

Technical Assistance Guidance

TAG 36-2019

Issued Date: **August 20, 2019**

Subject: Policy Revision – On-the-Job Training (GEN-050-10), Formerly ADW-030-04

Purpose

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

To provide guidance on established standards for the provision of On-the-Job training (OJT) services to Workforce Innovation and Opportunity Act (WIOA) Title I eligible participants and employers.

References

Public Law (P.L.) 113-128 WIOA Secs. 3, 122, 134, 181, 189, 194, 503; 20 CFR Part 678; 20 CFR Part 680; 20 CFR Part 683; 29 CFR Part 38; TEGL 13-15; TEGL 19-16; State TAG 15-3; State Compliance Policies (SCPs) 1.14; SCP 3.6.

Guidance

Workforce Connections has made the following revisions to this policy:

- This policy is now found in General Policies and has been reclassified as GEN-050-10, On-the-Job Training.
- The previously established hourly wage cap rate of \$20.34 per hour has been eliminated from this policy. There is an overall cap rate not to exceed \$10,000 (Section III., G.).
- OJTs for employed individuals has been revised (Section I, B., 4.).
- Reimbursements – Invoices from employers may be submitted by the employer throughout the duration of the OJT program, as agreed upon by the sub-recipient and employer (Section III, E., 3.). Final invoices must be submitted to the sub-recipient within 30 days at the end of the OJT program and must include back-up documentation to validate the request. If an extension is needed, the employer must communicate this to the sub-recipient.

Action

Please share this information with all WIOA Title I staff and other interested parties.

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your contract administrator at your earliest convenience.

Technical Assistance

Available upon request.