



# On-the-Job Training Program Guidelines

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CareerSource Escarosa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Telecommunications Relay Service is available using TTY/TDD equipment via the Florida Relay Service at 711.

## PURPOSE

The purpose of this document is to provide guidelines for the provisions of On-the-Job Training (OJT) services to WIOA and Welfare Transition customers. CareerSource Escarosa will work with local businesses to develop jobs and job training in the form of OJT opportunities for our customers.

## POLICY

On-the Job Training is training conducted in a work environment designed to enable individuals to learn bona fide skill and/or qualify for an occupation through demonstration and practice. OJT is for your new hires. The goal of this training is retention of the trainee as a permanent employee. Training shall be designated to lead to the maximum development of customer's potentials and to their economic self-sufficiently

## AVAILABLE FUNDING

Companies may receive up to \$5,000.00 per trainee and will not exceed \$50,000 per employer, unless explicitly authorized by CSE's CEO. Employers must pay (In-kind and/or cash) at least 50% of the total training cost. Once a training agreement has been entered, the employer/provider has 30 days to commence training, otherwise funds will be de-obligated.

## GUIDELINES

1. Employer Agrees that they meet and understand the following guidelines necessary for On-the-Job Training:
  - Funding for any Work Based Training may only be accessed every other fiscal year by employers
  - Must be a private sector business that has been in operation for at least one year.
  - The positions must be fully funded in the employer's budget.
  - Job opening has been advertised in Employ Florida management information system.
  - Applicants have registered with Employ Florida prior to their hire date and have met the eligibility requirements for WIOA.
  - On the Job Training must not exceed \$5,000.00 per trainee and will not exceed \$50,000.00 per employer, unless explicitly authorized by the CEO.
  - Candidates must be assessed for knowledge, skills and abilities and determined in need and eligible for training position.
  - The occupation must be listed on the Local Targeted Occupations Listing. See below link:  
<https://careersourceescarosa.com/wp-content/uploads/2021/09/lwdb-1-2021-2022-regional-list.pdf>
2. Employer agrees to:
  - The employer shall not place the trainee in training prior to the agreed upon begin date and the reimbursable training shall be completed by the end date as indicated in the terms of the application.
  - Employ and train future employees as specified in an individual training plan that has been certified by Escarosa to be eligible for services under CareerSource Escarosa's training programs.
  - Employer also agrees that no training participant will supplant a current employee and will fill a vacancy spot on the Employer's payroll.
3. Employer further agrees to:
  - Comply with all Federal and State Labor Laws
  - Comply with the attached "General Terms and Assurances"
  - Submit billing for training cost stipulated in the General Terms Attachment D, Paragraph F
  - Complete periodic progress and performance reports pertaining to participants being trained under this agreement
  - Provide training as outlined in the Individual Training Plan for the position specified.
  - Authorize a representative to sign all OJT Documentation
  - Compliant with the non-discrimination and equal employment opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act of 2014

## APPLICATION PROCESS

1. Complete and submit the OJT Application for review no later than 30 days prior to the start date of the training (trainee's start date with the company). The Grant Application must include an estimate of the total training cost.
  - o Program Manager will review the application for completeness and to ensure that the training meets the objectives and outcomes of the program (avert layoffs, retain trained employees, increase competitiveness of business and trained employees achieve certifications, increased wages, create new jobs, develop transferable skills, increase profitability, etc.)
  - o Applications are reviewed and approved on a first-come, first-served basis until funding has been exhausted.
2. Upon pre-approval of the OJT Grant Application, the agreement between CareerSource Escarosa and the business will be prepared and sent electronically for signature.
3. In addition to the OJT Grant Application, the employer will sign an OJT Participant Data Sheet for each employee participating in the training at least a week before the start of the training.

## INDIVIDUAL ELIGIBILITY & REQUIREMENTS

- Meet eligibility requirements through CareerSource Escarosa
- Be at least 18 years of age
- Meet Selective Service registration requirements (Note: Males born on or after January 1, 1960, are required to register with Selective Service within 30 days of their 18th birthday)
- Be a citizen of the United States or a non-citizen whose status permits employment in the United States
- Be working at a physical location in Escambia or Santa Rosa county
- Be registered at the Employ Florida website (<https://www.employflorida.com>)
- If claiming veteran status, have an honorable discharged DD-214
- A copy of I-9 for attendees only if another enrollment documentation is not available

## PAYMENT AND INVOICE INSTRUCTIONS

1. When billing for payment, please send a completed, signed copy of CareerSource Escarosa's OJT participant time sheet, and if the employer has a time sheet for the trainee.
2. We will need a copy of the payroll reports which will show the trainee's rate of pay and hour worked.
3. CareerSource will only pay for hours worked, we will NOT pay for Vacation or sick hours.
4. Overtime will be reimbursed at the rate of pay specified in the application; as well as holiday pay if the trainee has worked on that day.
5. Invoices must be submitted no later than 15 days after the end of each month that training is provided.

For additional questions concerning invoicing, please contact  
our accounting department at:  
[invoices@careersourceescarosa.com](mailto:invoices@careersourceescarosa.com)

## FOLLOW-UP SERVICES

The On-the-Job Training (OJT) program, funded by the Workforce Innovation and Opportunity Act (WIOA), requires that the Program Manager or Career Advisor follow up with the employer and/or employees for one year following training. The information received from the employer is to document the quarterly employment status of the trainees and other outcomes (i.e., promotions, increased wages, certifications, licenses, etc.) associated with the trainee(s) receiving training under the OJT program.