Fit program and perform the duties established in this document. In addition, all other employees assigned to a Custom Fit program must comply with the provisions of this policy.



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**202.6 Governance and Administration**

The UCAT Board of Trustees is the governing authority for Custom Fit funds appropriated to the Utah College of Applied Technology. The Commissioner of UCAT will administer the Custom Fit program for the ten regions at the state level.

**202.7 Custom Fit Funds**

- 7.1 Custom Fit funds are appropriated by the Legislature and are allocated by the UCAT Board of Trustees. Appropriated funds may be used for any legal and lawful purpose related to the mission of Custom Fit (subject to the provisions of this policy).
- 7.2 Companies participating in the Custom Fit program must provide a cash contribution of no less than 50% of the direct training costs. Exceptions may be considered on a case-by-case basis, and must be approved in writing by the president or the president's designee of the regional hosting institution. Legislative appropriations and company cash contributions shall be recorded only in the Custom Fit account(s) of the regional hosting institution. Custom Fit funds are to be considered restricted funds by the regional hosting institution, and should be used only for the Custom Fit program. A regional hosting institution may not charge indirect or overhead costs to the Custom Fit program.
- 7.3 Each Custom Fit administrator, for the ten regions allocated funding by UCAT, must follow the policies contained in UCAT Policy 202 (Custom Fit Training), as well as any applicable policies and procedures of the regional hosting institution. Where procurement policies of the regional hosting institution exempt a Custom Fit program, purchases of goods and services will be made in accordance with state procurement code. In all cases, procurement processes must provide an appropriate level of rigor and competition.
- 7.4 Misuse of Custom Fit funds or violation of this policy will result in corrective action, which may include withholding regional allocations or eliminating regional hosting institutions. This section shall not be interpreted to restrict any legal remedies for misuse of public funds.

**202.8 Eligible Companies**

Custom Fit funds should only be used to serve companies located in Utah. Not-for-profit companies/organizations are generally not eligible for Custom Fit training. Exceptions may be considered on a case-by-case basis, and must be approved in writing by the president of the regional hosting institution.

**202.9 Required Documentation**

- 9.1 Prior to providing training to an eligible company, a Custom Fit administrator must fully document the anticipated cost of each proposed training event and the associated company cash contribution.



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- 9.2 The regional hosting institution is required to maintain Custom Fit documentation for seven years. This should include source documents for all financial transactions and event details for all training engagements. Training details should include class names and descriptions, instructor names, attendance reports, and participant information (first and last name and last four digits of social security number).

**202.10 Custom Fit Training Delivery**

- 10.1 Custom Fit training is offered subject to the availability of funds. Each region will determine priorities based on regional needs and circumstances.
- 10.2 Flow-through agreements are not eligible for Custom Fit funding. Internal training agreements may be eligible for Custom Fit funding. However, Custom Fit funds may not be used to supplant or replace existing wages of a company employee who provides training. In these cases, Custom Fit will contract with a company employee to provide training outside the employee's regular work load. Custom Fit funds may not be used to provide operational software or equipment for a participating company.
- 10.3 The Custom Fit administrator should work closely with participating companies to select training providers that are acceptable to both parties. However, final selection of a provider will be made by the Custom Fit administrator.

**202.11 Custom Fit Reports**

- 11.1 Each Custom Fit administrator will submit an annual financial report (forms provided by UCAT Administration).
- 11.2 Each Custom Fit administrator will participate in the statewide Custom Fit database. Custom Fit training data will be tracked and reported only through the statewide database. Each Custom Fit region will submit a quarterly upload of company and student data securely to the Office of the UCAT Commissioner as specified in the latest approved version of the UCAT Data Dictionary.