

## On-the-Job Training (OJT) Process Flow for Reverse Referrals Excluding VEC Origination

### Employer OJT Contract – Executed within 48 hours of employer’s signature

1. Business Services Manager prepares OJT employer contract, gains employer signature and forwards to WIOA Program Director for final signature/approval.
2. WIOA Program Director signs OJT employer contract, retains copy on file and forwards copy to Business Services Manager.
3. Business Services Manager retains copy of OJT employer contract and forwards a copy to the employer for their records.

**OJT Trainee Application** – Applications for individuals already enrolled in WIOA will be executed within 48 hours of OJT Trainee Application Form being emailed by Business Services Manager to the Senior Career Specialist, WIOA Program Director; applications for other individuals (or reverse referrals from employer) will be executed within five business days of OJT Trainee Application being emailed by Business Services Manager to Senior Career Specialist and WIOA Program Director (OJT candidate’s responsiveness may impact timing)

1. Business Services Manager provides employer with OJT Trainee Application Form to complete with basic information (Section 1, second half beginning with Company Name Section); the form requests a copy of the job description and in the case of reverse referral OJT trainee candidate’s resume be attached. The Business Services Manager alerts the employer that the Workforce Center will be following up with the OJT trainee candidate to schedule an appointment for WIOA enrollment/screening. In the case of reverse referral, the Business Services Manager also provides a copy of the “Next Steps” sheet to the employer, asking them to share with OJT candidates. The sheet provides an overview of the program and directions to contact the Center for screening and includes the name and phone number for the Center’s point of contact.
2. The OJT Trainee Application Form and attachments are completed by the employer and provided to the Business Services Manager.
3. The Business Services Manager provides the OJT Trainee Application Form, job description and resume to the Senior Career Specialist and WIOA Program Director.
4. The Senior Career Specialist will work with the appropriate WIOA Career Specialist to schedule and conduct the WIOA enrollment/screening.
5. The Senior Career Specialist will log OJT candidates in an OJT tracker spreadsheet and update document on at least a weekly basis. The Business Services Manager and WIOA Program Director will have access to the tracker and will be alerted of updates.
6. If the OJT Trainee candidate is determined eligible for WIOA funding, the WIOA Program Director will facilitate completion of the OJT Trainee Application document, including the information in the first half of Section 1, the information in Section 2 based upon O\*Net, and trainee’s signature, and forward it to the Business Services Manager.
  - a. The Senior Career Specialist will provide to the Business Services Manager the recommended training duration based on WIOA guidelines (the number of training hours or weeks that the individual would have been allowed if he/she were eligible for WIOA).
  - b. The Business Services Manager will seek gap funding for OJT support from the Dan River Region Collaborative (DRRC) or other appropriate funding sources, which usually remain consistent with the recommended WIOA training duration.
7. If the OJT Trainee candidate is determined ineligible, the Case Management Supervisor will notify the Business Services Manager and WIOA Program Director and provide the reason for ineligibility for record purposes.
8. The WIOA Program Director will sign two copies of the OJT Trainee Application and provide both copies to the Business Services Manager.
9. The Business Services Manager will coordinate the signing of the OJT Trainee Application with the employer contact and trainee supervisor, providing the employer contact with one signed original. Once signed, the Business Service Manager will advise the employer contact that the hiring process for the OJT Trainee candidate may now proceed with the established employment start date. This will be executed during an onsite visit unless an exception is granted due to extenuating circumstances in which case the forms will be transmitted via email.
10. The Business Services Manager will provide the other original to the WIOA Program Director and retain a copy.

**OJT Reimbursement Form** – *Checks will be processed and mailed within one week of WIOA Program Director receiving reimbursement forms, time sheets and/or pay stubs.*

1. At the beginning of each month, the WIOA Program Director will facilitate collection of the time sheets or pay stubs (either documentation is acceptable) from each employer with employees actively enrolled in the OJT program. The Director will also facilitate the following: in monthly communications with employers, confirm participating trainees' continued employment, inquire about satisfaction with performance, and verify mailing address and contact for accurate delivery of reimbursement check.
2. The WIOA Program Director will facilitate completion of the reimbursement form titled "WIOA Operator On-the-Job Training (OJT) TRAINEE EVALUATION & INVOICE FORM" and will send it to the employer for signatures from the trainee and employer contact.
3. Once the WIOA Program Director receives the employer's signed form from step 2, the Director will sign for final approval and will send a copy to the Business Services Manager and employer for their records.
4. The WIOA Program Director will coordinate the issuance of the checks to each OJT employer.
5. When the checks are mailed, the Director will alert the Business Services Manager and employer. Issuance of the final reimbursement check will be contingent upon receipt of the employer's completed final evaluation of skills form and the OJT Completion/Termination Notice.

### **OJT Trainee Evaluation Form**

1. The Senior Career Specialist will notify the Business Services Manager and forward the Trainee Evaluation Form for an OJT trainee when it is due (at the midpoint and final evaluation phases).
2. This process may be conducted via email with employer worksites familiar with the process and will be conducted in person for new employer worksites as follows: the Business Services Manager will meet with the employer contact and request that the employer complete and sign the midpoint evaluation of skills.
3. Once the Business Services Manager receives the evaluation from the employer, the document will be forwarded to the WIOA Program Director and Senior Career Specialist. The Business Services Manager will also retain a copy on file.
4. Issuance of the final reimbursement check will be contingent upon receipt of the completed final evaluation of skills reporting form.
5. Once the Business Services Manager receives the final evaluation from the employer, the document will be forwarded to the WIOA Program Director and Senior Career Specialist. The Business Services Manager will also retain a copy on file. The final reimbursement check will be processed and mailed once the OJT Completion/Termination Notice is also completed.

### **OJT Completion/Termination Notice**

1. Once the OJT training duration is completed or if the trainee is terminated, the Senior Career Specialist will forward the Business Services Manager the "COMPLETION/TERMINATION NOTICE."
2. The Business Services Manager will forward the form to the employer for completion, retain a copy on file and forward a copy to the WIOA Program Director and Senior Career Specialist.
3. Close OJT Service/enter case note explaining successful completion ending in unsubsidized employment or reason for unsuccessful termination. Close of open services in preparation for planned exit to employment from the WIOA program.
4. The final reimbursement check will be issued to the employer upon receipt of the completed final evaluation of skills reporting form.