



EASTERN JACKSON COUNTY WORKFORCE DEVELOPMENT BOARD



Serving Eastern Jackson County Mo. including:
Independence, Blue Springs, Lee's Summit, Grandview, Raytown,
Sugar Creek, Buckner, Grain Valley, Oak Grove, Lone Jack, and other municipalities.

The Full Employment Council, Inc. (FEC) is the fiscal
agent and workforce support organization for the
Eastern Jackson County Workforce Development Board.

Workforce Opportunity and Innovation Act (WIOA) Policy

FULL EMPLOYMENT COUNCIL CLASSROOM OCCUPATIONAL SKILL TRAINING FOR WIOA ADULTS AND DISLOCATED WORKERS POLICY

POLICY NUMBER: 2017-016 [Modification 1](#)

EFFECTIVE DATE: 08-01-2017

[MODIFICATION: 1-30-2020](#)

APPROVED BY

Clyde McQueen, President/CEO
Full Employment Council, Inc.,
Managing Entity/Fiscal Agent
Eastern Jackson County Workforce Development Board

INQUIRIES

Questions about this issuance should be addressed by email to [Latrina Collins](#), Director of [Planning](#), at lcollins@feckc.org, who shall disseminate the agency response after consulting with Full Employment Council Officers.

PURPOSE

The purpose of this issuance is to establish guidelines for Classroom Occupational Skill Training for WIOA Adults and WIOA Dislocated Workers. This issuance replaces Issuance No. 2012-1, Modification 2.

BACKGROUND

This Issuance is based on 20 CFR 680.300-.350, 680.510 and 680.520(b), *Federal Register*, Vol. 81, No. 161.

CLASSROOM OCCUPATIONAL SKILL TRAINING FOR WIOA ADULTS AND DISLOCATED WORKERS POLICY

Policy Number 2017-017, [Modification 1](#)

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POLICY

The chart below provides an overview of the allowable amounts and time periods for the various program activities.

Program Activity	Maximum Amount	Time Period
Classroom Training	May pay up to \$4,000.00	May exceed 12 months with President/designee approval
May exceed \$4,000.00 with Manager's, Officers', President's approval		

I. CLASSROOM OCCUPATIONAL SKILL TRAINING

ADULTS AND DISLOCATED WORKERS: Classroom occupational skill training is considered a *Training service* under the Workforce Investment Act for adults and dislocated workers.

- 1. Recommendation of Customers for Training Services:** All customers must be enrolled in Wagner-Peyser. Customers must be registered in jobs.mo.gov, completed an Individual Employment Plan, [and completed an online resume](#) prior to being enrolled in a training service. **The Enrollment Committee must approve the enrollment of the customer prior to the customer starting classroom occupational skill training. The customer must be enrolled into Wagner-Peyser.**

Classroom Occupational Skill Training must be full time (as defined by the school); DESE approved; and must lead to a certificate/diploma (credential). The length of the Classroom Occupational Skill Training may exceed 12 months if the training is in a demand occupation as identified by the Missouri Economic Research and Information Center (MERIC) and is approved by the President/CEO or designee.

- 2. Tests and Forms:** Applicants will be required to complete the following forms and tests:
 - Signed WIOA Application from MOJOBS
 - [My Next Move or Talify](#), or Health Services [Assessment \(HSA\)](#) for entering a healthcare occupation
 - Employment Plan
 - [CDL Training applicant must complete background check form to obtain verification of CDL License.](#)

Minimum Scores:

- Customers who obtain a bachelor's degree or an associate's degree from an accredited university or college [\(must provide a copy\)](#) do not have to take [WorkKeys](#).
- Customers who have taken the ACT and scored at 18 in reading and math do not have to take the [Basic Skills Assessment administered by FEC](#).

- Customers who have completed a college-level [or remedial level reading or English and/or college math](#) at another institution with a grade of "C" or better and can provide a copy of grades do not have to take the [Basic Skills Assessment](#).
- Customers must have a high school diploma or GED/HiSet and passed entrance exam at training institution without requirement for remedial classes. Copies of results are required. [If it creates a hardship for the customer to obtain a copy, the customer can attest by signing the WIOA application in MOJOBS.](#)

Or

- Customers must have a HS diploma or GED *AND* score at the 9th grade level in reading and math on the WorkKeys level 3 in [workplace documents](#) and applied math.
- Customers who score [below the 8.9 grade level](#) will be referred to appropriate external literacy and/or basic skill enhancement services and resources or will enroll in on-site Remediation Workshop/[KHAN Academy](#), for a minimum of 32 hours, and until [documentation is provided that they are prepared to retest](#).
- [Customers who do not have a high school diploma, GED or HiSet will be referred to Adult Education and Literacy services and referred to placement assistance.](#)

3. Contractors:

Full Service Contractors shall enroll customers directly for training services, including on-the-job training and classroom occupational skill training but must follow FEC approved procedures as outlined in this issuance.

- 4. Individual Training Accounts:** The Career Development Executive (CDE) will provide an orientation to the customer on the requirements for participation in classroom occupational skill training to ensure customer choice. The [MOSCORES](#) System for approved training providers at <http://scorecard.mo.gov> should be shared with the customer as well as the labor market information regarding occupational demand so that the customer can research [MoSCORES \(the State's Eligible Training Provider System\)](#) providers and make an informed choice. The website provides the lists of approved educational Training Providers offering postsecondary education (2 and 4-year public and private schools, technical/professional schools, and private proprietary schools).

- 5. MoSCORES (the State's Eligible Training Provider System):** Training providers may be out of the region of the Workforce Development Board as well as located outside of the State of Missouri as long as:

- The provider and training program are indicated as eligible the [MOSCORES](#) System, and
- There is a reciprocal agreement between Missouri and the other State that each will accept the training facilities of the other, per CFR 29, 680.520.
- Offer training in high demand occupations consistent with the Local Plan
- Be a business that is e-verified

- 6. Forms and Efforts to Outcomes (ETO) Touchpoints:** Upon approval of the training by the [Enrollment Committee](#), the CDE will create an Obligation Request Touchpoint and present the

file to the [Manager](#) in sufficient time so an Obligation request may be submitted to Fiscal Department at least five (5) days prior to the training start date to verify the availability of funding:

It is the responsibilities of the CDE/Counselor to ensure Obligation/Deobligation package includes all required documentations prior to forwarding it to the fiscal dept for processing:

- [FEC-ITA \(original\)](#)
- [Release of information](#)
- [MOSCORES with KCV and EJAC region approval](#)
- [Case note documenting name of training, start date, and anticipated end date, amount of ITA, Name of Provider](#)
- [Statement of Account/Bill or MOSCORES printout](#)
- [300 activity code from MOJOBS with projected start date and end date \(WIOA only\)](#)
- [Senior Management Approval for training costs that exceed the maximum benefits](#)
- [ETO Participant Activity Touchpoint](#)
- [508 Activity code for skill up only](#)

After verifying the Obligation/Deobligation package for its completeness and proper approval, one copy of ITA (Individual Training Account) will be sent to the training provider and [a copy emailed to the counselor and the manager](#). The [Financial Aid/Customer Service Support](#) will upload the package to ETO. Please refer to [Issuance No. 2017-013, Entering Outcomes Data into MOJOBS and efforts to Outcomes \(ETO \) Systems and Obligations Processing](#).

It is imperative that the CDE verify the customer has started the training program immediately after the anticipated training start date and make a case note in MOJOBS.

7. Monitoring Customer's Progress: The CDE will obtain copy of mid-term grades and final grades at the end of each semester. Additional funds should not be obligated without review of progress.

8. Maximum Dollar Amount: The *maximum* dollar amount to be paid for classroom occupational skill training is \$4,000. This amount is subject to budget availability, is NOT an entitlement, and will vary dependent upon training area. This amount may be increased by obtaining the written approval of the Manager, Officers' and President/CEO or designee. The request for approval to exceed the maximum training amount shall include a statement as to the need for additional funding and must be submitted prior to the start of training.

9. PELL Grant: Customers recommended for enrollment in classroom occupational skill training must first apply for a PELL grant or other types of financial aid. Upon receipt of the PELL grant these funds must be used prior to **FEC** funds. **Counselor must obtain Pell grant award letter. Receipt of PELL grant funds should be noted in the Comment Section of the FEC-ITA.**

10. Support Services: Please refer to the latest support services issuance [2017-041 Mod 1](#), which outlines the support services available to customers attending classroom occupational skill training.

Full Service *CONTRACTORS* shall access support services directly for their customers but must follow FEC approved procedures as outlined in this issuance.

II. WIOA CODES FOR ADULTS AND DISLOCATED WORKERS

WIOA Activity Codes

- The following codes should be selected for use in MOJOBS:

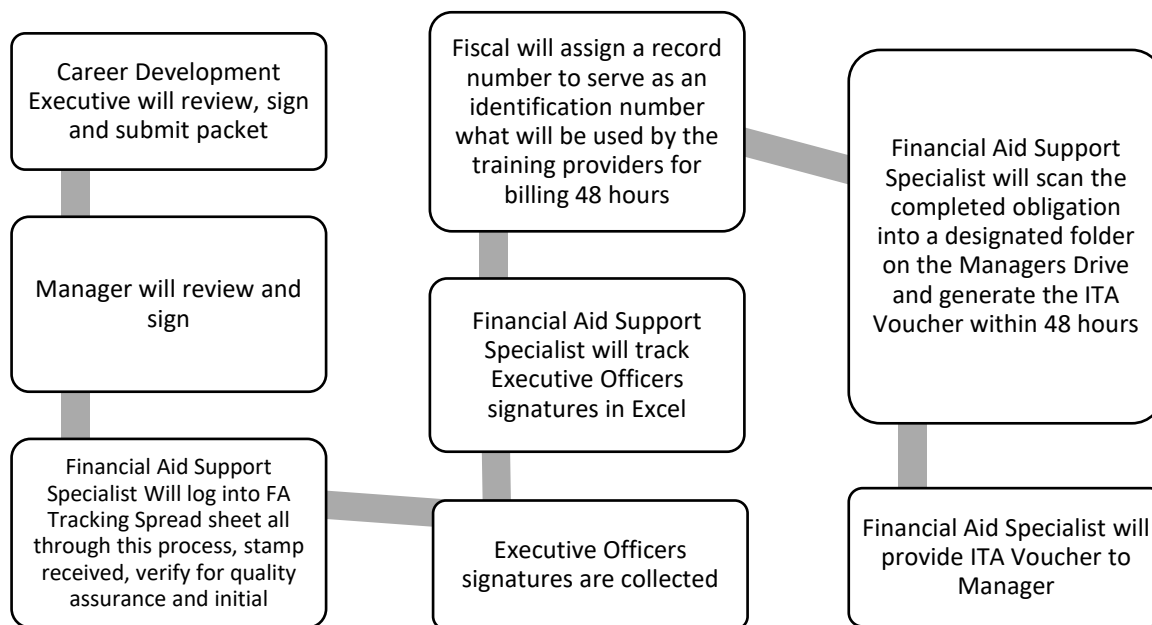
Customer Enrolled at [Individualized Services](#):

- Code 213 Comprehensive Assessment
- Code 205 Full Development of an Individual Employment Plan

Customer Enrolled at Training Level:

- Code 300 Occupational Skill Training *for approved provider list*

III. OBLIGATION PROCESSING PROCEDURE FOR CLASSROOM OCCUPATIONAL SKILLS TRAINING



Staff Roles:

Manager	Will present Individual Training Account voucher provided by the Financial Aid Specialist to the Career Development Executive
<ul style="list-style-type: none">• Fiscal Department forwards the Individual Training Account to the designated contact or office of the training provider, and internally to MIS, Operations Manager	
Career Development Executive	Will provide the customer a copy of the Individual Training Account for the Training Provider
<ul style="list-style-type: none">• The ITA Voucher is void if the customer does not begin the training as scheduled, or within the acceptable and allowable time. The ITA voucher is not valid for any future use.	
Fiscal	Will pay the invoice submitted by the training provider within 30 calendar days of receipt
<ul style="list-style-type: none">• No invoicing shall be submitted by the training provider until the first day following the add/drop period or earned tuition period.	

Prior to the FEC ITA processing, all customers must attend an FEC orientation and meet with Financial Aid specialist to determine if customer is approved for WIOA programs and training. Once the customer has been certified, the customer will be assigned to an Adult/Youth counselor where the counselor assures the customer completes the following: [WorkKeys/TABE](#) and assessment prior to file submitted to the enrollment. Once the customer has completed all the above, the counselor prepares the file to be reviewed by the Enrollment Committee. Once reviewed and approved by the Enrollment committee, the file is then sent to the MIS Department for entry in the MOJOBS/[ETO](#) system.



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Workforce Innovation and Opportunity Act (WIOA) Policy

ON-THE-JOB TRAINING, WORK EXPERIENCES, SUBSIDIZED EMPLOYMENT AND PRE-APPRENTICESHIPS FOR ADULTS AND DISLOCATED WORKERS POLICY

POLICY NUMBER: 2017-007, Modification 3

EFFECTIVE DATE: 03-06-2018

MODIFICATION DATE: 12-08-2022

APPROVED BY:

Clyde McQueen, President/CEO
Full Employment Council, Inc.
Managing Entity/Fiscal Agent
Eastern Jackson County Workforce Development Board

INQUIRIES

Questions about this Issuance should be addressed by email to Andrea Robins arobins@feckc.org
Managing Director Planning, Compliance and Coordination who will disseminate the agency
response after consultation with Workforce Development Board Officers.

PURPOSE

The purpose of this Issuance is to establish guidelines and procedures for On-the-Job Training, Work
Experience and Pre-Apprenticeship programs for Adults and Dislocated Workers. [This Issuance](#)
[replaces Issuance No. 2017-007 modification 2.](#)

BACKGROUND

Several requirements and procedures are required for customer eligibility and characteristics,
company eligibility and characteristics, and training components for On-the-Job Training, Work
Experiences and Pre-Apprenticeships. This Issuance addresses these and is based upon [Missouri](#)
[Division of Workforce Development Issuance 07-2023 Statewide On- the-Job Training Policy](#) and
[02-2020 WIOA Dislocated Worker and Adult Work Experience Policy.](#)

CLASSROOM OCCUPATIONAL SKILL TRAINING FOR WIOA ADULTS AND DISLOCATED WORKERS POLICY

Policy Number 2017-017, [Modification 1](#)

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II. WIOA CODES FOR ADULTS AND DISLOCATED WORKERS

WIOA Activity Codes

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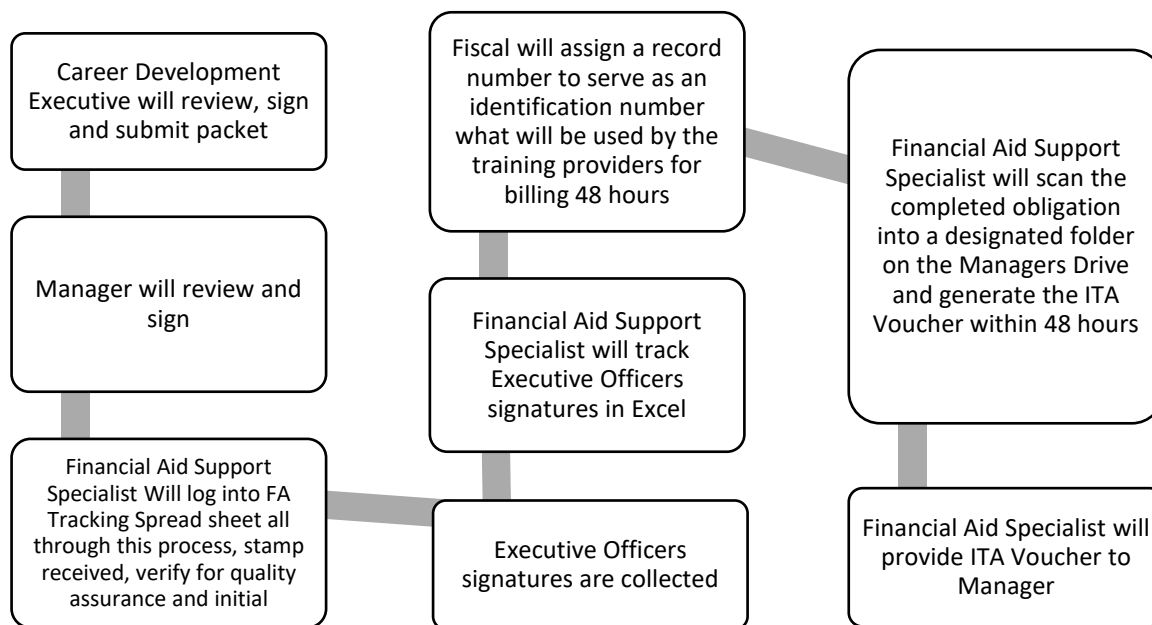
Customer Enrolled at [Individualized Services](#):

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- [Code 205 Full Development of an Individual Employment Plan](#)

Customer Enrolled at Training Level:

- Code 300 Occupational Skill Training *for approved provider list*

III. OBLIGATION PROCESSING PROCEDURE FOR CLASSROOM OCCUPATIONAL SKILLS TRAINING



Staff Roles:

Manager	Will present Individual Training Account voucher provided by the Financial Aid Specialist to the Career Development Executive
<ul style="list-style-type: none">• Fiscal Department forwards the Individual Training Account to the designated contact or office of the training provider, and internally to MIS, Operations Manager	
Career Development Executive	Will provide the customer a copy of the Individual Training Account for the Training Provider
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Fiscal	Will pay the invoice submitted by the training provider within 30 calendar days of receipt
<ul style="list-style-type: none">• No invoicing shall be submitted by the training provider until the first day following the add/drop period or earned tuition period.	

Prior to the FEC ITA processing, all customers must attend an FEC orientation and meet with Financial Aid specialist to determine if customer is approved for WIOA programs and training. Once the customer has been certified, the customer will be assigned to an Adult/Youth counselor where the counselor assures the customer completes the following: [WorkKeys/TABE](#) and assessment prior to file submitted to the enrollment. Once the customer has completed all the above, the counselor prepares the file to be reviewed by the Enrollment Committee. Once reviewed and approved by the Enrollment committee, the file is then sent to the MIS Department for entry in the MOJOBS/[ETO](#) system.



KANSAS CITY & VICINITY WORKFORCE DEVELOPMENT BOARD



Serving the city of Kansas City, Mo. and Cass,
Clay, Platte, and Ray counties.

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Kansas City & Vicinity Workforce Development Board.

Workforce Innovation and Opportunity Act (WIOA) Policy

ON-THE-JOB TRAINING, WORK EXPERIENCES, SUBSIDIZED EMPLOYMENT AND PRE-APPRENTICESHIPS FOR ADULTS AND DISLOCATED WORKERS POLICY

POLICY NUMBER: 2017-007, [Modification 3](#)

EFFECTIVE DATE: 03-06-2018

MODIFICATION DATE: 12-08-2022

APPROVED BY

Clyde McQueen, President/CEO
Full Employment Council, Inc.,
Managing Entity /Fiscal Agent
Kansas City and Vicinity Workforce Development Board

INQUIRIES

Questions about this Issuance should be addressed by email to Andrea Robins arobins@feckc.org Managing Director Planning, Compliance and Coordination who will disseminate the agency response after consultation with Workforce Development Board Officers.

PURPOSE

The purpose of this Issuance is to establish guidelines and procedures for On-the-Job Training, Work Experience and Pre-Apprenticeship programs for Adults and Dislocated Workers. [This Issuance replaces Issuance No. 2017-007 modification 2.](#)

BACKGROUND

Several requirements and procedures are required for customer eligibility and characteristics, company eligibility and characteristics, and training components for On-the-Job Training, Work Experiences and Pre-Apprenticeships. This Issuance addresses these and is based upon [Missouri Division of Workforce Development Issuance 07-2023 Statewide On-the-Job Training Policy](#) and [02-2020 WIOA Dislocated Worker and Adult Work Experience Policy](#).

POLICY

I. ALLOWABLE EXPENDITURE AMOUNTS AND TIME PERIODS

The chart below provides an overview of the allowable amounts and time periods for the various program activities.

Program Activity	Amount	Time Period
On-the-Job Training	May pay up to \$4,000.00. May exceed \$4,000.00 with Manager's, Officers' and President's/designee approval	Minimum 4 weeks or 160 hours. Maximum time period is 1,040 hours
Private Sector Work Experience/Pre-apprenticeship	May pay up to \$4,000.00	Minimum 4 weeks or 160 hrs; (Work experience/pre-apprenticeships); Allowable up to 300 hours. Additional time can be requested upon completion up to 240 additional hours with President/Designee approval. May exceed \$4,000.00 with Manager's, Officers' and President's/designee approval

II. ON-THE-JOB TRAINING (OJT), WIOA ADULTS AND DISLOCATED WORKERS

On-the-job training is considered a training service under the Workforce Innovation and Opportunity Act for Adults and Dislocated Workers.

A. OJT & Registered Apprenticeships:

1. OJT agreements may be entered into with Registered Apprenticeship program sponsors or participating employers in Registered Apprenticeship programs of the OJT portion of such programs. Depending upon the duration of the Registered Apprenticeship, funds may cover some or all of the Registered Apprenticeship.

B. Recommendation of Customers for Training Services: Development of an Employment Plan (EP), including assessments and required case-management services, is required before a participant can receive training service. The EP must contain short term and long term career goals.

Customers must also:

- Attended an Overview,

- Complete Wagner-Peyser enrollment,
- Attend the Financial Aid eligibility session,
- Youth customers must complete Objective Assessment,
- Complete the WIOA career services eligibility and enrollment process,
- Complete WorkKeys or Career Ready 101 Assessment,
- Complete the Talify assessment,
- OJT must be the best training opportunity for the customer, after considering options such as classroom training,
- Pursue training in a field that is a high demand occupation,
- Customers who are employed and eligible may receive OJT opportunities to increase their wages.

In addition, MOJOBS should indicate in the case notes that the customer is being recommended for training services. The Quality Assurance Review Committee must approve the enrollment of the customer prior to the customer starting training.

All OJT recommendations must provide reasonable and documented monitoring and audit trails that substantiate the need for the type of training.

Many times a company identifies a potential OJT participant first. In these cases, the individual lacks skills the employer requires and is in need of OJT. The company must first refer the individual to the Job Center for eligibility determination **prior to beginning the hiring process**. Any individual hired prior to the eligibility determination is not eligible for the federally funded OJT program.

C. Training Overview and Documentation of Need: The Career Development Executive (CDE) or Skills Team member will review the Employment Plan with the customer and document the need for on-the-job training, and indicate that the customer has a reasonable expectation of completing the OJT. The Workforce Development Executive will provide the customer a general orientation to training services including a description of the requirements for participation in OJT.

D. Employer Credentials and Position Requirements: Additionally, it is required that:

- A pre-award review is conducted to verify that the employer is not relocating,
- An OJT program agreement with a state agency or any other unit of government that operates WIOA programs,
- The OJT Program Agreement must have beginning and ending dates, and conclude within one year,
- There is documentation of a Skills Gap Analysis that justifies federal OJT funds,
- Variance in the Training Plan's start and end dates requires a Supplemental Agreement,
- The Training Plan and the participant's Employment Plan in the case management system document short-term and long-term goals, and identifies the skills gap between the participant's skills and the occupational skill requirements.
- The employer is not in layoff status and has not laid off employees for the past year,
- The training does not displace current employees,
- The company must have regulations that address safety and health issues,
- Appropriate supervision and training is provided for all participants,
- The position must not be seasonal employment,
- The wages and benefits should be appropriate based on O*NET State and National Wage

Tables,

- Wages the company pays must be scheduled to be no less than \$15.00 per hour after six (6) months, the acceptable minimum wage may be higher for some programs,
- The employer must pay its employer wage taxes,
- The position must be a full-time position, defined as 32 or more hours per week,
- Training must not impair any existing contracts for services or collective bargaining agreements,
- Training Agreements cannot be for temporary or intermittent employment, or for employment in an occupation for a fee,
- Participants cannot be employed in the construction, operation, or maintenance of a facility primarily devoted to sectarian instruction or religious worship,
- Employer has signed EEO and the complaint and Grievance forms.

E. Workforce Development Executive (WDE) Responsibilities: The WDE will develop an On-the-Job Training Program Agreement (Form O-15) with the employer which lays out the responsibilities of the Workforce Development Board and the employer and is a non-binding contract with the employer.

In order to be eligible to participate in sponsored OJT activities, an employer must have been in business for a minimum of twelve (12) consecutive months. This restriction applies across all Workforce Development Board programs and funding sources. It is the responsibility of the WDE to determine and document that the employer meets this eligibility requirement.

Employers who are participating in sponsored OJT activities for the first time may not train more than two (2) clients concurrently, regardless of the program in which they are enrolled or the funding source being used. Once the employer has successfully completed two OJTs, the employer is eligible to participate in additional OJT activities and there is no maximum on the number of customers that may be trained at the employer. It is the responsibility of the WDE to determine and document the eligibility of the employer.

The WDE completes the following forms:

- The Occupational Skills Training Plan touchpoint in Efforts to Outcomes (ETO) software.
- O-15 – On-the-Job Training Program Agreement signed by employer, including the Legal Certifications and On-the-Job Training Program Agreement General Assurances
- O-17 – On-the-Job Training Skills Outline and Job Description -- details the employer's employment and training needs and strategies for meeting those needs. The On-the-Job Skills Training Agreement must ensure that participants are provided a structured training opportunity in which to gain the knowledge and competencies necessary to be successful in the occupation in which they receive training.
- WDE must enter the result of the referral in MOJOBS in the Job Order Activities Tab.

The WDE will create the obligation packet and will submit it to the CDE who will complete the Obligation Form on *Efforts to Outcomes* software (ETO) and submit same to the Manager for approval. OJT forms include the following:

- O-15 – On-the-Job Training Program Agreement, including Legal Certifications and On-the-Job Training Program Agreement General Assurances

- O-17 – **On-the-Job Training Outline and Job Description**
- Case Note documenting employer, start date and participation in an OJT
- Certificate of Insurance
- Employer's E-verify Exhibit, including a signed Current Business Entity Status form, a signed Affidavit of Work Authorization, and accompanying documentation of E-Verify status
- O-21 – On-the-Job Training Placement Activity Approval Form
- Attainment of skills documented in the training plan must be notated either in the case notes, Monitoring Form or the Skills Training Agreement.

F. Contractors: Full-Service Contractors shall directly enroll customers for training services, including on-the-job training and classroom occupational skill training but must follow Workforce Development Board approved procedures as outlined in this Issuance. Contractors who provide support services directly for their customers must follow approved procedures as outlined in this Issuance.

G. Measurable Skill Gains: Measureable Skill Gains that occur during the customer's program will be entered and case noted into MOJOBS by the counselor or provider attaining the information.

H. Supportive Services: Customers who attend on-the-job training may be eligible for supportive services such as work-related clothing, tools, and equipment and transportation for up to 30 days during the customer's first month of employment. Issuance 2001-08, Modification 25 provides additional information on supportive services available to customers. Supportive services provided will be based upon the needs of the customer and must be documented in the customer's Employment Plan. **MOJOBS CODE – 185 or 326.**

Contractors: Full-Service Contractors shall provide supportive services directly for their customers but must follow approved procedures as outlined in this Issuance.

I. Recording Results of On-the-Job Training Activities:

It is important to select the correct OJT Training Service the outcome will affect Performance Measures on the local and state level. Only the following results may be used:

- Did Not Complete;
- Non-OJT Related Employment;
- OJT Related Employment;
- Retained by OJT Employer; and or
- OJT-Did Not Complete.

III. EMPLOYER AGREEMENT

WDE will submit a copy of the completed Employer Agreement packet to the MIS Department to upload into Apricot.

- MIS will add the employer in Apricot and notify the Fiscal Department to generate a Vendor ID
 - Only employers and vendors have Vendor IDs
- MIS will use the Employer Agreement packet to record the Employer Agreement

- Touchpoint and upload all required documentation into Apricot.
- For employers without Employer Agreement packets, WDE will email employer address and contact information to MIS to be entered into Apricot.
- MIS will notify the Fiscal Department to generate a Vendor ID

IV. WORKSITE MONITORING

During training, the WDE will complete twice a month the OJT *Worksite Monitoring Reports* and submit to MIS for participant's file. A case note summarizing the OJT Worksite Monitoring Report must be entered by WDE in MOJOBS real time. The monitoring will include participant training and corresponding employer payroll records. WDE will record OJT worksite monitoring using the Worksite Monitoring with Signature Line Touchpoint and upload signed copy into ETO. The MIS Department will be notified to print and file in participant file.

Attainment of skills documented in the training plan must be notated in the Service Notes, Worksite Monitoring Report or the OJT Skills Training Agreement. WDE enters case note after the last day of training and upon the first day of unsubsidized employment, Business Team member completes a verification form and delivers it to a Skills Team member.

V. EMPLOYER OJT PAYMENT REQUESTS

The Fiscal Department will record OJT payments using the OJT Payment Request Touchpoint into ETO.

- WDE will submit monthly payroll logs, post training plans, monitoring reports and
- MOJOBS case notes that states the payment amount and the timeframe of the requested payment.

If an OJT has been identified for a participant, the following steps are followed:

Step 1

On-The-Job Training Skills Training Agreement and Obligation Requirements: The OJT agreement should identify the occupation, the skills to be learned and the length of time the training will be provided and must be limited to the period of time required for a participant to become proficient in the said occupation for which the training is being provided.

The On-the-Job Skills Training Agreement must ensure that participants are provided a structured training opportunity in which to gain the knowledge and competencies necessary to be successful in the occupation in which they receive training. In determining the appropriate length of the training agreement, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's employment plan.

The **On-the-Job Training Skills Training Agreement** includes:

- The employer's name and address
- The employer size
- Occupation
- Job Title

- The O*Net code
- The SVP Range (based on O*Net Code)
- Job order number
- Total number of hours working per week
- The duration of training with the start (must match actual OJT start date), and end date of training clearly defined
- The name of participant
- MOJOBS State ID and last 4 digits of Social Security number
- The rate of pay per hour
- Initial wage rate and scheduled raises (if any)
- The percentage of reimbursement
- The maximum amount of reimbursement
- Name or job title of person responsible for training
- Job description
- A training outline that includes at the minimum six skills that will be obtained during the training that is addressing the gap in skills of the participant who is receiving the training
- An estimate of the percentage of competency to be reached in each skill by the midpoint of the training and at the end of the training
- Signature of trainee and date
- Signature of employer/trainer and date
- Name of the Business Services team member generating the plan.
- Job Order number
- The employer's agreement to maintain and make available time and attendance records, payroll, e-verify, and other records to support amounts claimed by the employer for reimbursement under the OJT agreement.

Obligation/Fiscal Forms – (WDE)

- On-the-Job Training Obligation/De-obligation Form from ETO
- O-17 – [On-the-Job Training Outline and Job Description](#)
- O-15 – On-the-Job Training Program Agreement, including Legal Certifications and On-the-Job Training Program Agreement General Assurances
- Summary Screen – Must document activity enrollment
- Case Note documenting employer, start date (must match actual OJT start date), and participation in an OJT
- Copy of Certificate of Insurance
- Notarized Employer E-Verify Exhibit, including a signed Current Business Entity Status Form, a signed Affidavit of Work Authorization, and accompanying documentation of E-Verify status
- O-21 – On-the-Job Training Placement Activity Approval Form
- Memorandum to file, in cases where exceptions to policy have been requested and approved by Officers
- Enrollment Recommendation Request Form in ETO, documenting approval (Applicable only to non-WIOA programs, this form should be completed and supplied by the appropriate CDE)

At the end of the training period WDE provides to CDE a Verification of Placement and will enter a case note to document that the customer has completed their training and the employer has retained them.

Step 3

Routing of OJT Obligations: The reader is referred to Issuance No. 2018-001, Entering Outcomes Data into MOJOBS and Apricot Processing Policy, for the procedure for routing Obligations.

Step 4

MOJOBS: The CDE will enter the customer in the OJT Activity in MOJOBS; this includes entering the Job order number in the Employment Plan and the grade and labor market information. The actual start date must be entered when the participant starts the OJT activity. The OJT actual start date must match the start date listed in MOJOBS. **MOJOBS CODE - 302**

Step 5

Maximum Dollar Amount and Minimum and Maximum Time Periods: The maximum dollar amount to be paid for on-the-job training is \$4,000.00 and may only be exceeded by obtaining the written approval of the Manager, Officers' and President/CEO or designee. This amount is subject to budget availability, is NOT an entitlement, and will vary dependent upon training area. The request for approval to exceed the maximum training amount shall include a statement as to the need for additional funding and must be submitted prior to the start of training. The amount of the OJT should not be communicated with the employer prior to approval of the OJT Obligation form. OJT participants must be employed at a minimum of 30 days before reimbursements are processed and/or provided.

Time Periods: The minimum time period is 4 weeks or 160 hours and the maximum time period is 1,040 hours. However, the length of the OJT may vary based on three factors: the difficulty of the job, previous work experience, and the customer's education. Variances from the normal time periods require the approval of the President/CEO or designee.

In determining the appropriate length of the training agreement, consideration must be given to the skill requirements of the occupation; the academic and occupational skill level of the participant; prior work experience; and the participant's Employment Plan. The participant's length of training must be based on the gap of skills between the position and the OJT participant and be consistent with an overall WIB policy that enumerates training plans allowed maximum length. (e.g., O*Net and/or the Skills Training Agreement). Training must not exceed 1,040 hours.

The following is the conversion between the SVP Level of the occupation and the maximum weeks of training allowed for an OJT participant. An explanation of the various levels of specific vocational preparation from O*Net On-Line may be found at: <http://www.onetonline.org/help/online/svp>. Identify the SVP level by going to the Job Zone section of the O*Net Online site. The O*Net profile for each occupation has an SVP level identified in the Job Zone section. The SVP level found in the Job Zone section should be entered on all OJT forms that request an SVP level. The maximum length of the OJT must be based on the SVP level of the occupation; the duration of the training does not determine the SVP level. The chart below illustrates the maximum allowable length of OJT based on the SVP Level. Although it

is possible for an OJT to be of a shorter duration than the maximum length, the OJT cannot exceed the duration listed in the chart.

If the SVP Level is above 4 (4 and over), the actual SVP level should be entered on all forms that request an SVP level. In these cases, however, the training still cannot exceed the maximum duration of 1,040 hours.

SVP Level	Maximum Duration of OJT
1	Short demonstration only
2	Up to 1 month
3	Up to 3 months
4 and over	1,040 maximum hours of training

Individuals in OJT shall be compensated at the same rates, including periodic increases, as trainees or employees who are similarly employed in similar occupations by the same employer; and, who have similar training, experience, and skills. Such rates shall be in accordance with applicable law, but in no event, less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable state or local minimum wage.

Step 6

OJT Reimbursement Process and Extension Policy: After an OJT customer completes training, which is the total number of hours outlined on the training, the employer may be eligible for the wage reimbursement amount obligated on the training plan. The employer can be reimbursed one day after completion of the on-the-job training outlined in the training plan agreement.

The amount obligated for OJT shall not exceed \$4,000.00 without approval from the Manager, Chief Operations and Chief Financial Officers, and the President or designee. The amount of the OJT should not be communicated with the employer prior to approval of the OJT Obligation form.

Upon completion of OJT training, the original Skills Training Agreement will be signed by the customer and the employer. The WDE will submit a copy of the signed Skills Training Agreement along with the OJT reimbursement paperwork to the Manager for approval who will submit same to the Senior Vice President for approval and submission to Fiscal for payment.

The original reimbursement packet is to be submitted to Fiscal, and a copy maintained by the WDE. The ***reimbursement package*** must contain the following information:

- O-18 – On-the-Job Training Payment Request
- O-19 – On-the-Job Training Actual Cost Reimbursement Form
- Signed copy of O-17 – On-the-Job Training Skills Training Outline and Job Description (**with post training signatures**)
- Worksite Monitoring Report (to be completed by the WDE twice a month throughout the training period). The WDE should share the results of the monitoring with the CDE and make case notes.
- OJT Invoice – Completed and signed OJT invoices which indicate the actual hours worked to verify that all training hours have been completed. In the event the participant is unable to sign a time sheet, documenting Service Notes should outline the attempts to secure signature. Employer attestation on the OJT Training Agreement

of an electronic time management system to capture attendance accompanied with the payroll data may suffice in lieu of participant signature

- Client payroll documentation as provided by employer Payroll documentation reflecting gross and net wages. The actual training period reported on Payroll documentation must match with the training period on the training plan and pay must match at least the agreed upon hourly rate. Any difference between the actual training period and training period on Skills Training Agreement requires senior management approval.
- Summary screen printout showing actual program enrollment
- Case note stating Reimbursement packet is being submitted for payment
- Summary Screen (documenting OJT enrollment in MOJOBS)
- Activities Screen (documenting NEG enrollment in MOJOBS)
- Eligibility Screen that states which DWT grant where applicable

OJT Training activities can be extended if requested by the employer. WDE must provide a written request and justification for the extension (i.e. to allow for additional time to obtain stated skills needed). The employee must be employed a minimum of 30 days before reimbursements are processed and/or provided.

Step 7

De-Obligation: If trainee did not complete training, the training must be de-obligated in ETO within 30 days of training end date and submitted with a copy of Form O-17 ([On-the-Job Training Skills Training Outline and Job Description](#)). The reader is referred to Issuance No. 2018-001, Entering Outcomes Data into MOJOBS and Efforts to Outcomes (ETO) Systems and Obligations Processing Policy, for the procedure for De-obligations.

VI. ADDITIONAL REQUIREMENTS FOR OJT TRAINING

Dispute Resolution, Nepotism and Agreement Modifications:

- Should a company involved in an OJT have a dispute, the dispute will be referred to an Officer for clarification and resolution,
- Should a participant have a dispute with a company and/or if the dispute entails a claim of discrimination, the dispute will be resolved through a Director, in consultation with an Officer. Disputes involving discrimination will also be referred to the EEO Manager,
- An Employee Services Staff member shall not work directly with a company that has a connection with a relative at the company leadership level,
- Participants will not be placed when it is known that they have a connection with a relative at the company leadership level,
- Modifications of OJT Agreements shall be reviewed and authorized by an Officer of the Full Employment Council.

VII. EMPLOYER OUTREACH

Employer outreach must for OJTs must consider the following:

- Outreach shall reflect the Full Employment Council's designation of high-demand occupations and employment sectors,
- An employer orientation must be performed, including training provisions, general

- assurances, training plan, participant monitoring and invoice procedures,
- Non-discrimination guidelines must be covered

VIII. WORK EXPERIENCE, INTERNSHIP AND SUBSIDIZED EMPLOYMENT

A WIOA Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Types of Work Experiences include the following:

- **Regular Work Experience**-A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate and may be arranged within the private for profit sector, the non-profit sector or the public sector. Work experience must be related to the participant's career pathway.
- **Internships**-A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for profit sector, the non-profit sector or the public sector. Internships must be directly in-line with the participant's long-term career pathway goal.

A. Recommendation of Customers for Career Services: Prior to receipt of an individualized career service or training service, a documented career service must have been received by the customer. Customers must have already attended orientation; completed the financial aid eligibility session; registered in www.jobs.mo.gov, completed the WorkKeys, Talify Profiler, and completed an EP prior to starting a work experience. **The Quality Assurance Review Committee must approve the enrollment of the customer prior to the customer starting a work experience.**

B. Work Experiences: Work experiences may be with private, public and/or not for profit companies may or may not include a commitment to hire. Work Experiences **must be related to the participant's career pathway**. The customer must work at least 3 days per week in an occupation determined to be in high demand. Three components of a work experience **must** include: (1) subsidized employment (or the work experience), (2) career center employment services, which may include career exploration, interviewing skills, or other activities that assist with employment and (3) supportive services that allow a customer to overcome barriers, depending upon a customer's needs and in accordance with the Full Employment Council's Supportive Services policy.

Work experience allocations may not exceed ten (10) percent of the total WIOA funds allocated for adults and dislocated workers.

Customers for whom work experiences are recommended usually have limited work experience (*less than 6 months in the occupational field*) and/or have just completed classroom occupational skill training and are in need of additional training. Work Experiences developed for dislocated workers shall be in an occupational field other than their dislocation occupation.

Hours: The work experience may be up to 300 hours; the minimum hours for a work experience is 160; if upon completion of the maximum work experience hours it is determined that participant requires additional hours in order to be successful or to obtain unsubsidized employment a request can be made to the President/CEO or designee to extend the work

experience hours up to an additional 240 hours. Weekly hours may not exceed 40 hours, customers will **not** be paid for overtime. The work experience hours and wage rate should be negotiated with the employer based on the needs of the customer; the customer's education, training, and prior work experience; and the difficulty of the job. If a customer works more than 6 hours per day, the customer must take a minimum of a half hour **unpaid** lunch break. The minimum wage to be paid for customers in a work experience position is **\$13.50** per hour.

To be eligible to participate in sponsored work experiences, an employer must have been in business for a minimum of twelve (12) consecutive months. This restriction applies across all programs and funding sources. It is the responsibility of the WDE to determine and document that the employer meets this eligibility requirement.

Employers who are participating in sponsored work-based training (on-the-job training or work experiences) for the first time may not train more than two (2) clients concurrently, regardless of the program in which they are enrolled or the funding source being used. Once the employer has successfully completed two work-based training activities, the employer is eligible to participate in additional work-based training activities and there is no maximum on the number of customers that may be trained at the employer. It is the responsibility of the WDE to determine and document the eligibility of the employer.

C. Forms: Work experience & Subsidized Employment forms include the following:

- Obligation and De-obligation Form
- O-25 – Work Experience Agreement, O-25A- Internship Agreement or O-42 MWA Subsidized Employment Agreement
- O-65 – **Work Experience or Internship Training Outline and Job Description**
- W-4 Form (Federal)
- W-4 Form (State)
- I-9 Form with supporting (2) documents
- Seeker Summary Screen
- Case Note documenting name and training start date and participation in the subsidized activity or work experience
- E-Verify case verification report
- Employer Complaint and Grievance EEO form.

D. Maximum Dollar Amount: The maximum dollar amount to be paid for work experience is \$4,000.00. This amount is subject to budget availability, is NOT an entitlement, and will vary dependent upon the training area. This amount may be increased above \$4,000.00 by obtaining the written approval of **the Manager, Officers' and President/CEO or designee**. The request for approval to exceed the maximum training amount shall include a statement as to the need for additional funding **and must be submitted prior to the start of training**.

E. Supportive Services: Customers participating in a work experience may be eligible for supportive services such as work-related clothing, tools, and equipment, and transportation for up to 30 days during the customer's first month of employment. Supportive services provided will be based upon the needs of the customer and must be documented in the Skills Training Agreement. MOJOBS Code – 185 or 326.

Contractors: Full-Service Contractors shall provide supportive services directly for their customers but must follow Workforce Development Board approved procedures as outlined in this Issuance.

F. Worksite Monitoring: The WDE shall provide a mid-point and endpoint on-site monitoring at the customer's worksite. A case note summarizing the Worksite Monitoring Report must be entered by WDE in MOJOBS real time.

G. Contractor Referral of Customers for Work Experience: Full-Service Contractors should develop work experiences directly for their customers rather than referring the customers to the Full Employment Council but must follow Workforce Development Board approved procedures as outlined in this Issuance.

H. Follow-up: During follow-up the WDE will request updates in participant and document the credentials received.

I. Recording Results of Work Experience/Internship Activities:

It is important to select the correct outcome Only the following results may be used:

- Successful Completion.
- Did not complete;



FULL EMPLOYMENT COUNCIL

On-the-Job Training Program Agreement

TRAINING OPERATOR (DWD or Local WDB) Full Employment Council		CONTACT PERSON		TRAINING OPERATOR TELEPHONE NUMBER	
EMPLOYER				FEIN	
ADDRESS			CONTRACT NUMBER		NO. OF ALL PARTICIPANTS
EMPLOYER CONTACT PERSON				CONTACT PERSON TELEPHONE NO.	
FISCAL CONTACT PERSON		FISCAL CONTACT TELEPHONE NO.		FISCAL ADDRESS IF DIFFERENT THAN EMPLOYER TRAINING ADDRESS	

This training agreement is entered into between the Full Employment Council, hereinafter called the **On-the-Job Training Operator**, and _____, hereinafter called the **Employer**. The parties hereto agree that the **Employer** will employ _____ participants and provide full-time, on-the-job training services in accordance with the training outline, which is attached and made a part hereof. The **Employer** will receive a total fixed price in an amount not to exceed \$_____ in consideration for training services provided during the period beginning _____ and ending _____. Such amount will be paid pursuant to the terms and conditions set forth under the General Assurances outlined within this agreement ("ON-THE-JOB TRAINING GENERAL ASSURANCES"). Participants employed under this agreement must be certified as being eligible prior to employment by the **Training Operator**. A "Monthly Progress Report/Invoice" covering the prior month's activities, along with other information as required for reimbursement purposes, must be submitted by the **Employer** to the **Training Operator** by the fifth working day of the following month. A form for this purpose will be furnished by the **Training Operator**.

EMPLOYER ATTESTATIONS (FOR WIOA OJT ONLY)

- The **Employer** attests upon entering this agreement that the training position(s) have not been relocated from any of its assets within the United States within the prior 120 days.
- The **Employer** attests upon entering this agreement that it has: 1) attempted recall on all employees on active layoff of less than 365 days, and/or 2) not given notice of layoff from the same, or any substantially equivalent, position.
- The **Employer** utilizes an electronic time-management system to capture time-management records.

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

CONCURRENCE OF THE COLLECTIVE BARGAINING AGENT

- Is (Are) the occupation(s) in which employment and training to be offered subject to a collective bargaining agreement?
- If "Yes," has there been concurrence by the appropriate bargaining representative?

☐ Yes ☐ No

☐ Yes ☐ No

Please indicate the name, title, and union affiliation of the appropriate bargaining representative:

AUTHORIZED SIGNATURES

EMPLOYER SIGNATURE	PRINT/TYPE NAME	TITLE	DATE
AUTHORIZED TRAINING OPERATOR SIGNATURE	PRINT/TYPE NAME	TITLE	DATE
LOCAL WDB DIRECTOR OR REPRESENTATIVE SIGNATURE	PRINT/TYPE NAME	TITLE	DATE

For additional information about Full Employment Council services, contact a Missouri Job Center near you. Locations and additional information are available at www.fecck.org or (816) 471-2330. The Full Employment Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

LEGAL CERTIFICATIONS

By signature of this Training Program Agreement, the Employer provides the following Certification regarding Debarment and Suspension in accordance with 2 CFR Part 2998 and certifies that to the best of his or her knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or State of Missouri department or agency;
- Have not within a three-year period preceding this Training Program Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in this certification; and,
- Have not within a three-year period preceding this Training Program Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.

Where the prospective primary Employer's representative is unable to certify to any of the statements in this certification, such representative shall submit an explanation to the Training Operator.

The Contracting Agency (Employer) assures, as a condition to the award of financial assistance under the Workforce Innovation and Opportunity Act (WIOA) from the U.S. Department of Labor (USDOL), with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal-opportunity provisions of WIOA Section 188, 20 CFR 683.600, and 29 CFR Part 38.

NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

Note: This particular assurance (portions which are duplicated elsewhere in other assurances) is applicable to the extent that the program activities are conducted as part of the One-Stop Delivery System (See 29 CFR 38.2). As a condition to the award of financial assistance from the USDOL under Title I of WIOA, the Contracting Agency assures that it and its subrecipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contracting Agency (and its subrecipients) also assures that it will comply with 29 CFR Part 38, as proposed, and all other regulations implementing the laws listed above. This assurance applies to the Contracting Agency's operation of the WIOA Title I financially assisted program or activity, and to all agreements the Contracting Agency makes to carry out the WIOA Title I financially assisted program or activity. The Contracting Agency understands that the United States has the right to seek judicial enforcement of this assurance.

The Full Employment Council and the Local Workforce Development Boards are responsible for ensuring WIOA recipients comply with the nondiscrimination and equal-opportunity regulations. If the employer has 15 employees and 15 WIOA participants during a grant year, the employer will be monitored for compliance with 29 CFR Part 38.

EMPLOYER SIGNATURE

PRINT/TYPE NAME

TITLE

DATE

BUSINESS ENTITY CERTIFICATION:

The employer must certify its current business status by completing either Box A, Box B, or Box C following on this exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity that has not yet completed and submitted documentation pertaining to the federal work authorization program.
- BOX C:** To be completed by a business entity that has current work-authorization documentation on file with a Missouri State agency, including the Office of Administration's Division of Purchasing.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

NOTE: Regarding government entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out-of-state agencies, out-of-state schools, out-of-state universities, and political subdivisions. A business entity does not include Missouri State agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual's Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525 RSMo, pertaining to section 285.530 RSMo, as stated above, because (Check the applicable business status that applies below.):

- ☐ I am a **self-employed** individual with no employees; **OR**
- ☐ The company that I represent employs the services of **direct sellers**, as defined in subdivision (17) of subsection 12 of section 288.034 RSMo.

I certify that I am not an alien unlawfully present in the United States, and if _____ (Company/Individual's Name) is awarded an agreement for services requested herein under (Bid/SFS/ Agreement Number) and if the business status changes during the life of the agreement to become a business entity as defined in section 285.525 RSMo, pertaining to section 285.530 RSMo, then, prior to the performance of any services as a business entity, _____ (Company/ Individual's Name) agrees to complete Box B, comply with the requirements stated in Box B, and provide the _____ (insert agency name) with all documentation required in Box B of this exhibit.

Authorized Representative's Name (Please Print)

Authorized Representative's Signature

Company Name (If Applicable; Please Print)

Date

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Representative's Name (Please Print)

Authorized Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the employer must perform/provide each of the following. The employer should check each to verify completion/submission of all of the following:

- o Enroll and participate in the E-Verify federal work authorization program
(Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218;
Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- o Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the employer's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the employer's name and the MOU signature page completed and signed, at minimum, by the employer and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the employer's name and company ID, then no additional pages of the MOU must be submitted; AND
- o Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

AFFIDAVIT OF WORK AUTHORIZATION:

The employer who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____.
(DAY) (MONTH, YEAR)

I am commissioned as a notary public within the County of _____,
(NAME OF COUNTY)

State of _____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency, Missouri Job Center, Local Workforce Development Board, or or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- o The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the employer's name and the MOU signature page completed and signed by the employer and the Department of Homeland Security – Verification Division
- o A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency, Missouri Job Center, Local Workforce Development Board, or Public University* to Which Previous E-Verify Documentation Submitted: _____

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted: _____

(if known)

Authorized Business Entity Representative's Name
Signature
(Please Print)

Authorized Business Entity Representative's

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR OFFICE USE ONLY

Documentation Verification Completed By:

Representative

Date

Missouri Job Center (if applicable)

ON-THE-JOB TRAINING PROGRAM CONTRACT GENERAL ASSURANCES

1. Participant Approval

The Workforce Innovation and Opportunity Act (WIOA) and the Trade Act of 1974 and Amendments thereafter require that the following conditions must be satisfied for approving and paying the cost of on-the-job training:

- (a) No currently employed worker is displaced, including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits;
- (b) Training does not impair existing contracts for services or collective bargaining agreements;
- (c) In the case of training which would be inconsistent with the terms of a collective bargaining agreement, written concurrence must be obtained from the concerned labor organization;
- (d) No other individual is on layoff from the same or any substantially equivalent job for which such eligible participant is being trained;
- (e) The **Employer** has not terminated the employment of any regular employee or otherwise reduced the workforce with the intention of filling the vacancy so created by hiring the eligible participant;
- (f) The job for which the eligible participant is being trained is not being created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals;
- (g) The training is not for the same occupation as that from which the participant was separated and with respect to which such participant's group was certified;
- (h) The **Employer** has not received payment under any other on-the-job training provided by such **Employer** which failed to meet the requirements of (a) through (f) above;
- (i) The **Employer** has not taken, at any time, any action which violated the terms of any certification described in 3(c) below made by the **Employer** with respect to any other on-the-job training provided by the **Employer** for which any other **Training Operator** has made reimbursement payment; and
- (j) There is no member of the prospective participant's immediate family engaged in an administrative capacity for the **Employer**.

2. Termination of Contract

The performance of work under this agreement may be terminated by the **Training Operator** when, for any reason, it is determined that such termination is in the best interest of the program, or when it has been determined that the **Employer** has failed to comply with any of the other provisions contained in the agreement.

3. Termination of Participants

- (a) **Employer** agrees that participant will not be terminated without prior notice to such participant and with prior consultation with the **Training Operator**. Reasonable opportunity will be provided for improvements of any unsatisfactory performance, including substandard or unsatisfactory progress or conduct, so that the **Training Operator** may assist in correcting, adjusting, and improving such performance before termination becomes necessary. This, however, does not preclude the **Employer's** right to terminate the participant in the event of gross misconduct or other causes for immediate termination, as defined in the **Employer's** personnel standards and policy.
- (b) **Employer** shall be responsible to report to the **Training Operator** within ten (10) working days the voluntary or involuntary termination of participants from the training program.
- (c) **Employer** agrees not to terminate participant for the exclusive reason of agreement expiration. It is expected that the participant will be retained for at least twenty-six (26) additional weeks after completing the training, if the participant desires to continue such employment, and the **Employer** does not have due cause to terminate the employment.
- (d) **Debarment and Suspension:** Employer agrees to meet Federal and State requirements regarding debarment and suspension.

4. Participant Wages and Benefits

- (a) Hourly wages paid to participants shall not be less than the highest of the following:
 - the minimum wage rate prescribed by the federal, state, or local law;
 - the prevailing wage rate for persons similarly employed by the

- **Employer;** or,
 - the wage rate required by an applicable collective bargaining agreement.
- (b) **Employer** agrees that the participant will receive all fringe benefits available to other employees in the same class during the training program, and the participant will be assured of workers' compensation at the same level and to the same extent as others similarly employed who are covered by a workers' compensation statute or system. (c) No participant will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary, hazardous, or dangerous to the participant's health or safety. Participants employed or trained in inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.

5. Payments

- (a) Payment for OJT shall be based on the total hours worked per month multiplied by the training cost per hour within that job title. Overtime costs and holiday pay will not be reimbursed. Total reimbursement shall not exceed the amount agreed upon in this agreement.
- (b) **Employer** must be current on tax payments. Outstanding state taxes could result in rejection of reimbursement until resolved.
- (c) **Employer** agrees to provide full-time employment, defined as not less than 32 hours per work week if the agreement is established under a WIOA program or defined as 'full-time' by the employer if the agreement is established under the Trade Program.
- (d) Payments made under this agreement cover all payment obligations by **Training Operator** to **Employer** and payment for the **Employer's** services in providing training is considered sufficient by all parties to cover costs of training. These costs include OJT instruction, non-productive time, extra wastage, added wear and tear of equipment, and the added supervisory effort. No other obligation for payment or other financial liability of any kind is incurred by **Training Operator**.
- (e) No payments may be made to **Employer** for the training of participants in OJT during the periods of work stoppage as a result of a labor dispute or natural disaster.

6. Records Maintenance

- (a) **Employer** shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all training costs and services claimed to have been incurred and anticipated to be incurred for the performance of this agreement.
- (b) **Employer's** records to be maintained shall include documentation of participant's daily time and attendance records.
- (c) The **Employer** shall preserve and make available records until the expiration of five (5) years from the final payment under this agreement.
- (d) The **Employer** agrees that authorized representatives of Training Operator and other representatives of funding sources shall be given access to, at all reasonable times, the facilities and records pursuant to this agreement.
- (e) Upon request of the **Training Operator**, the progress of the participant shall be reported. The **Employer** shall assist in providing the **Training Operator** access to participant to perform counseling services.
- (f) **Employer** affirms enrollment and participation in the E-Verify federal work-authorization program.

7. Disclosure of Confidential Information

The **Employer** agrees to maintain the confidentiality of any information regarding applicants and participants, or their families, which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.

8. Laws Applicable

The **Employer** will perform its duties under this agreement in accordance with the WIOA regulations, the Trade Act of 1974 and Amendments thereafter, and procedures and standards promulgated there under, as well as any subsequent legislation, regulations, procedures, and standards enacted in substitution or in addition thereto.

Acknowledgement: I have received the above information. **Employer's Initials:** _____ **Date:** _____



FULL EMPLOYMENT COUNCIL

ON-THE-JOB TRAINING OUTLINE AND JOB DESCRIPTION

(Description of processes, operations, or skills to be learned during time for which wages are paid by Employer)

(COMPLETE A SEPARATE FORM FOR EACH PARTICIPANT)					
EMPLOYER NAME				CONTRACT NUMBER	
OCCUPATION FOR WHICH TRAINING WILL BE GIVEN			O*NET CODE	SVP LEVEL	
SELECT FUNDING SOURCE - Overwrite or Select from List -			ADDITIONAL FUNDING INFORMATION		
INITIAL WAGE RATE \$10.00	ENDING WAGE RATE \$10.00	TOTAL OJT WAGE REIMBURSEMENT \$	OJT REIMBURSEMENT RATE (%) %	HOURS PER WEEK	
PARTICIPANT'S NAME			STATE ID	SOCIAL SECURITY NUMBER (LAST 4 DIGITS)	
BEGINNING DATE OF TRAINING			ANTICIPATED ENDING DATE OF TRAINING		
JOB DESCRIPTION					
TRAINING OUTLINE (ACTIVITIES) <small>Minimum of 6 skills must be listed</small>				ESTIMATED NUMBER OF HOURS	ESTIMATED COMPLETION DATE
				5	
If necessary, additional training outline entries, or information describing training activities, can be continued on a separate sheet and attached to this form.					4 TOTAL HOURS
NOTE: It may be necessary to deviate from the above schedule, depending on the trainee's ability to gain and retain knowledge of the various tasks within the occupation. Hours indicated are estimates. The trainee also may be assigned to perform other duties as required by the employer. These would be duties expected of any new or inexperienced employee and could include cleaning of the work area.					
EMPLOYER/TRAINER NAME			EMPLOYER/TRAINER SIGNATURE X		DATE
PARTICIPANT'S SIGNATURE X					DATE
The Full Employment Council is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.					



Missouri Department of Higher Education and Workforce Development

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT...

OWD Issuance 03-2020: Statewide On-the-Job Training Policy

(Issued: August 21, 2020)

Last updated: March 2021.

Q: Is an employer required to submit timesheets with their monthly invoice in order to receive their reimbursement?

A: Yes. It is critical to receive a copy of all supporting timesheets to verify that the participant is getting paid the agreed upon wage and to ensure the employer has not requested a reimbursement for hours in which no training occurs (e.g. leave time.)

Last updated: December 2020.

Q: What waiver request was approved for OJT reimbursement?

A: The State requested a waiver of WIOA Section 134(c)(3)(H)(i) and 20 CFR 680.720(b) in order to increase on-the-job training (OJT) employer reimbursement up to 90 percent to assist in its response to the impacts of the pandemic. This request was approved by the US. Dept. of Labor–Employment & Training Administration effective through June 30, 2022, for the WIOA Title I Adult, Dislocated Worker, and Youth formula funds.

Boards wishing to increase the amount of OJT reimbursement must have a policy in place outlining under which conditions an increased reimbursement will occur, as stated in §680.730(a)(1).

Please direct all questions or comments regarding the Issuance or this FAQ document to dwdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

For information about [Workforce Development](#) services, contact a [Missouri Job Center](#) near you. Locations and additional information are available at jobs.mo.gov or 1-(888)-728-JOBS (5627).

Missouri Department of Higher Education and Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

On-the-Job Training

Practices and Procedures Manual

Missouri Department of Higher Education and Workforce
Development

Office of Workforce Development

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For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627).

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INTRODUCTION TO ON-THE-JOB-TRAINING

On-the-Job Training (OJT) is a work-based training service that provides participants with knowledge-upgrade and skills-upgrade training necessary to enable full performance of a job.

OJT also serves as an employer service, as it provides a wage reimbursement to the employer to help offset the extraordinary costs of providing training and supervision to under skilled worker.

The program:

- Provides Local Workforce Development Boards (Local WDBs) with an excellent tool to assist in achieving training and placement goals for WIOA customers.
- Establishes minimum Missouri standards for federally funded OJT programs.
- Encourages Local WDBs to develop local protocols and policies for outreach.
- Supports efforts by Local WDBs to establish minimum standards, such as wages and industry types, for company eligibility while avoiding unnecessary or cumbersome restrictions.

OJT is available under the following funding programs:

- Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth formula funds;
- WIOA National Dislocated Worker Grants, as applicable per grant allowable activities;
- Missouri Heroes Connect (MHC); or
- Trade Adjustment Assistance (TAA)

The intent of this manual is to assist workforce staff in completing all necessary requirements to execute OJT as accurately and correctly as possible. Other details, such as case management basics and provide best practices.

INITIAL JOB CENTER PROCESS

Generally, speaking, potential OJT participants will be identified through the delivery of normal staff assisted services, such as RESEA appointments, workshop attendance, request for résumé assistance, or even a direct request to talk to someone about OJT. These individuals will express some need, whether directly or indirectly, for additional services to obtain employment.

Before staff can pursue OJT eligibility, the potential participant will need to complete a variety of steps, which includes self-service actions and staff-assisted actions. The steps include:

1. Individual creates and/or updates his/her MoJobs individual profile, to include updating the General Information and Background sections.
2. Individual creates and/or updates his/her MoJobs résumé. A customer may also create a resume during step 3.
3. Following local One-Stop Operator procedures, individual must have an active Wagner-Peyser (WP) enrollment. The WP enrollment must be active before moving on to services provided through the WIOA.
4. Individual receives a referral to WIOA or TAA services, following the local office's procedures; this may

include setting up an appointment for the individual to meet with appropriate staff as needed.

At this point, the participant is now in the hands of the appropriate WIOA or TAA partner staff. From here, the individual must be determined for 1) funding eligibility and 2) training services eligibility.

REVERSE REFERRAL

Often times, successful marketing by the Business Services Team at the local level, a company identifies a potential OJT participant first. In these cases, the individual lacks skills the employer requires upfront and is in need of OJT. The company must first refer the individual to the Job Center for eligibility determination **prior to beginning the hiring process**. Any individual hired prior to the eligibility determination is not eligible for the federally funded OJT program. Individuals who are a result of a reverse referral are required to go through the steps listed in the Initial Job Center Process section of this Manual.


FUNDING ELIGIBILITY AND DOCUMENTATION REQUIREMENTS

WIOA Adult/Dislocated Worker


Staff will find funding eligibility guidelines for WIOA Adult and Dislocated Worker (DW) participants in the latest OWD Issuance for Adult and Dislocated Worker Program Eligibility and Documentation Technical Assistance Guidance (TAG). The issuance will provide the documentation requirements for eligibility purposes under either funding stream.

Eligibility for Adult or Dislocated Worker must be established through the WIOA Application found in the OWD's electronic case management system.

- **Adult** eligibility must be marked with an **Adult Eligibility Date**, on or before the OJT start date.

Adult Eligibility:	<input checked="" type="checkbox"/>
Adult Eligibility Date:	<input type="text" value="04/09/2018"/> (mm/dd/yyyy)  Today

- **Dislocated Worker** eligibility must be marked with a **Dislocated Worker Eligibility Date**, on or before the OJT start date.

Dislocated Worker Eligibility:	<input checked="" type="checkbox"/>
Dislocated Worker Eligibility Date:	<input type="text" value="04/09/2018"/> (mm/dd/yyyy)  Today

- ☐ Dislocated Workers, including those enrolled into a National Dislocated Worker Grant (NDWG), must also be asked if they have recently been to an Employment Transition Team (ETT) meeting (Missouri's term for Rapid Response), as a result of a company layoff. If so, record this information on the Employment Tab of the Dislocated Worker application, with the respective employer event number recorded. All fields below must be recorded:

Attended a Group Orientation (Rapid Response):
☒ Yes ☐ No

Most Recent Date Attended Rapid Response Service

[Find Rapid Response Event](#)

Rapid Response Event Number

- You can use the “Find Rapid Response Event’ lookup table to search for the corresponding Rapid Response Event Number. Use the search field ‘Company Name’ to easily local the company associated with the individual’s layoff. If multiple dates, are listed for the individual’s employer, select the best fit for the separation.
- An individual’s most recent Rapid Response service date can be determined by observing the date associated with the event number in the lookup table or by looking up the individual’s Case Notes and finding the ETT Meeting Service case note.

NOTE: These details are imperative for Rapid Response reporting for the State of Missouri, as performance is based upon how many eligible participants were served through either the WIOA DW, WIOA NDWG, or TAA program. Any questions about Rapid Response/Performance Reporting may be directed to DHEWD.ETT@dhewd.mo.gov.

- Upon completing of the eligibility application, the system will indicate if all eligibility requirements are met of why the application does not indicate eligibility.

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Undetermined			No Adult Eligibility Date.	<input type="checkbox"/> Inactive
Dislocated Worker	Yes				<input type="checkbox"/> Inactive

- Common troubleshooting ideas include issues with the selective service or veteran’s information, originally marking the application to save a partial application and the verify documentation have not been recorded, or simply that the data entry does not support actual eligibility for the program selected at start.
- First direct questions regarding eligibility to the immediate local contact, whether that is the supervisor, Functional Leader, etc., and follow local policy when the customer needs further assistance.

Missouri Heroes Connect

The Missouri Heroes Connect program provides employment and training services to veterans, military service members, and spouses who meet Dislocated Worker eligibility, as outlined in OWD’s current Adult and Dislocated Worker Program Eligibility and Documentation ¹TAG. OWD’s current Issuance regarding the Missouri Heroes Connect defines eligibility veterans, military service members, and spouses², along with other details regarding the program, including additional allowances for supportive services, which customers may use to support OJT employment.

¹ OWD Issuance 07-2022 or current, Adult and Dislocated Worker Programs Eligibility and Documentation Technical Assistance Guidance

² OWD Issuance 03-2022, Missouri Heroes Connect

WIOA Youth

Funding eligibility guidelines for WIOA Youth eligible participants are found in the latest OWD Issuance for Youth Program Eligibility and Documentation Technical Assistance Guide. This issuance will provide all the documentation that is required for eligibility and documentation requirements for the Youth program, as well as additional training eligibility.

Eligibility for Youth must be established through the use of the WIOA Application found in the OWD's electronic case management system.

Youth eligibility must be marked with a Youth Eligibility Date, falling on or before the OJT start date.

Youth Eligibility:	<input checked="checked" type="checkbox"/>
Youth Eligibility Date:	05/31/2017

Upon completion of the eligibility application, the system will indicate if all eligible requirements have been met or why the application does not indicate eligibility.

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Yes	LI			<input type="checkbox"/> Inactive
Dislocated Worker	No			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Yes, Out-of-school				<input type="checkbox"/> Inactive

WIOA allows OJT as a Work Experience for enrolled Youth. OJT agreements are to be limited with an employer to the duration necessary for the participant to become competent in the skills required to perform the position. **When considering an OJT for participants enrolled in Youth, all applicable state and federal child labor laws must be followed.**

An assessment of the Youth participant's interest, skills, and abilities is required. Base the writing of the OJT Training Plan on the participant's career and occupational goals, the Individual Service Strategy (ISS), and any prior Work Experience. Local WDBs are strongly encouraged to place Youth participants in OJT opportunities that are in high growth industries identified by regional Labor Market Information. Staff must develop, implement, and monitor OJT employer agreements and training plans for Youth in accordance with the guidelines listed in this Manual.

Despite having a different funding source, OJT for Youth still utilizes the same OJT forms as WIOA Adult and Dislocated Workers. Any additional information relating to Youth documentation can be found in the following Youth Issuances:

- OWD Issuance: Youth TAG
- OWD Issuance: WIOA Youth Program Framework and Design
- OWD Issuance: WIOA Work Experiences for Youth Participants

Trade Adjustment Assistance

The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assist U.S. worker who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide trade-affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed. The TAA program is administered by OWD's Trade Act Navigators.

TAA OJT still provides a 50% wage reimbursement during the designed training period, however, TAA OJT has a maximum length of 104 weeks, versus the 1,040 hours/6 months rule with regular WIOA and MHC OJT.

In the State of Missouri, the TAA program will be the primary source of assistance (funding) for adversely affected workers, as stated in the Governor's Agreement regarding TAA. If an individual is seeking training services through WIOA but is eligible for services through TAA, TAA funding must be used first.

Due to the complexity of operating guidelines, documentation, and eligibility requirements for TAA, all TAA OJTs must follow guidance listed in the TAA Operations Manual, as the primary focus of this manual will cover WIOA programs. All questions regarding TAA are to be directed to DWDTradeActHelp@dhewd.mo.gov.

TRAINING ELIGIBILITY CRITERIA

After basic funding eligibility is determined, an individual must also be determined eligible for *training services*. Under the WIOA and the implementation regulations, training services may be provided to Adult and Dislocated Workers, which include MHC participants, who meet all five training eligibility criteria. Training eligibility is not required for Youth program participants.

A One-Stop Operation/Partner must determine, after an interview, evaluation, or assessment **and** career planning that the individual:

1. Is unlikely, or unable, to obtain or retain employment that leads to economic self-sufficiency or wages comparable to – or higher than – wages from previous employment through career services; *and*
2. Is in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to – or higher than – wages from previous employment; *and*
3. Is in possession of the skills and qualifications to participate successfully in training services; *and*
4. Has selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate; *and*
5. Is unable to obtain grant assistance from other sources to pay the costs of such training [including such sources as State funded training funds, Trade Adjustment Assistance, and Federal Pell Grants established under Title IV of the High Education Act of 1965] or requires WIOA assistance *in addition* to other sources of grant assistance (including federal Pell Grants).

All of these eligibility requirements for training services **must** be met and documented before an individual can receive the OJT service. Staff must also document these requirements in Case Notes in the OWD's statewide electronic case management system.

OWD's current issuance on Training Justification provides guidance on training eligibility and documentation.³

³ OWD Issuance 08-2022 or current, Training Eligibility Justification
On-the-Job Training Practices and Procedures Manual • August 2023

PARTICIPANT REQUIREMENTS

Assessments

Staff must complete and appropriate **assessment** of participants chosen to participate in OJT opportunity. Consider the skill requirements of occupation, the academic and occupational skill level of the participant, and the participant's prior work experience prior to execution of the training plan, as these factors determine the length of the training plan.

The OWD's electronic case management system has a built in assessment, call the Objective Assessment Summary (OAS), which can be used for this piece. The OAS can be found under **Staff Profiles → Case Management Profile → Plan → Create Objective Assessment Summary**.

Employment Plan

Staff must also work with the participant to develop and Employment Plan (EP). An EP is an individualized career service that the participant and the case manager/career planner develop jointly. The EP is an ongoing strategy to identify employment goals, achievement objectives, and the appropriate combination of services necessary to enable a participant to achieve their employment goals.

With regard to OJTs, staff should place the participant in an OJT opportunity that is consistent with the occupational goal of the participant's EP. The frontline workforce staff is responsible for updating the EP as necessary, such as when objectives are achieved or supportive services are needed.

The OWD's electronic case management system has a built in EP that allows staff to record the long-term goals, short-term goals, and objectives, as required. The EP can be found under **Staff Profiles → Case Management Profile → Plan → Create Individual Employment Plan/Service Strategy**.

Refer to the current OWD Issuance on Statewide Individual Employment Plan Development Policy⁴ for all guidance on EP requirements such as, specific requirements addressing short and long term goals, as well as the required documentation for addressing the identified skills gap.

After the participant **Assessment** and **EP** are completed, the workforce staff also must consider:

- Will the participant need to learn new skills for the OJT position, or does the participant currently possess those skills?
- Is OJT the best strategy for the participant to learn these new skills or is occupational skills training more suitable for the participant?
 - **Note, in the case of a TAA OJT, the work-based learning opportunities must be considered first.*
- Can the participant obtain the position without reimbursement to the employer? If so, a direct job placement is appropriate, and OJT is not allowable.

Mandatory Initial Case Note

It is mandatory that any customer moved to participant status must have an Initial Case Note entered at the time of enrollment. This Initial Case Note must include required details: summary of eligibility, action plan, and immediate supportive service needs. As stated in the Case Note policy, this mandatory Initial Case note must

⁴ OWD Issuance 09-2020 or current, Statewide Individual Employment Plan Development Policy
On-the-Job Training Practices and Procedures Manual • August 2023

be entered for **all** active program participants at time of enrollment. Additional information regarding case notes can be found in the latest OWD Issuance on Case Note Policy⁵.

Recording OJT Related Services

As services occur, staff must record such services by adding the respective service code to the WIOA record. Each service will be associated with a specific Customer Group, which will be chosen based off the funding source. The correct Customer Group must be recorded, if the designation is not available, most likely there is a problem with the actual application. Check the eligibility information to determine if the correct eligibility was determined at start.

Staff must record all services delivered (including assessments, Employment Plans, Supportive Services, etc.) Below are the OJT training service codes.

- 180 series-Supportive Services, if and when they occur
- 205-Full Development of IEP
- 213-Comprehensive Assessment
- 301-On-The-Job Training (for Adult/Dislocated Worker OJT)
- 428-Youth On-The-Job Training Opportunities (for Youth OJT)

Regular OJT services to be recorded, at minimum, are:

- 301-On-The-Job Training (for Adult/Dislocated Worker/MHC/TAA OJT)
- 428-Youth On-The-Job Training Opportunities (for Youth OJT)

When entering the respective OJT service code, staff must select the OJT Employer as the service provider. If the employer is not available, staff will need to work with the local service provider liaison to get the employer entered into the system. For TAA OJTs, employer are entered by Central Office TAA program staff.

When entering the respective training level service, staff must ensure the Occupational Training Code listed on the service matches the O*NET code listed on the Training Outline and Job Description, Form PO-214. Otherwise, this will be considered an *issue* during annual Programmatic Monitoring Reviews performed by OWD's Regulatory Compliance Unit.

Services must record the correct actual state date and correct actual end date.

Staff should not wait to close services until a final OJT invoice is paid, as this may take over a month before the invoice is received from the employer. It is suggested that staff check in with the employer once the anticipated training end date has been met in order to record accurate end dates.

NOTE: Not having the correct dates associated with training services will result in a Data Element Validation failure, which is part of an annual review performed by OWD's Regulatory Compliance Unit.

Other services may be provided to the participant during their participation in WIOA activities. A full list of

⁵ OWD Issuance 09-2022 or current, Case Note Policy

service codes and their definitions are available in the latest OWD Issuance Activity Codes.

Recording OJT Service Outcomes

When a participant completes the OJT activity, staff must record the most appropriate service outcome:

- Successful Completion; *or*
- Unsuccessful Completion

OJT & Job Order

OJT agreements are often developed with employer who are using the local Job Center for recruitment assistance, in which case, the employer should have an open job order in OWD's electronic case management system. Any OJT participant placed with an employer as part of a recruitment service to the employer, must have a referral to the job order. The referral status of the job order must be updated to reflect 'Hired' once the agreement has been established and the individual has been hired.

The easiest way to update the job order referral status is to assist the employer record where the job order is posted and follow the steps below.

1. Click 'Applicants'.
2. Check the applicant that needs to be marked as hired.
3. Click 'Status' at the bottom of the list.
4. Under "Applicant's Recruitment Stage", select the 'Yes' radio button and record the start date in all required fields.
5. Click 'Save Status' at the bottom of the page.

Job Title	Employer Job Status	On-line Status	System Status	Created	Inactive After	Views	Applicants	Action
Equipment Operator/Laborer	Open and available	offline	Open and available	4/13/2018	6/12/2018	0	1	Copy
							#1	Edit
								Delete
								Search by Job Criteria
								Pre-fill Advanced Resume Search
								Applicants

Name and Location	Last 4 SSN	Education Level	Desired Salary	Applicant Status	Your Rating	Skills Matched	General Req's	Specialized Req's	Action	Select
Tribute, Troy Of Jefferson City, MO United States Veteran	0409	High School Diploma	N/A	Not Specified	Not Rated	0%	75%	#2	Details	<input checked="" type="checkbox"/>
									Staff Résumé	
									How Do they Measure Up	

#3

[Contact](#)
[Rate](#)
[Status](#)
[Print](#)
[Map](#)
[Print](#)
[Résumés](#)
[Export](#)

Rows 100

Applicant's Recruitment Stage

#4

Below are various recruiting stages. Please indicate the stages, if any, that t
below and may generate additional prompts for your input.

Scheduled Interview:	<input type="radio"/> Not Specified	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/> Today
Interviewed:	<input type="radio"/> Not Specified	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/> Today
Hired:	<input type="radio"/> Not Specified	<input checked="" type="radio"/> Yes	<input type="radio"/> No	04/13/2018 Today
Notified of Non Hire:	<input type="radio"/> Not Specified	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="text"/> Today

Applicant Summary

The Applicant's Current Status has been set by your choices above. Please complete any

Applicant's Current Status: Hired

* Hired (Job Started): 04/13/2018 Today

Measurable Skills Gains

Measurable skills gain is one of the six core measures tracked and reported to the federal government for WIOA performance purposes. This indicator measures the interim progress of participants enrolled in education and training services for a specified reporting period.

OJT participants could have measurable skills gain during their participation, meeting the definition of a gain through the report of satisfactory, or better, progress towards established milestones. Documentation from either the midpoint or endpoint monitoring process will provide the determination of a Measurable Skill Gain.

If a Measurable Skill Gain is achieved, it must be recoded under the WIOA or TAA Application, under Measurable Skills Gain header.

To document the gain in this section, staff must choose the following:

Skill Type: Training Milestone

Type of Achievement: Achieved satisfactory or better progress report towards an established OJT training milestone, not previously recorded.

Verify: Other, PO-219

NOTE: The monitoring must indicate that a measurable skills gain was achieved. Simply performing monitoring does not warrant documentation and verification of a gain.

Skill Attainment Information

Fill in the following information for the skill achievement.

Program: Title I - Workf

* Skill Type:

Training Milestone

* Date Skill Attained:

05/15/2018 Today

* Type of Achievement:

Achieved satisfactory or better progress report towards an establishe

[Verify | Upload | Link]

✓ Other Applicable Documentation, (specify)

Skills Gain Achievement Type Verification

☐ Case Note
☐ Hard Copy Record
☒ Other Applicable Documentation, (specify)

PO 219

Supportive Services

WIOA define Supportive Services as services necessary to enable an individual to participate in activities authorized by WIOA Title I. Supportive Services, particularly, should be used to assist an individual participant who has a barrier to employment, but they must be available to all eligible participants in WIOA Title I activities.

As a reminder, all Supportive Services must be documented in Case Notes and include, at minimum, all of the following:

- The type of Supportive Service paid;
- The amount for the Supportive Service;
- The timeframe of duration for which the Supportive Service was paid;
- The justification of need for the Supportive Service; and
- Documentation of the lack of availability of alternatives or other community resources.

Refer to the current OWD Issuance regarding Supportive Services for guidance on the allowance, approval, payment of, and documentation of Supportive Services authorized by WIOA.

Equal Opportunity and Complaint and Grievance Notification

WIOA regulations require that participants receive notification of the right to pursue complaints or grievances related to Equal Opportunity issues or programmatic delivery of programs and services. To ensure that the OJT participant has been properly notified and provided with a copy of his/her rights and responsibilities, OWD requires a signed attestation. Form EO-15 must be used by all Local WDBs for this information, marking the OJT participant as a **participant** in the correct corresponding section. The participant will retain page 1 and 2, while page 3 is uploaded to the participant's electronic file.

Refer to the latest OWD Issuance regarding Equal Opportunity and WIOA Complaint and Grievances for full operating guidance.

OJT REGISTERED APPRENTICESHIPS

OJT agreements may be entered into with Registered Apprenticeship program sponsors or participating employers in Registered Apprenticeship program for the OJT portion of the Registered Apprenticeship program consistent with 20 CFR 680.700. Depending on the length of the Registered Apprenticeship training program and State and Local WDB OJT policies, these funds may cover some or all of the duration of the registered apprenticeship.

When a Registered Apprenticeship (RA) is supported through an OJT agreement, all program eligibility, documentation, duration, and paperwork still apply. There are two Apprenticeship services available in the electronic case management system, which service to use depends on how the RA activity is supported with funding. Each service and its respective definition is below.

- 310-Apprenticeship-Non Approved Provider: Program registered under the National Apprenticeship Act as “Registered Apprenticeship”. Record this service when supporting RA activity with an OJT agreement only.
- 314-Apprenticeship-Approved Provider List ITA: Program registered under the National Apprenticeship Act as a “Registered Apprenticeship”. Record this service when supporting the related instruction component of a RA activity through ITA contract or when supporting the RA activity through an ITA contract and an OJT agreement jointly, as allowable by 20 CFR 680.750 and TEGL 19-16.

When funding Registered Apprenticeships, the RA must be listed on the State’s Eligibility Training Provider System.

Registered Apprenticeships have core components associated with this training method that are accounted for in performance measures, which includes a wage increase (measurable skill gain), employment, and a credential (credential attainment). Every apprentice who completes their Registered Apprenticeship training will automatically receive a credential from the U.S. Department of labor, other credentials may also be received as a result of how the Registered Apprenticeship program was developed.



Even though the OJT agreement may not last the entire duration of the Registered Apprenticeship training, a credential can still be recorded up to a year after exit. When supporting a Registered Apprenticeship training program with an OJT agreement, all of these details are to be captured and recorded in OWD's electronic case management system.

To record a credential in the system, local the Credentials section under the WIOA Application and follow the prompts to complete the entry.

The following information should be recorded for the Credential Information:

1. Credential Received: Occupational Skills Certificate or Credential
2. Credential Verification: Choose what documentation is available to support receiving the credential
3. Date Credential Received: Record the date listed.
4. Associated to Activity: Select 'Search Activities' and record that the credential is tied to the correct Apprenticeship service.

Other allowable source documentation may be received instead of the apprenticeship completion certification. Refer to [TEGL 23-19, Change 1](#), Attachment II for a list of allowable source documents. For additional information regarding Registered Apprenticeships, direct questions to apprenticeship@dhewd.mo.gov.

OJT EMPLOYER ELIGIBILITY REQUIREMENTS

Determining Employer Eligibility

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Not only does the participant have to meet eligibility requirements, but the employer and the position must meet specific requirements, as well.

OJT Training Agreements **are not** entitlements. Local WDBs should use OJT to develop long-term employment opportunities by identifying priority employers.

Every OJT employer must affirm enrollment and participation in the E-Verify federal work authorization program; this affirmation is part of the OJT Agreement.

A pre-agreement evaluation of the employer's performance must be completed using the criteria listed below:

- *Pre-award review* – WIOA Section 181 and the regulations at 20 CFR 683.260 prohibit the use of OJT funds for a training position at a business that has recently relocated if that physical relocation resulted in the loss of employment for any employee of the business. In such a case, the position must be in place for at least 120 days at the business' new location before it is eligible for OJT. A pre-award review is required to verify that a business claims to be "new" or "expanding" is not, in actuality, relocating. Document all pre-award reviews and include names under which the company does business; the name, title, and address of the company official certifying the information, and whether assistance is sought in connection with past or impending job losses at other facilities, including a review of whether Worker Adjustment and Retraining Notification (WARN) notices relating to the employer have been filed. The review may include consultation with labor organizations and other in the affected LWDA.
- It is State policy that the employer must have:
 - Recalled – or attempted to recall, in good faith – all employees who entered active layoff or participated in the Missouri Shared Work Unemployment Compensation Program within the

past 365 days in the local labor market area; and

- Not given notice of layoff to any employees from the same position or any substantially equivalent position.

- The training must not displace current employees.
- The company must have regulations that address safety and health issues.
- Appropriate supervision and training must be provided for all participants.
- Training must not duplicate a service already available through other programs of Missouri Department of Economic Development, including the Missouri One Start Program.
- WIOA law⁶ and regulations⁷, state that OJT contracts must **not be entered into with employers that consistently fail to retain** OJT participants. The local OJT coordinator must not create an OJT program agreement with an employer who has previous exhibited a pattern⁸ of failing to provide OJT participants with continued long-term employment as regular employees with wages, benefits, and working conditions. A participant's situation must be equivalent to that of regular employees who have worked a similar length of time and are doing the same type of work.
- The position must not be seasonal employment.
- The wages and benefits should be appropriate based on O*NET State and National Wage Tables.
- The employer must pay its employer wage taxes.
- The position must be a full-time position, defined as 32 or more hours per week.
- Training must not impair any existing agreement for services or collective bargaining agreements.
- Training Agreements cannot be for temporary or intermittent employment, or for employment in an occupation for a fee.

The pre-award determination must be documented in case notes or uploaded to the employer's file.

Employer OJT Services and Other Case Management Requirements

In order to report services provided to employer for the WIOA Effectiveness in Serving Employer performance measure, employer services must be recorded, as appropriate. The following services will apply to employer with regard to the OJT program and are to be recorded once the service is delivered.

E18-Work Based Learning Marketing – *Services provided to employer involving outreach and marketing of all Work Based Learning opportunities, to include OJT, Apprenticeships, Transitional Jobs, and Incumbent Worker Training.*

E-12-Work Based Learning Contract/Monitoring Visit – *Contact with an employer regarding any Work Based Learning contract (OJT, Apprenticeship, Transitional Jobs). Examples include, establishing a training plan, monitoring visits, and follow up services.*

REQUIRED PAPERWORK FOR THE OJT PROGRAM

Once the participant and the employer have both met eligibility determinations, and all information has been appropriately documented, the OJT can be established. An OJT service is supporting through the use of program specified paper documentation, which records employer attestation information, training plan information, results of monitoring throughout OJT service, and so on.

⁶ WIOA sec. 194(4); 29 U.S.C. 3254(4).

⁷ 20 CFR 680.700(b)

⁸ The law specifically includes past OJT performance under the Workforce Investment Act of 1998 as well as contemporary performance under WIOA.

OWD strongly recommends that its forms for OJT program management, listed at the end of this guide, be utilized for agreements and program management. If forms with local identifiers or headers are used, they **must** include all information required on the current corresponding OWD form. The form used should record information in the same format as required on the OWD forms.

Each OJT must be supported using the following OJT-related documentation:

- OJT Training Program Agreement
- OJT Training Outline and Job Description
- OJT Monthly Progress Report/Invoice
- OJT Monitoring Report
- OJT Supplemental Agreement, as applicable

OJT Program Agreement (DWD-PO-213)

The OJT Program Agreement allows for the discussion of all things required under WIOA.

As part of establishing a program agreement, an employer orientation must be completed with each employer and/or employer representative to discuss the training provisions, general assurances, training plans (including the attainment of skills), program monitoring, and invoicing procedures.

In the orientation, staff must discuss WIOA's nondiscrimination requirements. Equal Opportunity for all participants is without regard to race, color, religion, sex, national origin, age, disability affiliation, belief, or state as a participant in the OJT program. The employer and/or employer representative must also be made aware of programmatic complaint and grievance rights and responsibilities under WIOA. To ensure OJT employers have been properly notified and provided with a copy of their rights and responsibilities, OWD requires a signed attestation using the EO-15 form, which identifies the OJT employer as a "recipient". For additional information, please see the latest guidance provided in the OWD Issuance regarding Equal Opportunity and WIOA Complaint and Grievances.

OJT participants cannot be employed in the construction, operation, or maintenance of a facility primarily devoted to sectarian instruction or religious worship. The Local WDB must have a policy in place to handle employer disputes, nepotism, and agreement-modification requests.

OJT Program Agreement Minimum Requirements

If using a locally developed form, an OJT Program Agreement must include at minimum:

- Employer contact information, including FEIN;
- Training operator contact information;
- Beginning and ending date of the OJT Program Agreement (of the Agreement; not the duration of a participant's *training*, which may not exceed one year). The Program Agreement also may require an OJT Supplemental Agreement if the duration of the participant training extends beyond the original agreement dates (reimbursement will not be made for those hours unless a Supplemental Agreement is previously in place);
- The number of participants to be provided full-time employment under the OJT Program Agreement;
- The total fixed price of the OJT Program Training Agreement;
- Employer Attestation of Workforce Status and Electronic Time Management System;
- The concurrence of the Collective Bargaining Agent if applicable;

- Authorized, dated signature of the employer and the training operator;
- E-Verify enrollment documentation with an affidavit of work authorization;
- Legal Certifications regarding Debarment and Suspension in according with Uniform Guidance at 2 CFR 2998; and
- OJT Program Agreement General Assurances, which must include:
 - E-Verify confirmation;
 - Reference to labor standards;
 - Grievance procedures;
 - Compliance with all applicable business licensing and taxation;
 - Provisions covering liability, sanctions, and debt repayment; and
 - The employer's commitment to retain the participant(s) upon training completion.

On-the-Job Training Outline and Job Description (DWD-PO-214)

The OJT Outline and Job Description form is used to identify the occupation, the skills, and the competencies for which the participant is training, as well as the length of time of the training. The OJT Outline and Job Description form, also referred to as the Training Plan, must establish a benchmark for the normal duration of time required for an average participant to become proficient in the occupation for which the training is to be provided. To determine the appropriate length of the training agreement, consider the skill requirement of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's EP.

Thoroughly document the Skills Gap Analysis at a level sufficient to justify expenditure of either the State or Federal funds.

Determine the position for which the participant will train, and then develop a Training Plan. The Training Plan will be a formal, written outline of structure job training. That training is to combine instruction in general employment competencies with occupationally specific skills that will enable the participant to work toward self-sufficiency. Use O*NET and/or the company's job description as a basis to list skills or tasks. Keep each skill description concise and comprehensive, and make sure the individual tasks are measurable and observable.

Job description must be consistent with the training being provided. Local WDBs must document that the proposed training is in the agreed-to occupation.

OJT Outline and Job Description Minimum Requirements

On-the-Job Training Outline and Job Description Form must include:

- Name of participant;
- The statewide electronic case management system State ID and last four digits of Social Security Number;
- Occupation for which training will be given;
- Specific Vocational Preparation (SVP) Level;
- Starting and ending dates of training (not the Program Agreement; any variance requires an OJT Supplemental Agreement);
- Number of hours per week participant will work;
- Initial wage rate and scheduled raises (if any);
- OJT wage and the percentage of reimbursement;
- Maximum OJT-obligation amount;

- Name or job title of person responsible for training;
- A job description and training outline that clearly reflects what the participant will learn and the length of the proposed training;
- A list of specific skills or tasks the employer agrees to provide to the participant;
- Signature of participant and date; and
- Signature of employer/trainer and date.

An OJT Agreement with participant's former employer is discouraged and **only allowable with prior approval** from the Business Service Team Lead and the OWD Work Based Learning Program Coordinator. The Training Plan and participant's statewide electronic case management system EP must additionally document that the OJT participant is training in an upgraded position.

The Training Plan reimbursement rates must not exceed 50 percent of the wage rate of the participant.

Generally, Training Plan reimbursement rates must not exceed 50 percent of the wage rate of the participant.

The Governor may authorize an increase in the reimbursement rate for the OJT agreements funded through the statewide employment and training activities described in 20 CFR 682.210 of up to 75 percent. The Local WDB also may increase reimbursement rate for OJT agreements described in 20 CFR 680.320(a)(1) up to 75 percent, when taking into account the following factors, as outlined in the local OJT policy:

- The characteristic of the participants, taking into consideration whether they are "individuals with barriers to employment" as defined in WIOA sec. 3(24);
- The OJT employer qualifies as a small business, as defined by the U.S. Small Business Administration;
- The Local WDB's Local Plan identifies the industry sector that includes the OJT occupation in its sector strategies;
- The occupation rates an "A" or "A+" rating in the Missouri Economic Research and Information Center (MERIC) Missouri Occupational Outlook Projections for 2014-2024;
- Other factors approved by the OWD's Work Based Learning Manager, which may include the number of employees participating, wage and benefit levels of the employees (both at present and after completion), and relation of the training to the competitiveness of the participant.

The identified circumstance from the above list, used to justify the increased OJT reimbursement rate, must be recorded as a participant or employer Case Note, as appropriate, in the OWD electronic case management system.

In determining the appropriate length of the Training Agreement, determine the SVP level associated with the occupation, then consider the skill requirements of the occupation, the academic and occupational skill level of the participant, the participant's prior work experience, and the participant's EP. Base the participant's length of training on the skills gap between the position and the OJT participant. If a participant has relatable work experience or education, the length of training must be reduced following a local-defined process.

Training must not exceed 1,040 hours for WIOA-funded OJT.

The following is the conversion between the Specific Vocational Preparation (SVP) Level of the occupation and the maximum weeks of training allowed for an OJT participant. (An explanation of the various levels of SVP is available at [O*NET Online](#).)

SVP Level	Maximum Duration of OJT
1	Short demonstration only
2	Up to 1 month
3	Up to 3 months
4 and over	Up to 6 months = 1,040 maximum hours of training

As mentioned in the section on “Determining Employer Eligibility,” OJT participants’ compensation and benefits must be at the same rates, including periodic increases, as that of trainees or employees in similar occupations for the same employer who possess similar training, experience, and skills. Such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in Sec. 6(a)(1) of the Fair Labor Standards Act of 1938 [29 U.S.C. 206(a)(1)] or the applicable State (<https://labor.mo.gov/DLS/MinimumWage>) or local minimum wage law [WIOA sec. 181(a)(1)(A)]; 29 U.S.C. 3241(a)(1)(A). Rates shall not be less than the higher of the federal, State, or local minimum wage.

Invoicing (DWD-PO-220)

Payments to employers for the OJT agreement must comply with WIOA program guidelines and the Local WDB’s policies. Local WDBs must ensure that payments to employers compensate for the extraordinary costs associated with training and costs associated with the lower productivity of participants. Employer are not required to document these extraordinary costs.

OWD does require, however, that employers establish record-keeping and record-retention systems that adequately support OJT invoices. All records associated with payment to employers must be available to OWB monitors. The invoice system that determines reimbursement must clearly document the number of hours worked each day by the participant and the rate of pay for the period. Both the participant and the employer must sign the invoice, unless the participant signs documentation (timesheet/timcard) that the employer attaches and reconciles to the invoice. In the event the participant is unable to sign a timesheet, outline attempts to secure a signature in case notes. If a company uses an electronic time management system to capture attendance, and attests to its use in the Program Agreement, the participant’s signature is not necessary. The employer is required to submit timesheets with their monthly invoice in order to receive reimbursement. Staff must utilize the invoice and the supporting timesheets to ensure the employer has not requested reimbursement for hours in which no training occurs (illness, holidays, and other paid time off).

Base payments to employers on scheduled raises and regular pay increases, if they occur. Any such raises must be documented within the OJT Supplemental Agreement (form DWD-PO-215) and must be in place prior to the reimbursement of the wage increase. Payments to employers cannot be based on higher wages due to overtime, shift differential, premium pay, other non-regular wages paid by the employer, or periods of time in which no training occurs (illness, holidays, plant downtime, or other events). In the event a participant is earning overtime, payments may be made to the employer to reimburse the number of hours worked only and must not be based on the increased wage rate.

The form DWD-PO-220, “OJT Monthly Invoice,” serves as an example of an invoice. Employers cannot pay OJT participants in cash.

Documentation Requirements

Local WDBs are responsible for monitoring training, invoicing, and reimbursement systems on a pre-determined, systematic, and documented basis. Local WDBs must verify and document progress and provide technical assistance, as needed, to the employer and the participant.

All employers are required to maintain their own internal supporting documentation in accordance with the record retention requirements in Article 6 of the Program Agreement General Assurances (form DWD-PO-213).

Monitoring (DWD-PO-219 A&B)

Monitoring of the OJT Training Agreement is the responsibility of the Training Operator (Local WDB or WIOA Service Provider). The duty may be assigned to another designated entity or individual, provided there is no conflict of interest. The monitoring will include participant training and corresponding employer payroll records. To ensure validity and propriety of the reimbursement amounts claimed, **on-site monitoring** of OJT employers and other subrecipients is required.

For program compliance, on-site monitoring of each participant must occur, at a minimum, **mid-training** and upon **completion**.

Document mid-point and end-point monitoring on the DWD-PO-219 Part B form during on-site monitoring. Also document mid-point and end-point monitoring results in Case Notes.

End-point monitoring is to evaluate an employer's performance and to determine suitability for future agreements. DWD-PO-210 Part A is used to ascertain the following:

- Did the employer retain the completed OJT participants;
- Did monitoring identify training as poor or incomplete;
- Was there an increase or decrease in wages after training;
- Was the participant dismissed after training or during the follow-up point; and
- Were there any participant grievances?

The Local WDB or its designee must conduct sub-state monitoring of its programs, including employer fiscal records, as outlined in the Statewide Sub-State Monitoring Policy. OWD will monitor for program compliance through OWD's electronic case management system and Local WDB financial records during the annual Programmatic/Financial Monitoring.

Supplemental Agreement (DWD-PO-215)

Training plans and agreements include very specific dates to indicate how long the training service will last, the forms also document a fixed dollar amount to be paid over the course of the agreement. During the course of the OJT, a need may arise to modify the original agreement.

The Supplemental Agreement must indicate the modification type, either Bilateral or Unilateral. A *Bilateral* modification is a change that impacts both parties, both the **Training Operator** and the **Employer**. A *Unilateral* modification is a change that impacts only one party.

FINANCIAL REPORTING

Local WDBs should report OJT as a program cost on their monthly contract progress reports required by the OWD [Financial Manual](#).

OJT EMPLOYER OUTREACH STRATEGIES

Outreach

A sound outreach plan should be based on the premise that businesses will use an organization that serves their interests. Outreach efforts should begin with the Business Services Team and avoid duplication efforts and administrative waste. Define outreach objectives locally to suit the area's employment conditions. Research local market information using online resources, such as Missouri Economic Research and Information Center ([MERIC](#)), [O*NET Online](#), and the North American Industry Classification System ([NAICS](#)).

OJT outreach can be a mix of direct and indirect methods. This can include face-to-face contacts with employers, mail-outs (introductory letters, notes of appreciation, newsletters), involvement with the Chamber of Commerce, press releases, networking with other agencies, and speaking to civic organizations.

Outreach strategies include:

- Researching companies before contact, and noting previous labor needs.
- Targeting high growth and in-demand industries in the LWDA.
- Educating employers about how OJT can enhance their businesses, cut waste, skill up the workforce, reduce turnover, and increase profits.
- Projecting how OJT can save the company money.
- Offering the employer assistance with completing the required paperwork.

Each Local WDB must describe the Board's ongoing strategies for promoting and increasing the number of participants in OJT in the WDB's local plan.

QUESTIONS

Any questions regarding the execution of OJT, should first be directed to the appropriate contact person at the local level. Should additional assistance be needed, questions can be directed to the WIOA Programs team at programs@dhewd.mo.gov.

FORMS

All forms are available online at jobs.mo.gov/dwdprograms

DWD-PO-213	On-the-Job Training Program Agreement
DWD-PO-214	On-the-Job Training Outline and Job Description
DWD-PO-215	On-the-Job Training Supplemental Agreement
DWD-PO-217	On-the-Job Training Eligibility Notification
DWD-PO-219	On-the-Job Training Monitoring Report, Part A (Employer), Part B (Participant)
DWD-PO-220	On-the-Job Training Monthly Progress Invoice

RELATED ISSUANCES

04-2018: Participant Activity Codes & Definitions
13-2017: Statewide Supportive Services Policy
16-2017: Disseminating Notices For Equal Opportunity For EO and Complaint & Grievances
28-2017: Credential Attainment Policy
13-2019: Statewide Workforce Innovation and Opportunity Act (WIOA) Youth Program Framework and Design Policy
05-2020: WIOA Youth Program Eligibility and Documentation TAG
09-2020: Statewide Individual Employment Plan Development Policy
01-2021: Measurable Skills Gain Policy
16-2021: Wagner-Peyser / Labor Exchange Policy
13-2021: Workforce Innovation and Opportunity Act (WIOA) Work Experiences for Youth Participants
23-2021: Document Management
07-2022: WIOA Adult and Dislocated Worker Eligibility and Documentation TAG
08-2022: Training Eligibility Justification
09-2022: Case Note Policy

NOTE: The above list is not all inclusive list; additional issuances, or otherwise updated issuances, may be applicable. All issuances can be found online at <https://jobs.mo.gov/dwdissuances>. Questions regarding issuances are to be directed to dwdpolicy@dhewd.mo.gov.