

Technical Assistance Guidance

TAG-04-2017

Issued Date: **Thursday, February 23, 2017**

Subject: Workforce Connections – Policy Revisions & Updates
Program Services & Activities
On-the-Job Training Program (OJT)

Purpose

To announce publication and effective date of revisions/updates made to Workforce Connections' (WC) policy **ADW-030-04**.

This TAG provides sub-recipients with a helpful tool to improve quality of service, effective management practices and ensure compliance with Federal, State and local regulations.

Background

OJT can be an effective training strategy that can provide additional opportunities for participants and employers in both finding high quality work and in developing a highly skilled workforce. Each of the work-based models can be effectively used by providers of WIOA Title I services to meet a variety of job seeker and employer needs.

Consistent with WIOA and its associated regulations codified under 20 CFR Part 680 OJT activities may be provided to an eligible employed individual when the employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment, as determined by the LWDB policy.

These guidelines are used for administrative purposes such as determining financial eligibility for OJT activities under WIOA Title I funded programs, i.e., eligibility of those employed individual to access OJTs.

References:

P.L. 113-128 Secs. 3, 129, 134, 503
20 CFR Part 678
20 CFR Part 680
20 CFR Part 683
State Compliance Policy (SCP) 1.14

On-the-Job training (OJT) as allowed by WIOA Title I is a viable training tool for eligible program participants. An OJT can be an effective tool in assisting WIOA Title I eligible participants in becoming gainfully employed after receiving individualized career services and who have been unsuccessful in finding employment. Since training is conducted at the work place the OJT is one of the most legitimate and successful forms of training.

With the commitment to improve processes and after further research and assessment of recently established requirements, WC has revised the above mentioned policy to address the following:

Included under Sec. I “General Provisions/Guidelines for On-the-Job training (OJT)”

- **Item (B)(5) - OJTs for Employed Individuals**

This item addresses the established requirements for OJT contracts for employed workers. All WIOA Title I programs going forward are expected to adhere to the established requirements under this section with respect to the provisions of training activities for employed individuals. These participants are also part of the performance accountability system, meaning that employment related outcomes, and performance information must be collected on all employed individuals placed in OJT activities.

- **Item (B)(11) - OJTs and Registered Apprenticeship Programs**

Consistent with established requirements OJT contracts may be entered into with registered apprenticeships program sponsors or participating employers in a registered apprenticeship program for the OJT portion of the registered apprenticeship program. Registered apprenticeship is an employer driven model that combines on-the-job training with job-related instruction. Apprenticeship offers an industry-proven approach in preparing workers for jobs while meeting business needs for a highly-skilled workforce. WC will provide additional guidance and technical assistance clarifying registered apprenticeship and OJTs use in the one-stop delivery system.

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your program manager at your earliest convenience. Sub-recipients and their staff are strongly encouraged to carefully read and get familiar with the revised policies since their organization, program or project funded in whole or in part with WIOA funds will be impacted by the new established requirements affecting compliance.

Action: Please share this information with all staff and other interested parties.

Policy revisions/updates adopted and implemented as of Tuesday, February 22, 2017. WC Policies can be located at: <http://nvworkforceconnections.org>

Technical Assistance: Available upon request.