On-The-Job Training Program

The TENCO Workforce Development Board offers an On-the-Job Training (OJT) Program to business within our region. In this program if an individual is eligible for the OJT Program, employers can request reimbursement for wages while the individual is in training. The OJT is a maximum of 6 months in length and is a 50% wage reimbursement. A contract must be signed before anything takes place for the OJT, nothing before the date of the signed contract is eligible through the program. In order for a participant to be a part of an on the job training the job must be paying at least $12 an hour-based board policy

The Workforce Innovation and Opportunity Act (WIOA) Program is federally funded that is income based, all individuals receiving services must be eligible for either our Adult Program or our Dislocated Worker Program before receiving any funding. Any individual that a business might wish to put in the OJT program must not be hired yet and before their start date they must complete eligibility paperwork and be reviewed for the OJT Program. Typically, we request a 2-week window to give us time to review and approve their eligibility and gather all the required documents. All participants that a business plans to hire and put through an OJT must enroll and be approved for the WIOA Program before being enrolled through OJT Program and be able to request wage reimbursement. It also important to note that it is very likely that some individuals that the business interviews and plan to hire might not meet any of the eligibility requirements to be approved for an OJT, so with that being said an employer is not allowed by law to discriminate against an individual and not hire them because they are eligible for our Program. So, once a business has interviewed an individual then the business would have all of the upfront things done like drug screening/background check completed to make sure they would hire them before they refer them to use to review their eligibility. In order for us to determine if an individual is eligible through our Adult or Dislocated Worker Program, they must complete paperwork and provide us with required documentation. We have an online portal that we use to gather this information, so for instance some of the documentation that is required by law is a Drivers License, Social Security Card or some other forms of identification. Once their eligibility has been reviewed the business will receive a notification if they are eligible for the program or not. Once an individual is approved for the program, then we will require a training plan and they can start to request wage reimbursement for the individual.

Eligibility

Any individual that is provided funding through WIOA must meet certain eligibility before being approved for reimbursement, very briefly below I have listed the criteria out that they must meet. **They must be eligible and approved in our Adult OR Dislocated Worker program before they can be enrolled into an OJT.** A TENCO Career Counselor will complete the WIOA eligibility for each individual.

- **Adult Eligibility:** To qualify as an Adult the individual must be employed earning less than $12.00 an hour or receiving public assistance.
- **Dislocated Worker Eligibility:** To qualify the individual must be unemployed and have lost their job due to no fault of their own. We must be able to verify through records from their former employer or through the Kentucky Unemployment Insurance System that they were laid off. If they quit their last job or were fired from their last job they would not qualify as a dislocated worker.

Training Plans

- A copy of a blank training plan is attached. Each job position will have a specific training plan outlined with what they will be trained on and how many hours of training it is estimated it may take, before a training plan can be finalized it must have everything completed that is required on the training plan.

- Each training plan is specialized to meet that individuals training needs, so they must provide us with what on the job training they will need and how many hours it will take for that individual to complete those hours.
- We use a skill rating system to rate what skills the individual is at in their on the job training and show progression through their training.
- As an individual is approved for the OJT Program, we will need a training plan completed for that individual and submitted to us initially with their starting skill set that they are coming into that specific job position at. Each eligible participant will have their own specific training plan.
- A training plan for each eligible participant in the OJT program is submitted to us at the following times: Initially to show their skill rating at the beginning of the training, submitted with the monthly invoicing(paystub attached) and when they have completed their training and received a 4 on all training components.

Monthly Reimbursement Request

- Invoicing shall be submitted within thirty (30) calendar days from which costs were incurred.
- No holidays, leave or overtime is an allowable reimbursement in this contract.
- Reimbursement cannot be requested for any individual before eligibility date, please keep this in mind when requesting reimbursement so it doesn't result in any disallowed costs.
- You will need to submit a training plan at the time you invoice with the bottom half of the training plan filled out showing how many hours you are requesting for that individual and the amount of funds requested for each individual (based off of hours worked that month in training and the wage per hour x 50%.) as well as the supervisors signature and dated.
- Along with each training plan a paystub or other such documents that identify the participant's name, work period, wage, and hours worked is to be attached as well with the request each month.

If you have any questions contact Jeremy Faulkner (jfaulkner@btadd.com), Kelsey Dryden (kdryden@btadd.com), or Denise Dials (ddials@btadd.com)