



A G E N D A
Orange County Workforce Development Board

January 31, 2024

10:00 AM

workforce.ocgov.com

Location:

OC Workforce Solutions Center (South)
28202 Cabot Road, Suite 100
Laguna Niguel, CA. 92677

****In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Orange County Community Services office 72 hours prior to the meeting at (714) 480-6500.**

The Board encourages your participation. If you wish to speak you may do so during Public Comment. To speak during Public Comment, complete a Speaker Request Form(s) identifying the items and place them in the Speaker Request basket prior to the beginning of the meeting. Once acknowledged and prompted by the Chair, you may begin to speak. Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the Board, please state your name and place of residence for the record prior to providing your comments.

Materials/handouts can be accessed up to 72 hours in advance of the meeting by visiting <https://workforce.ocgov.com/oc-workforce-development-board/about-oc-workforce-development-board/meeting-agendas-and-minutes>

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DISCLAIMER: No member of the Orange County Workforce Development Board (OCWDB) shall sign a letter or make a statement purported to represent the position of OCWDB as a body. Letters or verbal statements of support or opposition on any issue shall only be made or signed by the Chair of OCWDB and shall be submitted to the Board for approval. The policy of the Board of Supervisors does not allow OCWDB or its Chair to sign a letter of position on any matters pertaining to legislation. OCWDB members may write personal letters or speak as individuals stating personal positions but may not do so as representing the position or opinion of OCWDB.

AGENDA:

1. CALL TO ORDER: Anna Lisa Lukes, Chairperson
2. PLEDGE OF ALLEGIANCE
3. BOARD MEMBER ROLL CALL: OC Community Services Representative
4. PUBLIC COMMENT:
At this time, members of the public may address the Orange County Workforce Development Board regarding any items within the subject jurisdiction, provided that no action is taken on off-agenda items unless authorized by law. (Comments shall be limited to three (3) minutes maximum).

PRESENTATION:

5. OCWDB Overview
 - a. Who: Board Member Introductions – New Members
 - b. What: Mission and Vision Statement
 - c. When: 2024 Calendar

ACTION ITEM(S):

6. OCWDB On-the-Job Training Policy
Recommendation: Review and approve updated OCWDB On-the-Job Training Policy
7. OCWDB Selective Service Registration Policy
Recommendation: Review and approve updated OCWDB Selective Service Registration Policy
8. OCWDB Self-Sufficiency Policy
Recommendation: Review and approve updated OCWDB Self-Sufficiency Policy
9. OCWDB 70 Percent Lower Living Standard Income Level and Poverty Guidelines Policy
Recommendation: Review and approve updated OCWDB 70 Percent Lower Living Standard Income Level and Poverty Guidelines Policy

INFORMATION ITEM(S):

10. Annual Conferences
11. Regional Organizer Update
12. Performance Update (Program Year 23-24, Quarter 1 & 2)
13. Previous Meeting Minutes – November 14, 2023
14. Chair Report – Calendar Year 2023 Look Back
15. Director's Report – Calendar Year 2024 Look Ahead

DISCUSSION ITEM(S):

16. OPEN DISCUSSION
At this time, members of this Committee may comment on agenda or non-agenda matters provided that NO action may be taken on off-agenda items unless authorized by law.

ADJOURNMENT

Next Meeting
March 27, 2024



OC Community Resources

Revised: September 30, 2021

July 12, 2021

January ~~XX~~31, 2024

Effective: October 5, 2020

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To: All WIOA Subrecipients of the Orange County Workforce Development Board Area

From: ~~Carma Lacy~~ Nancy Cook
Director of Workforce and Economic Development

Subject: On-The-Job Training (OJT) Program Policy
Information Notice No. 20-OCWDB-1724-OCWDB-01
Supersedes Information Notice No. 20-OCWDB-17

PURPOSE

To provide information and direction for the implementation of the Workforce Innovation and Opportunity (WIOA) funded On-the-Job Training (OJT) opportunities and all other applicable special programs that receive funding through the County of Orange, ~~Community Investment Division (CID)~~ Workforce and Economic Development Department (WEDD) to administer OJTs to eligible Adult, Dislocated Worker and Youth program participants.

EFFECTIVE DATE

This policy is effective immediately upon issuance.

REFERENCES

- Workforce Innovation and Opportunity Act, Pub. L. 113-128; Sections 3(23)(24) and (44); 134(c)(H); 188 (a)(2) and (3); 181 (a)(2)(B)
- 20 CFR 680.700, 680.710, 680.720, 680.730 and 680.850
- 20 CFR 683.260, 683.265, 683.270, 683.275, 683.280
- Fair Labor Standards Act (29 U.S.C.206(a))

BACKGROUND

On-the-Job Training (OJT) is a training option that provides employers the opportunity to train new participants (Trainees) on the specific knowledge or skills essential to the full and adequate performance of the job. OJT opportunities are formed through a contractual agreement between the employer and the OJT Service Provider. The OJT Service Provider provides the employer with a partial wage reimbursement, typically up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and supervision related to the training. However, WIOA authorizes local boards to reimburse employers up to a maximum of 75 percent of the wage rate of an OJT participant after considering factors listed in this policy.

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OJT is a hire-first program. The Trainee/participant begins their OJT as a full-time employee of the company that has agreed to provide on-site training and long-term employment upon completion of the OJT. The rate of pay, fringe benefits, periodic pay increases, and working conditions offered to the Trainee/participant are the same as similarly situated employees in positions with the same employer and subject to the state or local minimum wage laws.

Definitions

In-Demand Industry - An industry sector that has a substantial current, or potential impact, (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.

Individual with Barriers to Employment - The term "individual with a barrier to employment" means a member of one or more of the following populations:

1. Displaced homemakers
2. Low-income individuals
3. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
4. Individuals with disabilities, including youth who are individuals with disabilities
5. Older individuals (55 years or older)
6. Ex-offenders
7. Homeless individuals (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or homeless children and youths (as ~~description of~~ defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))
8. Youth who are in or have aged out of the foster care system
9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
10. Eligible migrant and seasonal farmworkers, as defined in section 167(i)
11. Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.)
12. Single parents (including single pregnant women)
13. Long-term unemployed individuals
14. Such other groups as the Governor involved determines

Occupational Information Network (O*NET) – An online database of standardized and occupation-specific descriptors for occupations in the U.S. economy.

Registered Apprenticeship Program - A program meeting Federal and State standards of job preparation that combines paid on-the-job training and related instruction to progressively increase workers' skill levels and wages.

Specific Vocational Preparation (SVP) - The amount of time required by a typical worker to learn techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation.

Trade Adjustment Assistance (TAA) - A federal program established under the Trade Adjustment Assistance Reauthorization Act of 2015 provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports.

Policy and Procedures

On-the-Job Training must be provided through a contract that provides a structured training opportunity for the OJT Trainee to gain the knowledge and skills to be competent in the job for which they are hired. The contract must be completed and signed by all parties before the OJT Trainee may begin the OJT. OJT may be sequenced with other program services such as work experience, classroom training, or basic skills training. An OJT Toolkit is available from [the Department of Labor at https://ion.workforcegps.org/resources/2017/12/01/11/19/On-the-Job-Training-Toolkit](https://ion.workforcegps.org/resources/2017/12/01/11/19/On-the-Job-Training-Toolkit).

Participant Eligibility

OJT Trainees must meet program eligibility requirements for each funding source (~~i.e.~~, WIOA Adult, Dislocated Worker or Youth formula funded programs). Trainees must have received a documented skills and/or educational functioning level assessment that results in the development of an Individual Employment Plan (IEP)/Individual Service Plan (ISP) which documents and details the participants interest, aptitude, skills and ability to meet the specific employer OJT requirements. Services Providers are to use any of the following assessment tools when completing the assessment: Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), Basic English Skills Test (BEST), or Massachusetts Adult Proficiency Test (MAPT). ACT WorkKeys will be used for enrollment requirements only and is not intended to measure Educational Functioning Levels (EFL) for performance. Service Providers may use previous basic skills assessment results if such previous assessments have been conducted within the past six months.

Employed workers may be eligible for WIOA-funded OJT's when the employee is not earning a self-sufficient wage as defined in the [Orange County Workforce Development Board \(OCWDB\) Self Sufficiency Policy](#). Participants who have completed occupational skills training via an Individual Training Account (ITA) may be considered for OJT if it creates an opportunity for the participant to become employed.

WIOA in-school youth aged 14-21 years may qualify for OJT, although such work experience may not be an appropriate activity for in-school youth whose individual service plan may be geared toward completion of secondary or postsecondary education instead of employment.

OJT participants must receive wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

OJT may be provided to underemployed worker's when:

1. The employee is not earning a self-sufficient wage;
2. All other requirements of this policy are met; and
3. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy.

Employer Eligibility

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OJT contracts may be entered into with private-for-profit businesses, private non-profit organizations, and public sector employers prior to a WIOA participant starting the new job. With successful completion, the employer is expected to retain the participant after the training period for no less than one year. Careful consideration should be given when selecting a participating employer.

An OJT cannot be entered into with an employer if, under previous contracts under WIOA or the former Workforce Investment Act of 1994 (WIA), the employer exhibited a pattern of failing to provide participants with continued long-term employment as regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

An OJT site (where the training takes place) could be out of the OCWDB service area (outside of the Orange County), but the Service Provider/Business Solutions staff should work with the local workforce area where the training site is located to help with the monitoring and participant engagement. If an OJT site is not in Orange County, but in a bordering workforce development area, the training site needs to be within the commuting distance (approximately 50 miles) so the Service Provider/Business Solutions staff is able to complete the site monitoring and participant check in.

Business functions that must be researched and documented before entering into an OJT agreement with an employer include but are not limited to:

1. Working conditions (safety and health);
2. Availability of employer-provided health benefits;
3. Wage structure;
4. Turnover rates;
5. Adequateness of staff and equipment to carry out the training;
6. Compliance with federal, state and local laws;
7. The ability for the employer to retain the position after the OJT period for a duration of no less than one year;
8. Must not be debarred from participating or receiving federal, state or local funding;
9. Must be registered with the State of California;
10. Must be up-to-date on Unemployment Insurance (UI) taxes and be in good standing with the State of California.

Employer Requirements

1. Must be registered with the Internal Revenue Service (IRS) and have an account with the California State Compensation Insurance Fund for Unemployment Insurance and carry Workers Compensation Insurance. If the OJT site is in Orange County, they must have operated in Orange County for a minimum of 120 days and be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan. If the OJT site is outside of Orange County, they must be able to demonstrate experience with developing OJT's with their local workforce area and be current in unemployment insurance and workers compensation taxes, penalties, and/or interest or related payment plan.
2. Must be financially solvent to meet the OJT contract obligations through the end of the training and for the participant's 12-month follow-up period and must have an

adequate payroll record keeping systems that tracks hours worked, gross pay, deductions and net pay.

3. Must not have relocated within the last 120 days, where relocation resulted in the loss of employment at a prior location.
4. Must not displace any currently employed worker or alter current workers promotional opportunities. Nor have terminated any regular employee or otherwise reduced the workforce in order to hire OJT Trainees.
5. Must not be involved in a labor dispute or have workers currently in a layoff status or laid off workers over the past 120 days from the same or any substantially equivalent job. The period of 120 days may be waived if there are mitigating circumstances reviewed and approved by the Orange County Director of Workforce and Economic Development.
6. Must not impair existing contracts for services or pre-established collective bargaining agreements. Must gain written concurrence with the appropriate labor organization before the OJT can begin if the OJT agreement would be inconsistent with a collective bargaining agreement. Additionally, the employer must attest that the OJT agreement would not assist, ~~promote~~promote, or deter union organizing.
7. Must not allow OJT Trainees to work on the construction, maintenance or operation of any facility that is used for sectarian activities or as a place of worship.
8. Must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliations, or age.
9. Businesses must not have any outstanding tax liability to the state of California for over six months. Businesses must disclose any known outstanding tax liabilities with California and other states prior to entering into the contract. The Service Provider/Business Solutions staff may consider existing out-of-state violations when determining eligibility to receive OJT funds. The Service Provider/Business Solutions staff must document any resolution of outstanding tax liability, which may include letters from the business or from the State from which the tax liability occurred.
10. Businesses must not have any outstanding civil, criminal, or administrative fines or penalties owed to or pending in the state of California.
11. Service Provider~~s~~/ Business Solutions staff must not execute OJT contracts with an employer who has previously exhibited a pattern of failing to provide OJT Trainees with continued long- term employment. Employers must maintain at least a 90% annual OJT Trainee retention rate.
12. The employer must comply with all applicable federal, state, and local laws and regulations related to providing reasonable working conditions. OJT participants are not permitted to train or work in buildings or surroundings under working conditions that are unsanitary, hazardous, or dangerous to the trainee's health or safety.

If all required OJT criteria are met, a private placement agency may be an eligible employer for WIOA-funded OJTs.

Employer Reimbursement Rates

The employer reimbursement rate of the regular wages earned for OJTs is set to 50 percent. The OCWDB permits the increase of the reimbursement rate for OJT contracts up to 75 percent when taking into account the following factors:

1. The characteristics of the participants, taking into consideration whether they are "individuals with barriers to employment," as defined in WIOA sec. 3(24);
2. The size of the employer, with an emphasis on small businesses;
3. The quality of employer-provided training and advancement opportunities. For example, if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential; and
4. Other factors the Governor, the County, WEDD, or OCWDB may determine to be appropriate, 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.

Service Providers/Business Solutions staff must obtain pre-approval from the Director of Workforce and Economic Development prior to entering into agreements with employer when increasing the wage reimbursement level above 50 percent. Approval requests must be done formally, in writing, and must include the OJT packet. Further, the Service Provider/Business Solutions staff must document the factors used when increasing the wage reimbursement levels above 50 percent and up to 75 percent. A copy of the approval must be placed in the participant and business physical/electronic records.

The following reimbursement rates are based on the size of the employer and characteristic of the participants, taking into consideration whether they are "individuals with barriers to employment":

1. A maximum of 50 percent for standard OJT agreements.
2. A maximum of 65 percent for mid-sized businesses (51-250 employees) that meet the increase reimbursement rate criteria.
3. A maximum of 75 percent for small businesses (up to 50 employees) that meet the increase reimbursement rate criteria.
4. A maximum of 90 percent for small businesses (up to 50 employees) for participants that meet the definition of a dislocated worker.

Regardless of the reimbursement rate, the following factors must be considered prior to approving an OJT:

1. The characteristics of the participant(s) with an emphasis on barriers to employment;
2. The quality of employer-provided training (e.g., an industry recognized credential, advancement opportunity);
3. The number of participants the employer agrees to hire;
4. The wage and benefit level of the participant (both during and after completion of the OJT);
5. The OJT position is an in-demand occupation and is determined by local labor market information;
6. The OJT employer is:

- In an in-demand industry and determined by local labor market information to support economic self-sufficiency and local living wage; or
- In a declining industry that has justification which supports reimbursement above 50 percent (e.g., evidence of long-term viability of the employer) and demonstrates compelling reasoning for OJT opportunity to support economic self-sufficiency and local living wage.

Each of the above factors leading to the approval of an OJT must be documented and placed in the case file.

Registered Apprenticeship Programs

OJT contracts may be written with registered apprenticeship programs and/or participating employers in registered apprenticeship programs for the on-the-job training.

Coordination with the Trade Adjustment Assistance Program

If an individual is eligible for training dollars under Trade Adjustment Assistance (TAA), TAA should be used to fund the OJT. An exception would be situations where the cost exceeds the TAA program's ability to fund the training; WIOA funds can pay the portion of the cost that exceeds the TAA maximum.

If a participant is already enrolled in a WIOA-funded OJT and subsequently becomes eligible for funding through TAA, the local area must determine whether to continue funding the OJT with formula dollars or to fund the remainder of the training with TAA funds based on the following criteria:

1. If the WIOA-funded OJT uses a different wage reimbursement rate than the Trade program's OJT policy allows, the participant's OJT may continue to be funded by formula dollars until completion;
2. If the WIOA-funded OJT uses a different payment point than the Trade program's required OJT payment point, the participant's OJT may continue to be funded by formula dollars until completion;
3. If the WIOA-funded OJT uses the same wage reimbursement rate and payment point as the Trade program OJT, the local area must plan for the remainder of the OJT to be funded by TAA beginning at the next payment point. Local areas must coordinate with Trade staff to develop a plan for transitioning participants from one funding stream to another without negatively affecting the employer or the participant.

If the Service Provider determines that the participant is eligible for TAA, a funding transition form must be completed (Attachment I). Regardless of whether participants remain in the WIOA-funded OJT or transition to TAA funding, it is required that the participant be co-enrolled in both the WIOA-funded OJT and Trade programs. The OJT must be approved under both programs (even if it is being fully funded by formula dollars) to ensure the participant can qualify for other associated Trade benefits and services.

Employer Information Form

Prior to the placement of an OJT participant, an employer pre-screening must be conducted and the On-the-Job Training Employer Information (Attachment II) form must be completed to ensure that the employer meets the minimum standards and can provide both training and long-term employment to the OJT participant. The On-the-Job Training Employer Information form may be completed once rather than each time an OJT is approved.

If a collective bargaining agreement is in place, the On-the-Job Training Employer Information form must indicate such and the employer must provide a letter from the union indicating union concurrence before the OJT begins. OCWDB staff is expected to contact the employer's union representative if the job is under bargaining unit authority.

The On-the-Job Training Employer Information form must be updated:

1. If the business is sold or transferred;
2. If other significant changes affecting training, hiring, or job retention occur; and
3. At least once a year from the date of issuance.

The OJT Contract

Every OJT opportunity will include a contract/agreement with the employer and a Training Plan for the Trainee. The contract must include the requirements of WIOA rules and regulations; the occupation, skills, and competencies to be learned; and the length of time the training will be provided (Attachment III - OJT Contract Checklist and Attachment IV - OJT Sample Contract).

The On-the-Job Training Plan (Attachment V) also identifies the skills to be learned during the OJT. OJT providers may use the following to determine skills needed and justification of training duration:

1. Occupational Information Network (O*NET);
2. Specific Vocational Preparation (SVP),
3. Company job description;
4. Input from the employer/supervisor, and/or
5. Other appropriate data sources.

Contract modifications (Attachment VI) must be in writing, signed and dated by all parties prior to the effective date of the modification. Verbal modifications are not valid.

There are times when an OJT participant or work conditions may justify an exception to the original training plan. Possible exceptions or modifications to an OJT may include:

1. Extending the agreed upon length of OJT duration if the mandated maximum number of hours are not exceeded;
2. Adjusting the maximum or minimum number of hours/weeks to accommodate a participant's learning or other disability if mandated maximum number of hours are not exceeded;
3. Allowing employer reimbursement for training, even when the participant fails to complete the training, if the participant quit or was fired for just cause; and
4. Consideration for OJT participants who are performing satisfactorily, have completed substantial training and will be retained by an employer at the end of the training period, but have not learned all the requisite OJT-related skills.

All exceptions must be documented on the On-the-Job Training Exception Request Form (Attachment VII) before the end date of the training plan and must also include a Contract Modification.

All Contract Modifications and Exceptions must be documented in the participant's case file.

Duration, Wages, Payments and Benefits

The County, WEDD, and OCWDB ~~is~~ are committed to providing WIOA participants work opportunities that lead to ~~self-sufficiency~~ self-sufficiency; therefore, OJTs are limited to

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employers offering hourly wages or salaries above the current livable wage rate (~~\$18.00~~23.66 as of 20243, however, livable wage is subject to change). Priority consideration will be given to employers offering employment opportunities above \$30.00 per hour.

Regardless of the hourly wage, training duration is limited to not less than four (4) weeks and not more than 26 weeks (1,040 hours). Training duration must be in line with Specific Vocational Preparation (SVP) estimates. Participants who have utilized the maximum funding allowed under the Individual Training Account (ITA) Policy may also qualify for an OJT with training cost and duration limits described above.

The OJT Trainee is an employee of the business. The employer is responsible for payment of wages and benefits to the Trainee. The employer must provide OJT Trainee with continued long-term employment or wages, benefits and working conditions that are equal to those provided to similarly situated employees.

WIOA funds are not to be utilized for holidays, sick leave, vacation, or overtime hours. Employers will be expected to compensate the Trainee for such hours equal to other similarly situated employees and in accordance to state and federal labor laws for any overtime hours worked.

If a participant is completing activities that are beyond the scope of the OJT Training Plan Agreement, it is the responsibility of the employer to pay these wages in full.

Wage Rate Calculations:

1. In cases where the OJT is for a salaried position, an hourly rate of pay should be calculated for reimbursement purposes by taking the gross monthly salary, multiplied by 12 then divided by 2080 hours (e.g.e.g., $\$2,600 \times 12 = \$31,200 / 2080 = \$15$). Note: With salaried positions, be sure that paid time off (i.e., vacation, sick, holiday, PTO) is accounted for on the OJT Voucher and not reimbursed.
2. In cases where the trainee may receive two different rates of pay (e.g.e.g., regular rate and shift differential for evening/weekend hours), use the higher wage rate for the total duration to calculate the amount. Extra funds will be de-obligated at the end of the OJT.

Overtime Hours for OJT

OJT payments may only be paid for regular wages paid by the employer. Payment may not be based on overtime, premium pay and other non-regular wages. This does not preclude a participant from working overtime; however, the reimbursement to the employer must be based on the regular wage rate.

Time Records

The employer must have a method to track the employee's time in conjunction with the OJT Timecard. The record of employment and time must be kept for seven years.

Payments to Employers

Employers may be reimbursed from 50 to 75 percent of the wage rate of an OJT participant based on the previous Employer Reimbursement Rate section. OJT payments to employers are deemed to be compensation for the extraordinary costs associated with training participants and potentially lower productivity of the participants while in the OJT. Employers are not required to document such extraordinary costs. The wages of incumbent employees during their participation in the OJT is not allowed as an expense under WIOA Title I. Payment

will be released upon completion of the training hours and submission of the OJT payment voucher with all required documentation to the Service Provider/Business Solutions staff.

Determining Training Duration-Specific Vocational Preparation (SVP)

Training will be limited to the period of time required for a Trainee to become proficient in the position related to the training plan. ~~OCWDB~~ This policy limits the training duration to not less than four (4) weeks and not more than 26 weeks (1,040 hours). Training duration is negotiated with the employer based on the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without the need for OJT. The Bureau of Labor Statistics Occupational Outlook Handbook Occupational Finder at <https://www.bls.gov/ooh/> is a resource for Service Providers when developing the training plan.

An OJT program is not intended for long-term continued training within the occupation. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the Specific Vocational Preparation (SVP) level for the occupation, the academic and occupational skill level of the participant, prior work experience, the participant's IEP/ISP, and budget. Actual training hours will be negotiated between the employer, participant, and Service Provider/Business Solutions staff. All determinations must be documented.

Specific Vocational Preparation (SVP) levels are used to provide guidance on the appropriate training length. Occupation specific SVP codes can be found at www.onetonline.org. Specific Vocational Preparation, as defined in the U.S. Department of Labor Dictionary of Occupational Titles, is the amount of lapsed time required by a typical worker to learn techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation. ~~OCWDB has determined~~ The number of maximum training hours for each SVP level per the chart below.

| SVP Level | OCWDB Maximum Training Hours/Weeks |
|------------------|---|
| 2 | 160 Hours or 4 Weeks |
| 3 | 320 Hours or 8 Weeks |
| 4 | 480 Hours or 12 Weeks |
| 5 | 640 Hours or 16 Weeks |
| 6 | 800 Hours or 20 Weeks |
| 7 | 960 Hours or 24 Weeks |
| 8 | 1,040 Hours or 26 Weeks |

Specific Vocational Preparation (SVP) may be acquired in a school, work, military, institutional, or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Specific vocational training includes vocational education, apprenticeship training, in-plant training, on-the-job training, and essential experience in other jobs.

Specific vocational training includes training given in any of the following circumstances:

1. Vocational education (high school, commercial or shop training, technical school, art school, and that part of college training which is organized around a specific vocational objective);

2. Apprenticeship training (for apprentice jobs only);
3. In-plant training (organized classroom study provided by an employer);
4. On-the-job training (serving as learner or trainee on the job under the instruction of a qualified worker); or
5. Essential experience in other jobs (serving in less responsible jobs, which lead to the higher-grade job, or serving in other jobs which qualify).

Participant Case File

All documentation relative to the selection of a candidate for an OJT opportunity, OJT Contract, Training Plan, Participant Progress Reports, and modifications to the OJT Contract or Training Plan should be included in the participant's hard and electronic case file. Activity code 301 (On-the-Job Training), activity code 348 (On-the-Job Training - TAA), or activity code 428 (Youth On-the-Job Training) shall be entered into CalJOBS. Participant files must be available to federal, state and local monitors for compliance review.

Employer Files

Service Provider/Business Solutions staff are required to keep an individual file for each OJT Employer which includes the Employer Pre-Screening Checklist verifying employer eligibility. Employer files must be available to federal, state and local monitors for compliance review.

Monitoring

Monitoring at the local, state and federal level will include the OJT Service Provider's oversight of the participant training and corresponding employer payroll records.

On-site monitoring visits should be conducted by the Service Provider/Business Solutions staff shortly after the OJT Trainee begins work, with additional visits scheduled at midway through the Training Plan and at the end of the Training Plan. Further, the Service Provider/Business Solutions staff should be conducting weekly and/or monthly check-ins with the employer, depending on the length of OJT Training Plan. For example, if the Training Plan is only 4-8 weeks, check-ins should be conducted weekly, however, if they are longer than 8 weeks, they could be conducted monthly. All check-ins and on-site monitoring visits should be documented into CalJOBS.

Effective monitoring also includes desk review of correspondence from the employer, including OJT reimbursement invoices and required documentation to support those invoices.

Service Provider/Business Solutions staff must regularly review each Trainee's progress in meeting program and service strategy objectives, including the Trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to OJT (Attachment IX: OJT Trainee Progress Report). Any deviations from the OJT Contract should be dealt with and documented promptly.

Exceptions

Any exceptions to this policy must be approved by the Orange County Director of Workforce and Economic Development and documented in both the Trainee and Employer files.

Exceptions may be allowed for:

1. Employers new to the County of Orange;
2. Employers with workers in lay-off status less than 120 days;
3. Training plans exceeding the cost or time limits, or other policy statements not contained in the WIOA or WIOA regulations.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.

ATTACHMENTS

Attachment I: Trade Adjustment Assistance Funding Transition

Attachment II: OJT Employer Information

Attachment III: OJT Contract Checklist

Attachment IV: OJT Sample Contract

Attachment V: OJT Training Plan

Attachment VI: OJT Training Plan Modification

Attachment VII: OJT Exception Request

~~Attachment VIII: OJT Sample Employer Invoice Form~~

Attachment ~~VIII~~X: OJT Progress Report



Trade Adjustment Assistance Funding Transition

| | |
|---------------|------------------|
| Employer Name | Employer Address |
|---------------|------------------|

While receiving On-the-Job Training (OJT) funded by the Workforce Innovation and Opportunity Act (WIOA), the following trainee(s) were determined eligible for another program: Trade Adjustment Assistance (TAA). This form serves as notification that the trainee(s) listed below will be transitioned to TAA and that all allowable training costs will be reimbursed by TAA for the remainder of the OJT period. No OJT costs incurred on or after the effective date(s) listed below shall be invoiced to, nor reimbursed by, the WIOA program.

Transition Details

The following trainee(s) receiving OJT from the employer organization listed above will be transitioned to TAA-funded OJT services as of the effective date(s) listed below.

| Trainee Name | OJT Begin Date | OJT End Date | Effective Date of Transition to TAA |
|--------------|----------------|--------------|-------------------------------------|
| | | | |
| | | | |
| | | | |

If additional trainees are being transitioned to TAA, attach sheet listing the above data and check here:

Trade OJT Invoicing Instructions

Allowable training costs incurred for the above-listed trainee(s) on or after each trainee's Effective Date shall be reimbursed by the Trade program according to Trade Adjustment Assistance invoicing instructions, program policies, and regulations.

Disputes

Any disputes that involve situations occurring prior to the effective date of this transition, or that are related to the WIOA program, shall be addressed using the Orange County procedure. These procedures are contained in the OJT Requirements document supplied with the OJT Agreement and signed by the employer. Disputes related to the Trade program or occurring after the effective date of transition to Trade shall be referred to the California State Trade program for resolution. The provisions related to disputes in the OJT Requirements document are hereby amended as described in this paragraph.

Acknowledged and agreed to by signing below:

| | | | |
|----------------------|------|----------------------------------|------|
| Trade Staff | Date | Trade Central Office staff | Date |
| Print Name and Title | | Print Name and Title | |
| Employer | | Local Workforce Development Area | |
| Authorized Signature | Date | Authorized Signature | Date |
| Print Name and Title | | Print Name and Title | |



On-the-Job Training (OJT) Contract Checklist

OJT contracts should include:

1. Name, address, and telephone number of the business/employer;
2. Name of the contract administrator for the employer;
3. Number of participants to be trained, specifying for each participant or position;
4. Number of hours of training;
5. Wage rate (including scheduled adjustments);
6. Reimbursement rate;
7. Job description for each training occupation;
8. Training plan for each slot or category indicating the occupational skills and knowledge to be learned in an orderly progression of training sequences;
9. A description of any additional services to be provided beyond training;
10. Total maximum dollar amount of the agreement;
11. Beginning and ending dates of agreement;
12. Personnel responsible for supervision of the training;
13. Terms of agreement for job retention;
14. Record-keeping requirements, including participant time and attendance documentation and payroll records;
15. Invoicing/payment procedures, including frequency of billing and required supporting documentation;
16. Workers compensation, or if not applicable, alternative insurance for injuries to participants;
17. Assurances of no displacement of currently employed workers or infringement on promotional opportunities;
18. Signatures of authorizing official from employer/business and local board or entity, agreements and must be on record as the signatory official; and
19. General provisions and assurances.



On-the-Job Training (OJT) Contract Checklist

OJT contracts should include:

1. Name, address, and telephone number of the business/employer;
2. Name of the contract administrator for the employer;
3. Number of participants to be trained, specifying for each participant or position;
4. Number of hours of training;
5. Wage rate (including scheduled adjustments);
6. Reimbursement rate;
7. Job description for each training occupation;
8. Training plan for each slot or category indicating the occupational skills and knowledge to be learned in an orderly progression of training sequences;
9. A description of any additional services to be provided beyond training;
10. Total maximum dollar amount of the agreement;
11. Beginning and ending dates of agreement;
12. Personnel responsible for supervision of the training;
13. Terms of agreement for job retention;
14. Record-keeping requirements, including participant time and attendance documentation and payroll records;
15. Invoicing/payment procedures, including frequency of billing and required supporting documentation;
16. Workers compensation, or if not applicable, alternative insurance for injuries to participants;
17. Assurances of no displacement of currently employed workers or infringement on promotional opportunities;
18. Signatures of authorizing official from employer/business and local board or entity, agreements and must be on record as the signatory official; and
19. General provisions and assurances.



**ATTACHMENT IV
ON-THE-JOB TRAINING (OJT) CONTRACT**

INSERT OJT PROVIDER NAME HERE

OJT Contract No:
 New Modification

Section 1: Contact Information

Complete the contact information for the OJT Provider and the Employer.

| | | |
|-------------------|-----------------|--------------|
| OJT PROVIDER: | CONTACT PERSON: | TELEPHONE #: |
| OJT ADDRESS: | EMAIL: | FAX #: |
| EMPLOYER NAME: | F. E. I. N. #: | |
| EMPLOYER ADDRESS: | CONTACT PERSON: | EMAIL: |
| | TELEPHONE #: | FAX #: |

Section 2: Participant Information

Complete the contact information for participant and reimbursement rates.

| | | |
|-------------------------|--------------------------|------------------------------|
| PARTICIPANT NAME: | SOCIAL SECURITY #: | TELEPHONE #: |
| BEGINNING DATE: | END DATE: | TOTAL TRAINING HOURS: |
| JOB TITLE: | O*NET SOC #: | O*NET JOB ZONE: |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |
| JOB DESCRIPTION: | | |

Include additional Participant Information Charts if training more than one participant.

Section 3: OJT Agreement

This On-the-Job Training (OJT) Agreement is between ~~the Employer and the (Name of Employer)(OJT Provider)~~, herein after called Employer and the OJT Provider and ~~the (OJT Provider)(Name of Employer)~~, herein after called the OJT Provider-Employer. Both parties agree to the terms and conditions set forth within this contract. The contract term commences on (enter start date here) until training hours are met but not be exceed months (calendar days) ~~and terminates on (enter end date here).~~

Section 4: General Terms and Conditions

CONTRACT PURPOSE

The purpose of this contract is to establish the general terms and conditions under which the (OJT Provider) may refer individual WIOA participants ("the participant") to the Employer to enable the Workforce Innovation and Opportunity Act (WIOA) participants to take part in an OJT as that term is defined under the Workforce Innovation and Opportunity Act.

OJT DEFINITION

In accordance with the WIOA sec. 3 (44), the term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work. This training will:

- a) Provide knowledge or skills essential to the full and adequate performance of the job;
- b) Qualify for reimbursement to the employer of up to 50 percent (Note: in some circumstances, depending on the size of the employer, the reimbursement rate may go up to 75 percent) of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- c) Limit the OJT contract period of time for a participant to become proficient in the occupation for which the training is being provided. -In determining the length of the training, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, the prior work experience of the participant, and the individual employment plan, as appropriate.

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TRAINING

Employer agrees to employ the participant and develop a training plan for the OJT participant that includes competencies needed to be satisfactorily skilled in the OJT position. The Training Plan must be attached with the contract.

FISCAL

1. OJT Provider shall reimburse Employer ~~on a (Enter a term such as a monthly or bi-monthly) at the conclusion of the training period-basis~~ in an amount not to exceed total reimbursement for extraordinary costs of training to be provided by the Employer to the participant.
2. Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under the OJT contract.
3. Employer agrees that records which are directly related to the OJT contract are subject to review, monitoring, and audit by the OJT Provider, the State and/or the federal government, at any time and without prior notice to the employer.

4. Employer shall provide adequate insurance coverage to protect against legal liability arising out of OJT activity.

5. Employer shall preserve all OJT Employee payroll records, fringe benefits and personnel records.

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~~5.~~

EMPLOYER ASSURANCES

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1. Employer shall provide worker's compensation coverage for the OJT.
2. If the OJT is provided to one of the Employer's current employees, the Employer verifies that the OJT will relate to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills, and that the OJT position will provide the OJT participant with additional wages, hours or benefits.
3. Employer certifies that the company is financially solvent on the date of this contract, and the Employer's best projection is that they will remain financially able to meet contract obligations at the end of the training period, including OJT participant's retention.
4. Employer agrees that wage and labor standards will be adhered to and to pay the OJT participant at the same rates, including increases, and benefits as participants or employees who are situated in similar jobs. Such rates shall be in accordance with applicable law, but in no event less than the higher rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 or the applicable state or local minimum wage law, WIOA sec. 181(a)(1)(A).
5. Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws).
6. Employer certifies that the OJT will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of an OJT, or it has no collective bargaining agreement with a labor organization that covers the OJT position, 20 CFR 683.270.
7. Employer assures that they have not been debarred or suspended in regard to federal funding, 29 CFR Part 97.35.
8. Employer further assures that OJT funds will not be used to assist, promote or deter union organizing, WIOA sec. 181(b)(7).
9. Employer certifies that no member of the OJT participant's immediate family is engaged in an administrative capacity for the Employer or will directly supervise the OJT participant. For the purpose of this contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT participant's spouse, 20 CFR 683.200.
10. Employer assures that the OJT participant(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship, 29 CFR 683.255.

11. Employer assures that the OJT participant has not been hired into or will remain working in any position when any other person is on layoff from the same or a substantially equivalent job within the same organizational unit or has been bumped and has recall rights to that position, nor if the OJT is created in a promotional line that infringes on opportunities of current employees, 20 CFR 683.270.

12. Employer assures that if the OJT participant successfully completes the OJT, the employer will retain the participant in the same or similar employment.

~~12.~~

CONTACT PERSON RESPONSIBLE FOR THE OJT TRAINING

Name:

Address:

Phone:

Email:

Formatted: Indent: Left: 0.25", No bullets or numbering

Section 4: Authorized Signatures

PARTICIPANT SIGNATURE: _____

TYPE/PRINT NAME: _____

DATE: _____

OJT PROVIDER SIGNATURE: _____

TYPE/PRINT NAME: _____

TITLE: _____

DATE: _____

SERVICE PROVIDER SIGNATURE: _____

TYPE/PRINT NAME: _____

TITLE: _____

DATE: _____

EMPLOYER SIGNATURE: _____

TYPE/PRINT NAME: _____

TITLE: _____

DATE: _____

EMPLOYER: By signing this contract, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the dates and hours are reimbursable hours as outlined in the contract and are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31 Sections 3729-3730 and 3801-3812)



On-the-Job Training (OJT) Training Plan

OJT Provider:

OJT Contract No:

Training Plan No:

Section 1: Contact and OJT Information

Complete the contact information for the employer and the participant.

| | | |
|---|--------------------------|------------------------------|
| EMPLOYER NAME: | CONTACT PERSON: | TELEPHONE #: |
| PARTICIPANT NAME: | EMAIL: | TELEPHONE #: |
| THE CONTRACT TERM COMMENCES ON _____ UNTIL _____ TRAINING HOURS ARE MET, NOT TO EXCEED _____ MONTHS OR _____ CALENDAR DAYS. | | |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |

Section 2: Occupational and Training Information

Complete the training outline and estimated time for each skill.

| | | |
|--|----------------------------------|--|
| JOB TITLE: | O*NET SOC #: | HOURS/WEEK: |
| JOB DESCRIPTION: | | |
| SKILLS TO BE LEARNED | ESTIMATED TRAINING HOURS: | STARTING CAPABILITY: |
| 1. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| 2. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| 3. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| 4. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| 5. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| LIST SUPPLIES AND TOOLS NEEDED FOR TRAINING: | | |

Section 4: Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

Authorized Signatures

| | |
|------------------------|------------------------------|
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| PARTICIPANT SIGNATURE: | EMPLOYER PROVIDER SIGNATURE: |
| DATE: | DATE: |

| | |
|-----------------------------|-------------------------|
| SERVICE PROVIDER SIGNATURE: | OJT PROVIDER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| TITLE: | TITLE: |
| DATE: | DATE: |

TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for on-the-job training (OJT). They are also used as the assessment tool to document which skills the participant lacks at the start of the training and to measure skill attainment during the course of the training.

Job Description:

A job description may be obtained from the employer or the OJT provider may assist the employer in writing a job description, thus providing a “value-added” for the employer. For assistance in writing a job description you may use the tasks and activities provided at the CareerOneStop Job Description Writer (<http://www.careerinfonet.org/jobwriter/>). Please modify these descriptions to be specific to employer’s needs for the occupation.

Skill Requirements:

List the skills needed to perform the job to the standards specified by the Employer. Record skills as specifically and briefly as possible. For assistance in writing skill requirements you may use the tasks and activities provided at O*NET OnLine (<http://online.onetcenter.org>). Please modify these skills to be specific to employer’s needs for the occupation (type of tools or software used).

Participant’s Starting Capability:

Used to assess the participant’s skill level near the beginning of the training period and to document skill deficiencies which will be addressed by the training. The skills gap can be addressed in the list of “Skills To Be Learned”. The “Starting” and “Ending Capability” scores are based upon an interview with the participant’s supervisor or by utilizing another skill assessment method used by the employer.

Participant’s Ending Capability:

The end capability assessment will be completed at the conclusion of the OJT in the final OJT Trainee Progress Report (Attachment IX).

Training Length:

- a) The OJT Provider, working with the employer, determines the job title for the position to be trained for, referencing O*NET OnLine (<http://online.onetcenter.org>).
- b) From O*NET OnLine, Job Zone/SVP parameters are obtained. Use these parameters as a beginning guide to determine the length of training.
- c) The OJT Provider considers the participant’s past work experience, knowledge, and skills gap to assist in determining the length of training.
- d) An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, 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 individual employment plan. (WIOA sec. 3 (44)(C).
- e) It may be necessary to deviate from the training schedule, depending on the participant’s ability to gain and retain knowledge of the various tasks within the occupation. If there is disruption of the planned training period through no fault of the participant or the employer, provide modifications in writing with the Training Plan Modification Template.



On-the-Job Training (OJT) Training Plan Modification

OJT Provider:
OJT Contract No:
Training Plan No:
Modification No:

Section 1: Contact and OJT Information

Complete the contact information for the employer and the participant.

| | | |
|---|--------------------------|------------------------------|
| EMPLOYER NAME: | CONTACT PERSON: | TELEPHONE #: |
| PARTICIPANT NAME: | EMAIL: | TELEPHONE #: |
| THE CONTRACT TERM COMMENCES ON _____ UNTIL _____ TRAINING HOURS ARE MET, NOT TO EXCEED _____ MONTHS OR _____ CALENDAR DAYS. | | |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |
| JOB TITLE: | O*NET SOC #: | HOURS/WEEK: |

Section 2: Modification Description

Complete this section with specific details that modify changes to the contract.



Section 3: Signatures

I hereby agree to the changes set forth in this modification. All other training plans remain in full force and effect.

Authorized Signatures

| | |
|-----------------------------|-------|
| PARTICIPANT SIGNATURE: | DATE: |
| TYPE/PRINT NAME: | |
| EMPLOYER SIGNATURE: | DATE: |
| TYPE/PRINT NAME: | |
| TITLE: | |
| OJT PROVIDER SIGNATURE: | DATE: |
| TYPE/PRINT NAME: | |
| TITLE: | |
| SERVICE PROVIDER SIGNATURE: | DATE: |
| TYPE/PRINT NAME: | |
| TITLE: | |



On-the-Job Training Exception Request

| | | | |
|--|--|--------------------------|----|
| Employer Name | | | |
| Employee/Trainee Name | | | |
| Position Title | | | |
| O*Net Code | | | |
| Date Hired | | Date Determined Eligible | |
| Training Period | | From | to |
| Maximum Obligation | | \$ | |
| Hourly Wage | | \$ | |
| Hours/week | | | |
| Training Payment | | \$ | |
| Retention Payment | | \$ | |
| Trainee is a: New Hire <input type="checkbox"/> Current Employee <input type="checkbox"/> | | | |

| |
|---------------------------------|
| Training Plan Exceptions |
| Reason(s): |
| Justification(s): |

Authorized Signatures

| | |
|------------------------|------------------------------|
| PARTICIPANT SIGNATURE: | EMPLOYER PROVIDER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| DATE: | DATE: |

| | |
|-----------------------------|-------------------------|
| SERVICE PROVIDER SIGNATURE: | OJT PROVIDER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| TITLE: | TITLE: |
| DATE: | DATE: |



ATTACHMENT IX ON-THE-JOB TRAINING (OJT) TRAINEE PROGRESS REPORT

INSERT OJT PROVIDER NAME HERE

OJT Contract No:

Training Plan No:

Report for the Period Ending:

This ~~template form~~ requires employers to regularly evaluate the participant in order to be reimbursed for the extraordinary costs of training the OJT employee. The ~~template form~~ is completed by the employer monthly. In addition to serving as a record of reimbursable hours worked ~~and as the monthly invoice~~, the form also establishes a report of the participant's progress based on the expectations and timelines set out in the training plan in order to gather appropriate evaluation data and document the progress of the participant.

Section 1: Employer Contact Information

Complete the contact information for the employer.

| | | |
|-------------------|-----------------|------------------------|
| EMPLOYER NAME: | CONTACT PERSON: | TELEPHONE #: |
| EMPLOYER ADDRESS: | EMAIL: | ALTERNATE TELEPHONE #: |

Section 2: Participant Information

Complete the information for the participant including appropriate occupational information.

| | | |
|-------------------------|--------------------------|------------------------------|
| PARTICIPANT NAME: | EMAIL: | TELEPHONE #: |
| JOB TITLE: | O*NET SOC #: | HOURS/WEEK: |
| OJT BEGINNING DATE: | OJT END DATE: | TOTAL TRAINING HOURS: |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |

Complete if raises are awarded during training.

| | | |
|------------------------------|-------------------------------|-----------------------------------|
| REVISED HOURLY WAGE RATE: \$ | TRAINING HOURS, REVISED RATE: | REVISED MAXIMUM REIMBURSEMENT: \$ |
|------------------------------|-------------------------------|-----------------------------------|

Note: Revised reimbursement due to a raise will need to be approved by the OCWDB Director.

Section 3: OJT Participant Progress Report

Complete the evaluation of the participant ~~for each invoice period~~ monthly. Be as accurate as possible for how the participant is progressing through his/her OJT training plan. Check the appropriate rating box for each item.

| COMPETENCY | RATING | | | | |
|---------------------------------|-------------------------------|-----------------------------------|-------------------------------|------------------------------------|------------------------------------|
| 1. ABILITY TO LEARN | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 2. ATTITUDE | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 3. CONDUCT | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 4. MOTIVATION/INITIATIVE | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 5. QUALITY AND ACCURACY OF WORK | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 6. QUANTITY OF WORK | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 7. SAFETY PRACTICES | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 8. APPEARANCE/HYGIENE | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 9. OVERALL RATING | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |

| COMMENT SECTION |
|---|
| List or explain other concerns the insert OJT Provider name here <u>County of Orange</u> should be aware of so that the participant can successfully complete the training and retain employment |
| <ul style="list-style-type: none"> • • |
| Are there additional supportive services the workforce system can help with? (Please list) |
| <ul style="list-style-type: none"> • • |

Section 4: Participant Skills Evaluation

Complete and evaluate what was learned **during this report period**. The “skills to be learned” can be taken directly from the training plan, if the OJT Toolkit training plan template was used to create the training plan. –It is recommended that these skills be measurable and documented in accordance with the five types of Measurable Skill Gains as defined in 20 CFR sec. 677.155(a)(1)(v) and TEGL 10-16, Change 1¹.

¹The five measurable skill gains types are:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit’s academic standards;

| SKILLS LEARNED: | DOCUMENTED MEASURABLE SKILL GAIN, Y/N | TYPE OF SKILL GAIN, 1, 2, 3, 4, 5 | # OF TRAINING HOURS COMPLETED DURING THIS PERIOD | CURRENT CAPABILITY |
|-----------------|---------------------------------------|-----------------------------------|--|---|
| 1. | | | | BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/> DATE MEASURED: |
| 2. | | | | BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/> DATE MEASURED: |
| 3. | | | | BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/> DATE MEASURED: |
| 4. | | | | BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/> DATE MEASURED: |
| 5. | | | | BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/> DATE MEASURED: |

The five measurable skill gain types are:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level

4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or

5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.

- 2.Documented attainment of a secondary school diploma or its recognized equivalent
- 3.Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit’s academic standards
- 4.Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
- 5.Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams

Section 5: Signatures

All parties agree that information provided is accurate.

Authorized Signatures

| PARTICIPANT SIGNATURE AND INFORMATION | EMPLOYER SIGNATURE AND INFORMATION |
|---------------------------------------|------------------------------------|
| DATE: | DATE: |
| PARTICIPANT SIGNATURE: | EMPLOYER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| | TITLE: |

OJT PROVIDER SIGNATURE AND INFORMATION

DATE:
OJT PROVIDER SIGNATURE:
TYPE/PRINT NAME:
TITLE:

SERVICE PROVIDER SIGNATURE AND INFORMATION

DATE:
SERVICE PROVIDER SIGNATURE:
TYPE/PRINT NAME:



DYLAN WRIGHT
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OC COMMUNITY RESOURCES

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Revised: January 31, 2024
September 30, 2021
July 12, 2021

Effective: October 5, 2020

To: All WIOA Subrecipients of the Orange County
Workforce Development Board

From: Nancy Cook
Director of Workforce and Economic Development

Subject: On-The-Job Training (OJT) Program Policy
Information Notice No. 24-OCWDB-01
Supersedes Information Notice No. 20-OCWDB-17

PURPOSE

To provide information and direction for the implementation of the Workforce Innovation and Opportunity (WIOA) funded On-the-Job Training (OJT) opportunities and all other applicable special programs that receive funding through the County of Orange, Workforce and Economic Division (WEDD) to administer OJTs to eligible Adult, Dislocated Worker and Youth program participants.

EFFECTIVE DATE

This policy is effective immediately upon issuance.

REFERENCES

- Workforce Innovation and Opportunity Act, Pub. L. 113-128; Sections 3(23)(24) and (44); 134(c)(H); 188 (a)(2) and (3); 181 (a)(2)(B)
- 20 CFR 680.700, 680.710, 680.720, 680.730 and 680.850
- 20 CFR 683.260, 683.265, 683.270, 683.275, 683.280
- Fair Labor Standards Act (29 U.S.C.206(a))

BACKGROUND

On-the-Job Training (OJT) is a training option that provides employers the opportunity to train new participants (Trainees) on the specific knowledge or skills essential to the full and adequate performance of the job. OJT opportunities are formed through a contractual agreement between the employer and the OJT Service Provider. The OJT Service Provider provides the employer with a partial wage reimbursement, typically up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and supervision related to the training. However, WIOA authorizes local boards to reimburse employers up to a maximum of 75 percent of the wage rate of an OJT participant after considering factors listed in this policy.



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OJT is a hire-first program. The Trainee/participant begins their OJT as a full-time employee of the company that has agreed to provide on-site training and long-term employment upon completion of the OJT. The rate of pay, fringe benefits, periodic pay increases, and working conditions offered to the Trainee/participant are the same as similarly situated employees in positions with the same employer and subject to the state or local minimum wage laws.

Definitions

In-Demand Industry - An industry sector that has a substantial current, or potential impact, (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.

Individual with Barriers to Employment - The term "individual with a barrier to employment" means a member of one or more of the following populations:

1. Displaced homemakers
2. Low-income individuals
3. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
4. Individuals with disabilities, including youth who are individuals with disabilities
5. Older individuals (55 years or older)
6. Ex-offenders
7. Homeless individuals (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or homeless children and youths (as defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))
8. Youth who are in or have aged out of the foster care system
9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
10. Eligible migrant and seasonal farmworkers, as defined in section 167(i)
11. Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.)
12. Single parents (including single pregnant women)
13. Long-term unemployed individuals
14. Such other groups as the Governor involved determines

Occupational Information Network (O*NET) – An online database of standardized and occupation-specific descriptors for occupations in the U.S. economy.

Registered Apprenticeship Program - A program meeting Federal and State standards of job preparation that combines paid on-the-job training and related instruction to progressively increase workers' skill levels and wages.

Specific Vocational Preparation (SVP) - The amount of time required by a typical worker to learn techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation.

Trade Adjustment Assistance (TAA) - A federal program established under the Trade Adjustment Assistance Reauthorization Act of 2015 provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports.

Policy and Procedures

On-the-Job Training must be provided through a contract that provides a structured training opportunity for the OJT Trainee to gain the knowledge and skills to be competent in the job for which they are hired. The contract must be completed and signed by all parties before the OJT Trainee may begin the OJT. OJT may be sequenced with other program services such as work experience, classroom training, or basic skills training. An OJT Toolkit is available from the Department of Labor at

<https://ion.workforcegps.org/resources/2017/12/01/11/19/On-the-Job-Training-Toolkit>.

Participant Eligibility

OJT Trainees must meet program eligibility requirements for each funding source (i.e., WIOA Adult, Dislocated Worker or Youth formula funded programs). Trainees must have received a documented skills and/or educational functioning level assessment that results in the development of an Individual Employment Plan (IEP)/Individual Service Plan (ISP) which documents and details the participants interest, aptitude, skills and ability to meet the specific employer OJT requirements. Services Providers are to use any of the following assessment tools when completing the assessment: Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), Basic English Skills Test (BEST), or Massachusetts Adult Proficiency Test (MAPT). ACT WorkKeys will be used for enrollment requirements only and is not intended to measure Educational Functioning Levels (EFL) for performance. Service Providers may use previous basic skills assessment results if such previous assessments have been conducted within the past six months.

Employed workers may be eligible for WIOA-funded OJT's when the employee is not earning a self-sufficient wage as defined in the Orange County Workforce Development Board (OCWDB) Self Sufficiency Policy. Participants who have completed occupational skills training via an Individual Training Account (ITA) may be considered for OJT if it creates an opportunity for the participant to become employed.

WIOA in-school youth aged 14-21 years may qualify for OJT, although such work experience may not be an appropriate activity for in-school youth whose individual service plan may be geared toward completion of secondary or postsecondary education instead of employment.

OJT participants must receive wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

OJT may be provided to underemployed worker's when:

1. The employee is not earning a self-sufficient wage;
2. All other requirements of this policy are met; and
3. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy.

Employer Eligibility

OJT contracts may be entered into with private-for-profit businesses, private non-profit organizations, and public sector employers prior to a WIOA participant starting the new job. With successful completion, the employer is expected to retain the participant after the training period for no less than one year. Careful consideration should be given when selecting a participating employer.

An OJT cannot be entered into with an employer if, under previous contracts under WIOA or the former Workforce Investment Act of 1994 (WIA), the employer exhibited a pattern of failing to provide participants with continued long-term employment as regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

An OJT site (where the training takes place) could be out of the OCWDB service area (outside of the Orange County), but the Service Provider/Business Solutions staff should work with the local workforce area where the training site is located to help with the monitoring and participant engagement. If an OJT site is not in Orange County, but in a bordering workforce development area, the training site needs to be within the commuting distance (approximately 50 miles) so the Service Provider/Business Solutions staff is able to complete the site monitoring and participant check in.

Business functions that must be researched and documented before entering into an OJT agreement with an employer include but are not limited to:

1. Working conditions (safety and health);
2. Availability of employer-provided health benefits;
3. Wage structure;
4. Turnover rates;
5. Adequateness of staff and equipment to carry out the training;
6. Compliance with federal, state and local laws;
7. The ability for the employer to retain the position after the OJT period for a duration of no less than one year;
8. Must not be debarred from participating or receiving federal, state or local funding;
9. Must be registered with the State of California;
10. Must be up-to-date on Unemployment Insurance (UI) taxes and be in good standing with the State of California.

Employer Requirements

1. Must be registered with the Internal Revenue Service (IRS) and have an account with the California State Compensation Insurance Fund for Unemployment Insurance and carry Workers Compensation Insurance. If the OJT site is in Orange County, they must have operated in Orange County for a minimum of 120 days and be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan. If the OJT site is outside of Orange County, they must be able to demonstrate experience with developing OJT's with their local workforce area and be current in unemployment insurance and workers compensation taxes, penalties, and/or interest or related payment plan.
2. Must be financially solvent to meet the OJT contract obligations through the end of the training and for the participant's 12-month follow-up period and must have an

- adequate payroll record keeping systems that tracks hours worked, gross pay, deductions and net pay.
3. Must not have relocated within the last 120 days, where relocation resulted in the loss of employment at a prior location.
 4. Must not displace any currently employed worker or alter current workers promotional opportunities. Nor have terminated any regular employee or otherwise reduced the workforce in order to hire OJT Trainees.
 5. Must not be involved in a labor dispute or have workers currently in a layoff status or laid off workers over the past 120 days from the same or any substantially equivalent job. The period of 120 days may be waived if there are mitigating circumstances reviewed and approved by the Orange County Director of Workforce and Economic Development.
 6. Must not impair existing contracts for services or pre-established collective bargaining agreements. Must gain written concurrence with the appropriate labor organization before the OJT can begin if the OJT agreement would be inconsistent with a collective bargaining agreement. Additionally, the employer must attest that the OJT agreement would not assist, promote, or deter union organizing.
 7. Must not allow OJT Trainees to work on the construction, maintenance or operation of any facility that is used for sectarian activities or as a place of worship.
 8. Must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliations, or age.
 9. Businesses must not have any outstanding tax liability to the state of California for over six months. Businesses must disclose any known outstanding tax liabilities with California and other states prior to entering into the contract. The Service Provider/Business Solutions staff may consider existing out-of-state violations when determining eligibility to receive OJT funds. The Service Provider/Business Solutions staff must document any resolution of outstanding tax liability, which may include letters from the business or from the State from which the tax liability occurred.
 10. Businesses must not have any outstanding civil, criminal, or administrative fines or penalties owed to or pending in the state of California.
 11. Service Provider/ Business Solutions staff must not execute OJT contracts with an employer who has previously exhibited a pattern of failing to provide OJT Trainees with continued long- term employment. Employers must maintain at least a 90% annual OJT Trainee retention rate.
 12. The employer must comply with all applicable federal, state, and local laws and regulations related to providing reasonable working conditions. OJT participants are not permitted to train or work in buildings or surroundings under working conditions that are unsanitary, hazardous, or dangerous to the trainee's health or safety.

If all required OJT criteria are met, a private placement agency may be an eligible employer for WIOA-funded OJTs.

Employer Reimbursement Rates

The employer reimbursement rate of the regular wages earned for OJTs is set to 50 percent. The OCWDB permits the increase of the reimbursement rate for OJT contracts up to 75 percent when taking into account the following factors:

1. The characteristics of the participants, taking into consideration whether they are "individuals with barriers to employment," as defined in WIOA sec. 3(24);
2. The size of the employer, with an emphasis on small businesses;

3. The quality of employer-provided training and advancement opportunities. For example, if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential; and
4. Other factors the Governor, the County, WEDD, or OCWDB may determine to be appropriate, 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.

Service Providers/Business Solutions staff must obtain pre-approval from the Director of Workforce and Economic Development prior to entering into agreements with employer when increasing the wage reimbursement level above 50 percent. Approval requests must be done formally, in writing, and must include the OJT packet. Further, the Service Provider/Business Solutions staff must document the factors used when increasing the wage reimbursement levels above 50 percent and up to 75 percent. A copy of the approval must be placed in the participant and business physical/electronic records.

The following reimbursement rates are based on the size of the employer and characteristic of the participants, taking into consideration whether they are "individuals with barriers to employment":

1. A maximum of 50 percent for standard OJT agreements.
2. A maximum of 65 percent for mid-sized businesses (51-250 employees) that meet the increase reimbursement rate criteria.
3. A maximum of 75 percent for small businesses (up to 50 employees) that meet the increase reimbursement rate criteria.
4. A maximum of 90 percent for small businesses (up to 50 employees) for participants that meet the definition of a dislocated worker.

Regardless of the reimbursement rate, the following factors must be considered prior to approving an OJT:

1. The characteristics of the participant(s) with an emphasis on barriers to employment;
2. The quality of employer-provided training (e.g., an industry recognized credential, advancement opportunity);
3. The number of participants the employer agrees to hire;
4. The wage and benefit level of the participant (both during and after completion of the OJT);
5. The OJT position is an in-demand occupation and is determined by local labor market information;
6. The OJT employer is:
 - In an in-demand industry and determined by local labor market information to support economic self-sufficiency and local living wage; or
 - In a declining industry that has justification which supports reimbursement above 50 percent (e.g., evidence of long-term viability of the employer) and demonstrates compelling reasoning for OJT opportunity to support economic self-sufficiency and local living wage.

Each of the above factors leading to the approval of an OJT must be documented and placed in the case file.

Registered Apprenticeship Programs

OJT contracts may be written with registered apprenticeship programs and/or participating employers in registered apprenticeship programs for the on-the-job training.

Coordination with the Trade Adjustment Assistance Program

If an individual is eligible for training dollars under Trade Adjustment Assistance (TAA), TAA should be used to fund the OJT. An exception would be situations where the cost exceeds the TAA program's ability to fund the training; WIOA funds can pay the portion of the cost that exceeds the TAA maximum.

If a participant is already enrolled in a WIOA-funded OJT and subsequently becomes eligible for funding through TAA, the local area must determine whether to continue funding the OJT with formula dollars or to fund the remainder of the training with TAA funds based on the following criteria:

1. If the WIOA-funded OJT uses a different wage reimbursement rate than the Trade program's OJT policy allows, the participant's OJT may continue to be funded by formula dollars until completion;
2. If the WIOA-funded OJT uses a different payment point than the Trade program's required OJT payment point, the participant's OJT may continue to be funded by formula dollars until completion;
3. If the WIOA-funded OJT uses the same wage reimbursement rate and payment point as the Trade program OJT, the local area must plan for the remainder of the OJT to be funded by TAA beginning at the next payment point. Local areas must coordinate with Trade staff to develop a plan for transitioning participants from one funding stream to another without negatively affecting the employer or the participant.

If the Service Provider determines that the participant is eligible for TAA, a funding transition form must be completed (Attachment I). Regardless of whether participants remain in the WIOA-funded OJT or transition to TAA funding, it is required that the participant be co-enrolled in both the WIOA-funded OJT and Trade programs. The OJT must be approved under both programs (even if it is being fully funded by formula dollars) to ensure the participant can qualify for other associated Trade benefits and services.

Employer Information Form

Prior to the placement of an OJT participant, an employer pre-screening must be conducted and the On-the-Job Training Employer Information (Attachment II) form must be completed to ensure that the employer meets the minimum standards and can provide both training and long-term employment to the OJT participant. The On-the-Job Training Employer Information form may be completed once rather than each time an OJT is approved.

If a collective bargaining agreement is in place, the On-the-Job Training Employer Information form must indicate such and the employer must provide a letter from the union indicating union concurrence before the OJT begins. OCWDB staff is expected to contact the employer's union representative if the job is under bargaining unit authority.

The On-the-Job Training Employer Information form must be updated:

1. If the business is sold or transferred;
2. If other significant changes affecting training, hiring, or job retention occur; and
3. At least once a year from the date of issuance.

The OJT Contract

Every OJT opportunity will include a contract/agreement with the employer and a Training Plan for the Trainee. The contract must include the requirements of WIOA rules and regulations; the occupation, skills, and competencies to be learned; and the length of time the training will be provided (Attachment III - OJT Contract Checklist and Attachment IV - OJT Sample Contract).

The On-the-Job Training Plan (Attachment V) also identifies the skills to be learned during the OJT. OJT providers may use the following to determine skills needed and justification of training duration:

1. Occupational Information Network (O*NET);
2. Specific Vocational Preparation (SVP),
3. Company job description;
4. Input from the employer/supervisor, and/or
5. Other appropriate data sources.

Contract modifications (Attachment VI) must be in writing, signed and dated by all parties prior to the effective date of the modification. Verbal modifications are not valid.

There are times when an OJT participant or work conditions may justify an exception to the original training plan. Possible exceptions or modifications to an OJT may include:

1. Extending the agreed upon length of OJT duration if the mandated maximum number of hours are not exceeded;
2. Adjusting the maximum or minimum number of hours/weeks to accommodate a participant's learning or other disability if mandated maximum number of hours are not exceeded;
3. Allowing employer reimbursement for training, even when the participant fails to complete the training, if the participant quit or was fired for just cause; and
4. Consideration for OJT participants who are performing satisfactorily, have completed substantial training and will be retained by an employer at the end of the training period, but have not learned all the requisite OJT-related skills.

All exceptions must be documented on the On-the-Job Training Exception Request Form (Attachment VII) before the end date of the training plan and must also include a Contract Modification.

All Contract Modifications and Exceptions must be documented in the participant's case file.

Duration, Wages, Payments and Benefits

The County, WEDD, and OCWDB are committed to providing WIOA participants work opportunities that lead to self-sufficiency; therefore, OJTs are limited to employers offering hourly wages or salaries above the current livable wage rate (\$23.66 as of 2023, however, livable wage is subject to change). Priority consideration will be given to employers offering employment opportunities above \$30.00 per hour.

Regardless of the hourly wage, training duration is limited to not less than four (4) weeks and not more than 26 weeks (1,040 hours). Training duration must be in line with Specific Vocational Preparation (SVP) estimates. Participants who have utilized the maximum funding allowed under the Individual Training Account (ITA) Policy may also qualify for an OJT with training cost and duration limits described above.

The OJT Trainee is an employee of the business. The employer is responsible for payment of wages and benefits to the Trainee. The employer must provide OJT Trainee with continued long-term employment or wages, benefits and working conditions that are equal to those provided to similarly situated employees.

WIOA funds are not to be utilized for holidays, sick leave, vacation, or overtime hours. Employers will be expected to compensate the Trainee for such hours equal to other similarly situated employees and in accordance to state and federal labor laws for any overtime hours worked.

If a participant is completing activities that are beyond the scope of the OJT Training Plan Agreement, it is the responsibility of the employer to pay these wages in full.

Wage Rate Calculations:

1. In cases where the OJT is for a salaried position, an hourly rate of pay should be calculated for reimbursement purposes by taking the gross monthly salary, multiplied by 12 then divided by 2080 hours (e.g., $\$2,600 \times 12 = \$31,200 / 2080 = \$15$). Note: With salaried positions, be sure that paid time off (i.e., vacation, sick, holiday, PTO) is accounted for on the OJT Voucher and not reimbursed.
2. In cases where the trainee may receive two different rates of pay (e.g., regular rate and shift differential for evening/weekend hours), use the higher wage rate for the total duration to calculate the amount. Extra funds will be de-obligated at the end of the OJT.

Overtime Hours for OJT

OJT payments may only be paid for regular wages paid by the employer. Payment may not be based on overtime, premium pay and other non-regular wages. This does not preclude a participant from working overtime; however, the reimbursement to the employer must be based on the regular wage rate.

Time Records

The employer must have a method to track the employee's time in conjunction with the OJT Timecard. The record of employment and time must be kept for seven years.

Payments to Employers

Employers may be reimbursed from 50 to 75 percent of the wage rate of an OJT participant based on the previous Employer Reimbursement Rate section. OJT payments to employers are deemed to be compensation for the extraordinary costs associated with training participants and potentially lower productivity of the participants while in the OJT. Employers are not required to document such extraordinary costs. The wages of incumbent employees during their participation in the OJT is not allowed as an expense under WIOA Title I. Payment will be released upon completion of the training hours and submission of the OJT payment voucher with all required documentation to the Service Provider/Business Solutions staff.

Determining Training Duration-Specific Vocational Preparation (SVP)

Training will be limited to the period of time required for a Trainee to become proficient in the position related to the training plan. This policy limits the training duration to not less than four (4) weeks and not more than 26 weeks (1,040 hours). Training duration is negotiated with the employer based on the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without the need for OJT. The Bureau of Labor Statistics

Occupational Outlook Handbook Occupational Finder at <https://www.bls.gov/ooh/> is a resource for Service Providers when developing the training plan.

An OJT program is not intended for long-term continued training within the occupation. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the Specific Vocational Preparation (SVP) level for the occupation, the academic and occupational skill level of the participant, prior work experience, the participant's IEP/ISP, and budget. Actual training hours will be negotiated between the employer, participant, and Service Provider/Business Solutions staff. All determinations must be documented.

Specific Vocational Preparation (SVP) levels are used to provide guidance on the appropriate training length. Occupation specific SVP codes can be found at www.onetonline.org. Specific Vocational Preparation, as defined in the U.S. Department of Labor Dictionary of Occupational Titles, is the amount of lapsed time required by a typical worker to learn techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation. The number of maximum training hours for each SVP level per the chart below.

| SVP Level | OCWDB Maximum Training Hours/Weeks |
|------------------|---|
| 2 | 160 Hours or 4 Weeks |
| 3 | 320 Hours or 8 Weeks |
| 4 | 480 Hours or 12 Weeks |
| 5 | 640 Hours or 16 Weeks |
| 6 | 800 Hours or 20 Weeks |
| 7 | 960 Hours or 24 Weeks |
| 8 | 1,040 Hours or 26 Weeks |

Specific Vocational Preparation (SVP) may be acquired in a school, work, military, institutional, or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Specific vocational training includes vocational education, apprenticeship training, in-plant training, on-the-job training, and essential experience in other jobs.

Specific vocational training includes training given in any of the following circumstances:

1. Vocational education (high school, commercial or shop training, technical school, art school, and that part of college training which is organized around a specific vocational objective);
2. Apprenticeship training (for apprentice jobs only);
3. In-plant training (organized classroom study provided by an employer);
4. On-the-job training (serving as learner or trainee on the job under the instruction of a qualified worker); or
5. Essential experience in other jobs (serving in less responsible jobs, which lead to the higher-grade job, or serving in other jobs which qualify).

Participant Case File

All documentation relative to the selection of a candidate for an OJT opportunity, OJT Contract, Training Plan, Participant Progress Reports, and modifications to the OJT Contract or Training Plan should be included in the participant's hard and electronic case file. Activity code 301 (On-

the-Job Training), activity code 348 (On-the-Job Training - TAA), or activity code 428 (Youth On-the-Job Training) shall be entered into CalJOBS. Participant files must be available to federal, state and local monitors for compliance review.

Employer Files

Service Provider/Business Solutions staff are required to keep an individual file for each OJT Employer which includes the Employer Pre-Screening Checklist verifying employer eligibility. Employer files must be available to federal, state and local monitors for compliance review.

Monitoring

Monitoring at the local, state and federal level will include the OJT Service Provider's oversight of the participant training and corresponding employer payroll records.

On-site monitoring visits should be conducted by the Service Provider/Business Solutions staff shortly after the OJT Trainee begins work, with additional visits scheduled at midway through the Training Plan and at the end of the Training Plan. Further, the Service Provider/Business Solutions staff should be conducting weekly and/or monthly check-ins with the employer, depending on the length of OJT Training Plan. For example, if the Training Plan is only 4-8 weeks, check-ins should be conducted weekly, however, if they are longer than 8 weeks, they could be conducted monthly. All check-ins and on-site monitoring visits should be documented into CalJOBS.

Effective monitoring also includes desk review of correspondence from the employer, including OJT reimbursement invoices and required documentation to support those invoices.

Service Provider/Business Solutions staff must regularly review each Trainee's progress in meeting program and service strategy objectives, including the Trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to OJT (Attachment IX: OJT Trainee Progress Report). Any deviations from the OJT Contract should be dealt with and documented promptly.

Exceptions

Any exceptions to this policy must be approved by the Orange County Director of Workforce and Economic Development and documented in both the Trainee and Employer files. Exceptions may be allowed for:

1. Employers new to the County of Orange;
2. Employers with workers in lay-off status less than 120 days;
3. Training plans exceeding the cost or time limits, or other policy statements not contained in the WIOA or WIOA regulations.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.

ATTACHMENTS

Attachment I: Trade Adjustment Assistance Funding Transition

Attachment II: OJT Employer Information

Attachment III: OJT Contract Checklist
Attachment IV: OJT Sample Contract
Attachment V: OJT Training Plan
Attachment VI: OJT Training Plan Modification
Attachment VII: OJT Exception Request
Attachment VIII: OJT Progress Report

Attachment I

Trade Adjustment Assistance Funding Transition

On-the-Job Training (OJT) Program Policy
Information Notice No.24-OCWDB-01
Supersedes Information Notice No. 20-OCWDB-17



Trade Adjustment Assistance Funding Transition

| | |
|---------------|------------------|
| Employer Name | Employer Address |
|---------------|------------------|

While receiving On-the-Job Training (OJT) funded by the Workforce Innovation and Opportunity Act (WIOA), the following trainee(s) were determined eligible for another program: Trade Adjustment Assistance (TAA). This form serves as notification that the trainee(s) listed below will be transitioned to TAA and that all allowable training costs will be reimbursed by TAA for the remainder of the OJT period. No OJT costs incurred on or after the effective date(s) listed below shall be invoiced to, nor reimbursed by, the WIOA program.

Transition Details

The following trainee(s) receiving OJT from the employer organization listed above will be transitioned to TAA-funded OJT services as of the effective date(s) listed below.

| Trainee Name | OJT Begin Date | OJT End Date | Effective Date of Transition to TAA |
|--------------|----------------|--------------|-------------------------------------|
| | | | |
| | | | |
| | | | |

If additional trainees are being transitioned to TAA, attach sheet listing the above data and check here:

Trade OJT Invoicing Instructions

Allowable training costs incurred for the above-listed trainee(s) on or after each trainee's Effective Date shall be reimbursed by the Trade program according to Trade Adjustment Assistance invoicing instructions, program policies, and regulations.

Disputes

Any disputes that involve situations occurring prior to the effective date of this transition, or that are related to the WIOA program, shall be addressed using the Orange County procedure. These procedures are contained in the OJT Requirements document supplied with the OJT Agreement and signed by the employer. Disputes related to the Trade program or occurring after the effective date of transition to Trade shall be referred to the California State Trade program for resolution. The provisions related to disputes in the OJT Requirements document are hereby amended as described in this paragraph.

Acknowledged and agreed to by signing below:

| | | | |
|----------------------|------|----------------------------------|------|
| Trade Staff | Date | Trade Central Office staff | Date |
| Print Name and Title | | Print Name and Title | |
| Employer | | Local Workforce Development Area | |
| Authorized Signature | Date | Authorized Signature | Date |
| Print Name and Title | | Print Name and Title | |

Attachment II

On-the-Job Training Employer Information

On-the-Job Training (OJT) Program Policy
Information Notice No.24-OCWDB-01
Supersedes Information Notice No. 20-OCWDB-17



On-the-Job Training Employer Information

Please note that all questions marked with an asterisk are mandatory per regulations.

Date:

| | | |
|--|------------|------------|
| *Employer Name | | |
| *FEIN | | |
| *Address | | |
| *Contact Name | | |
| *Under, what other names, if any, do you do business? Please list names and locations below | | |
| *How long has your business served the Orange County area? | | |
| *Is the business being sold, closed, relocated, or merging with another company? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| *What is your primary product or service? | | |
| *NAICS Code https://www.census.gov/eos/www/naics/ | | |
| *Number of Employees: | Full-time: | Part-time: |
| How many new hires anticipated in the next two (2) years? | | |
| Titles of jobs and descriptions that need to be filled? (attach job descriptions, if possible) | | |
| *Do you use a staffing agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, provide name and describe business relationship: | | |
| *Who will receive the OJT payments? Include name and address. | | |
| *Are jobs expected to last a year or more in the normal course of business? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

| | |
|---|-----------------|
| * Do you have sufficient equipment, materials, and supervisory time and expertise to provide necessary training? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| What licenses or entry certifications do your employees need? | |
| * Is the pay of any job based upon commissions, tips, piecework, or incentives? Yes <input type="checkbox"/> No <input type="checkbox"/> Is there a base wage that commissions, tips, piecework, or incentives are added to? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes to either of the above questions, what entry earnings are to be expected? \$ | |
| *What fringe benefits are provided to regular employees and when are they made available? | |
| *Does the payroll system record all paychecks and amounts? Yes <input type="checkbox"/> No <input type="checkbox"/> Can wage payments be verified quickly onsite? Yes <input type="checkbox"/> No <input type="checkbox"/> If no to either, how will wages be verified for OJT payments? | |
| *Name of Worker's Compensation Carrier | *Carrier Number |
| Will OJT trainees be covered? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| *Are any of the jobs considered for an OJT to be filled by "independent contractors" or individuals not employed by the company during the entire training period? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| *Are any of the jobs covered by a collective bargaining agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, obtain and attach a "concurrence letter" from the union. | |
| What are your turnover patterns and causes? | |
| *How many employees, if any, are currently on layoff, and what is their job classifications? | |
| *Are there any outstanding wage and hour, health and safety, or discrimination complaints or adverse decisions against your company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many years? | |
| *If applicable, what percentage of previous OJT trainees from the last two (2) years have completed training and have been retained by your company? Number of trained employees retained: Number of OJT's: Retention Rate: % | |

If the retention rate is not acceptable, what improvements are planned?

*Has your company relocated from another labor market in the U.S. in the last 120 days, leaving any employees behind? Yes No

If yes:

1. List facility locations where you are seeking or receiving WIOA or TAA assistance for job losses.

2. List facility locations where you have received WARN notices in the past six (6) months?

3. Provide the date that production of goods and services began at that location.

I certify that the above information is, to the best of my knowledge, true and correct.

| | |
|---------------------------------------|---------------------------------------|
| Employer | Local Workforce Development Area |
| Authorized Signature _____ Date _____ | Authorized Signature _____ Date _____ |
| Print Name and Title | Print Name and Title |
| Staffing Agency (if applicable) | Reviewed by |
| Authorized Signature _____ Date _____ | Authorized Signature _____ Date _____ |
| Print Name and Title | Print Name and Title |

| Trade Delivery Professional | Date |
|-----------------------------|------|
| | |

Attachment III

On-the-Job Training (OJT) Contract Checklist

On-the-Job Training (OJT) Program Policy
Information Notice No.24-OCWDB-01
Supersedes Information Notice No. 20-OCWDB-17



On-the-Job Training (OJT) Contract Checklist

OJT contracts should include:

1. Name, address, and telephone number of the business/employer;
2. Name of the contract administrator for the employer;
3. Number of participants to be trained, specifying for each participant or position;
4. Number of hours of training;
5. Wage rate (including scheduled adjustments);
6. Reimbursement rate;
7. Job description for each training occupation;
8. Training plan for each slot or category indicating the occupational skills and knowledge to be learned in an orderly progression of training sequences;
9. A description of any additional services to be provided beyond training;
10. Total maximum dollar amount of the agreement;
11. Beginning and ending dates of agreement;
12. Personnel responsible for supervision of the training;
13. Terms of agreement for job retention;
14. Record-keeping requirements, including participant time and attendance documentation and payroll records;
15. Invoicing/payment procedures, including frequency of billing and required supporting documentation;
16. Workers compensation, or if not applicable, alternative insurance for injuries to participants;
17. Assurances of no displacement of currently employed workers or infringement on promotional opportunities;
18. Signatures of authorizing official from employer/business and local board or entity, agreements and must be on record as the signatory official; and
19. General provisions and assurances.

Attachment IV

On-the-Job Training (OJT) Contract

On-the-Job Training (OJT) Program Policy
Information Notice No.24-OCWDB-01
Supersedes Information Notice No. 20-OCWDB-17



On-the-Job Training (OJT) Contract

OJT Contract No:

New Modification

Section 1: Contact Information

Complete the contact information for the OJT Provider and the Employer.

| | | |
|-------------------|-----------------|--------------|
| OJT PROVIDER: | CONTACT PERSON: | TELEPHONE #: |
| OJT ADDRESS: | EMAIL: | FAX #: |
| EMPLOYER NAME: | | F.E.I.N. #: |
| EMPLOYER ADDRESS: | CONTACT PERSON: | EMAIL: |
| | TELEPHONE #: | FAX #: |

Section 2: Participant Information

Complete the contact information for participant and reimbursement rates.

| | | |
|--|-----------------------------|--|
| PARTICIPANT NAME: | EMAIL: | TELEPHONE #: |
| THE CONTRACT COMMENCES ON ARE MET, BUT NOT TO EXCEED MONTHS(| | UNTIL TRAINING HOURS CALENDAR DAYS). |
| JOB TITLE: | O*NET SOC #: | O*NET JOB ZONE: |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |
| JOB DESCRIPTION: | | |

Include additional Participant Information Charts if training more than one participant.

Section 3: OJT Agreement

This On-the-Job Training (OJT) Agreement is between _____, herein after called Employer and the _____, herein after called the OJT Provider. Both parties agree to the terms and conditions set forth within this contract. The contract term commences on _____ until _____ training hours are met, but not to exceed _____ months (_____ calendar days).

Section 4: General Terms and Conditions

CONTRACT PURPOSE

The purpose of this contract is to establish the general terms and conditions under which the _____ may refer individual WIOA participants (“the participant”) to the Employer to enable the Workforce Innovation and Opportunity Act (WIOA) participants to take part in an OJT as that term is defined under the Workforce Innovation and Opportunity Act.

OJT DEFINITION

In accordance with the WIOA sec. 3 (44), the term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work. This training will:

- a) Provide knowledge or skills essential to the full and adequate performance of the job;
- b) Qualify for reimbursement to the employer of up to 50 percent (Note: in some circumstances, depending on the size of the employer, the reimbursement rate may go up to 75 percent) of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- c) Limit the OJT contract period of time for a participant to become proficient in the occupation for which the training is being provided. In determining the length of the training, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, the prior work experience of the participant, and the individual employment plan, as appropriate.

TRAINING

Employer agrees to employ the participant and develop a training plan for the OJT participant that includes competencies needed to be satisfactorily skilled in the OJT position. The Training Plan must be attached with the contract.

FISCAL

1. OJT Provider shall reimburse Employer at the conclusion of the training period in an amount not to exceed total reimbursement for extraordinary costs of training to be provided by the Employer to the participant.
2. Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under the OJT contract.
3. Employer agrees that records which are directly related to the OJT contract are subject to review, monitoring, and audit by the OJT Provider, the State and/or the federal government, at any time and without prior notice to the employer.
4. Employer shall provide adequate insurance coverage to protect against legal liability arising out of OJT activity.
5. Employer shall preserve all OJT Employee payroll records, fringe benefits and personnel records.

EMPLOYER ASSURANCES

1. Employer shall provide worker's compensation coverage for the OJT.
2. If the OJT is provided to one of the Employer's current employees, the Employer verifies that the OJT will relate to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills, and that the OJT position will provide the OJT participant with additional wages, hours or benefits.
3. Employer certifies that the company is financially solvent on the date of this contract, and the Employer's best projection is that they will remain financially able to meet contract obligations at the end of the training period, including OJT participant's retention.
4. Employer agrees that wage and labor standards will be adhered to and to pay the OJT participant at the same rates, including increases, and benefits as participants or employees who are situated in similar jobs. Such rates shall be in accordance with applicable law, but in no event less than the higher rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 or the applicable state or local minimum wage law, WIOA sec. 181(a)(1)(A).
5. Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws).
6. Employer certifies that the OJT will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of an OJT, or it has no collective bargaining agreement with a labor organization that covers the OJT position, 20 CFR 683.270.
7. Employer assures that they have not been debarred or suspended in regard to federal funding, 29 CFR Part 97.35.
8. Employer further assures that OJT funds will not be used to assist, promote or deter union organizing, WIOA sec. 181(b)(7).
9. Employer certifies that no member of the OJT participant's immediate family is engaged in an administrative capacity for the Employer or will directly supervise the OJT participant. For the purpose of this contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT participant's spouse, 20 CFR 683.200.
10. Employer assures that the OJT participant(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship, 29 CFR 683.255.
11. Employer assures that the OJT participant has not been hired into or will remain working in any position when any other person is on layoff from the same or a substantially equivalent job within the same organizational unit or has been bumped and has recall rights to the position, nor if the OJT is created in a promotional line that infringes on opportunities of current employees, 20 CFR 683.270.
12. Employer assures that if the OJT participant successfully completes the OJT, the employer will retain the participant in the same or similar employment.

CONTACT PERSON RESPONSIBLE FOR THE OJT TRAINING

Name:

Address:

Phone:

Email:

Section 4: Authorized Signatures

PARTICIPANT SIGNATURE: _____

TYPE/PRINT NAME: _____

DATE: _____

OJT PROVIDER SIGNATURE: _____

TYPE/PRINT NAME: _____

TITLE: _____

DATE: _____

SERVICE PROVIDER SIGNATURE: _____

TYPE/PRINT NAME: _____

TITLE: _____

DATE: _____

EMPLOYER SIGNATURE: _____

TYPE/PRINT NAME: _____

TITLE: _____

DATE: _____

EMPLOYER: By signing this contract, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the dates and hours are reimbursable hours as outlined in the contract and are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31 Sections 3729-3730 and 3801-3812)

Attachment V

On-the-Job Training (OJT) Training Plan

On-the-Job Training (OJT) Program Policy

Information Notice No.24-OCWDB-01

Supersedes Information Notice No. 20-OCWDB-17



On-the-Job Training (OJT) Training Plan

OJT Provider:

OJT Contract No:

Training Plan No:

Section 1: Contact and OJT Information

Complete the contact information for the employer and the participant.

| | | |
|---|--------------------------|------------------------------|
| EMPLOYER NAME: | CONTACT PERSON: | TELEPHONE #: |
| PARTICIPANT NAME: | EMAIL: | TELEPHONE #: |
| THE CONTRACT TERM COMMENCES ON _____ UNTIL _____ TRAINING HOURS ARE MET, NOT TO EXCEED _____ MONTHS OR _____ CALENDAR DAYS. | | |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |

Section 2: Occupational and Training Information

Complete the training outline and estimated time for each skill.

| | | |
|--|----------------------------------|--|
| JOB TITLE: | O*NET SOC #: | HOURS/WEEK: |
| JOB DESCRIPTION: | | |
| SKILLS TO BE LEARNED | ESTIMATED TRAINING HOURS: | STARTING CAPABILITY: |
| 1. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| 2. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| 3. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| 4. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| 5. | | NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/> |
| LIST SUPPLIES AND TOOLS NEEDED FOR TRAINING: | | |

Section 4: Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

Authorized Signatures

| | |
|------------------------|------------------------------|
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| PARTICIPANT SIGNATURE: | EMPLOYER PROVIDER SIGNATURE: |
| DATE: | DATE: |

| | |
|-----------------------------|-------------------------|
| SERVICE PROVIDER SIGNATURE: | OJT PROVIDER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| TITLE: | TITLE: |
| DATE: | DATE: |

TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for on-the-job training (OJT). They are also used as the assessment tool to document which skills the participant lacks at the start of the training and to measure skill attainment during the course of the training.

Job Description:

A job description may be obtained from the employer or the OJT provider may assist the employer in writing a job description, thus providing a “value-added” for the employer. For assistance in writing a job description you may use the tasks and activities provided at the CareerOneStop Job Description Writer (<http://www.careerinfonet.org/jobwriter/>). Please modify these descriptions to be specific to employer’s needs for the occupation.

Skill Requirements:

List the skills needed to perform the job to the standards specified by the Employer. Record skills as specifically and briefly as possible. For assistance in writing skill requirements you may use the tasks and activities provided at O*NET OnLine (<http://online.onetcenter.org>). Please modify these skills to be specific to employer’s needs for the occupation (type of tools or software used).

Participant’s Starting Capability:

Used to assess the participant’s skill level near the beginning of the training period and to document skill deficiencies which will be addressed by the training. The skills gap can be addressed in the list of “Skills To Be Learned”. The “Starting” and “Ending Capability” scores are based upon an interview with the participant’s supervisor or by utilizing another skill assessment method used by the employer.

Participant’s Ending Capability:

The end capability assessment will be completed at the conclusion of the OJT in the final OJT Trainee Progress Report (Attachment IX).

Training Length:

- a) The OJT Provider, working with the employer, determines the job title for the position to be trained for, referencing O*NET OnLine (<http://online.onetcenter.org>).
- b) From O*NET OnLine, Job Zone/SVP parameters are obtained. Use these parameters as a beginning guide to determine the length of training.
- c) The OJT Provider considers the participant’s past work experience, knowledge, and skills gap to assist in determining the length of training.
- d) An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, 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 individual employment plan. (WIOA sec. 3 (44)(C).
- e) It may be necessary to deviate from the training schedule, depending on the participant’s ability to gain and retain knowledge of the various tasks within the occupation. If there is disruption of the planned training period through no fault of the participant or the employer, provide modifications in writing with the Training Plan Modification Template.

Attachment VI

On-the-Job Training (OJT) Training Plan Modification

On-the-Job Training (OJT) Program Policy
Information Notice No.24-OCWDB-01
Supersedes Information Notice No. 20-OCWDB-17



On-the-Job Training (OJT) Training Plan Modification

OJT Provider:
OJT Contract No:
Training Plan No:
Modification No:

Section 1: Contact and OJT Information

Complete the contact information for the employer and the participant.

| | | |
|---|--------------------------|------------------------------|
| EMPLOYER NAME: | CONTACT PERSON: | TELEPHONE #: |
| PARTICIPANT NAME: | EMAIL: | TELEPHONE #: |
| THE CONTRACT TERM COMMENCES ON _____ UNTIL _____ TRAINING HOURS ARE MET, NOT TO EXCEED _____ MONTHS OR _____ CALENDAR DAYS. | | |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |
| JOB TITLE: | O*NET SOC #: | HOURS/WEEK: |

Section 2: Modification Description

Complete this section with specific details that modify changes to the contract.



Section 3: Signatures

I hereby agree to the changes set forth in this modification. All other training plans remain in full force and effect.

Authorized Signatures

| | |
|-----------------------------|-------|
| PARTICIPANT SIGNATURE: | DATE: |
| TYPE/PRINT NAME: | |
| EMPLOYER SIGNATURE: | DATE: |
| TYPE/PRINT NAME: | |
| TITLE: | |
| OJT PROVIDER SIGNATURE: | DATE: |
| TYPE/PRINT NAME: | |
| TITLE: | |
| SERVICE PROVIDER SIGNATURE: | DATE: |
| TYPE/PRINT NAME: | |
| TITLE: | |

Attachment VII

On-the-Job Training Exception Request

On-the-Job Training (OJT) Program Policy

Information Notice No.24-OCWDB-01

Supersedes Information Notice No. 20-OCWDB-17



On-the-Job Training Exception Request

| | | | |
|--|--|--------------------------|----|
| Employer Name | | | |
| Employee/Trainee Name | | | |
| Position Title | | | |
| O*Net Code | | | |
| Date Hired | | Date Determined Eligible | |
| Training Period | | From | to |
| Maximum Obligation | | \$ | |
| Hourly Wage | | \$ | |
| Hours/week | | | |
| Training Payment | | \$ | |
| Retention Payment | | \$ | |
| Trainee is a: New Hire <input type="checkbox"/> Current Employee <input type="checkbox"/> | | | |

| |
|---------------------------------|
| Training Plan Exceptions |
| Reason(s): |
| Justification(s): |

Authorized Signatures

| | |
|------------------------|------------------------------|
| PARTICIPANT SIGNATURE: | EMPLOYER PROVIDER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| DATE: | DATE: |

| | |
|-----------------------------|-------------------------|
| SERVICE PROVIDER SIGNATURE: | OJT PROVIDER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| TITLE: | TITLE: |
| DATE: | DATE: |

Attachment VIII

On-the-Job Training (OJT) Trainee Progress Report

On-the-Job Training (OJT) Program Policy
Information Notice No.24-OCWDB-01
Supersedes Information Notice No. 20-OCWDB-17



On-the-Job Training (OJT) Trainee Progress Report

OJT Contract No:

Training Plan No:

Report for the Period Ending:

This form requires employers to regularly evaluate the participant in order to be reimbursed for the extraordinary costs of training the OJT employee. The form is completed by the employer monthly. In addition to serving as a record of reimbursable hours worked, the form also establishes a report of the participant's progress based on the expectations and timelines set out in the training plan in order to gather appropriate evaluation data and document the progress of the participant.

Section 1: Employer Contact Information

Complete the contact information for the employer.

| | | |
|-------------------|-----------------|------------------------|
| EMPLOYER NAME: | CONTACT PERSON: | TELEPHONE #: |
| EMPLOYER ADDRESS: | EMAIL: | ALTERNATE TELEPHONE #: |

Section 2: Participant Information

Complete the information for the participant including appropriate occupational information.

| | | |
|---|--------------------------|------------------------------|
| PARTICIPANT NAME: | EMAIL: | TELEPHONE #: |
| JOB TITLE: | O*NET SOC #: | HOURS/WEEK: |
| THE CONTRACT COMMENCES ON MET, BUT NOT TO EXCEED MONTHS (UNTIL CALENDAR DAYS) TRAINING HOURS ARE | | |
| HOURLY WAGE RATE: \$ | REIMBURSEMENT RATE: % | MAXIMUM REIMBURSEMENT: \$ |

Complete if raises are awarded during training.

| | | |
|------------------------------|-------------------------------|-----------------------------------|
| REVISED HOURLY WAGE RATE: \$ | TRAINING HOURS, REVISED RATE: | REVISED MAXIMUM REIMBURSEMENT: \$ |
|------------------------------|-------------------------------|-----------------------------------|

Note: Revised reimbursement due to a raise will need to be approved by the OCWDB Director.

Section 3: OJT Participant Progress Report

Complete a monthly evaluation of the participant. Be as accurate as possible for how the participant is progressing through his/her OJT training plan. Check the appropriate rating box for each item.

| COMPETENCY | RATING | | | | |
|---------------------------------|-------------------------------|-----------------------------------|-------------------------------|------------------------------------|------------------------------------|
| 1. ABILITY TO LEARN | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 2. ATTITUDE | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 3. CONDUCT | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 4. MOTIVATION/INITIATIVE | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 5. QUALITY AND ACCURACY OF WORK | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 6. QUANTITY OF WORK | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 7. SAFETY PRACTICES | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 8. APPEARANCE/HYGIENE | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |
| 9. OVERALL RATING | <input type="checkbox"/> POOR | <input type="checkbox"/> MARGINAL | <input type="checkbox"/> GOOD | <input type="checkbox"/> VERY GOOD | <input type="checkbox"/> EXCELLENT |

| COMMENT SECTION |
|--|
| List or explain other concerns the <i>County of Orange</i> should be aware of so that the participant can successfully complete the training and retain employment |
| |
| Are there additional supportive services the workforce system can help with? (Please list) |
| |

Section 4: Participant Skills Evaluation

Complete and evaluate what was learned **during this report period**. The “skills to be learned” can be taken directly from the training plan, if the OJT Toolkit training plan template was used to create the training plan. It is recommended that these skills be measurable and documented in accordance with the five types of Measurable Skill Gains as defined in 20 CFR sec. 677.155(a)(1)(v) and TEGL 10-16, Change 1.

| SKILLS LEARNED: | DOCUMENTED MEASURABLE SKILL GAIN | TYPE OF SKILL GAIN (SEE BELOW) | | # OF TRAINING HOURS COMPLETED DURING THIS PERIOD | CURRENT CAPABILITY |
|-----------------|----------------------------------|--------------------------------|---|--|--------------------|
| 1. | Yes | 1 | 4 | | Beginning: |
| | No | 2 | 5 | | Intermediate: |
| | | 3 | | | Skilled: |
| 2. | Yes | 1 | 4 | | Beginning: |
| | No | 2 | 5 | | Intermediate: |
| | | 3 | | | Skilled: |
| 3. | Yes | 1 | 4 | | Beginning: |
| | No | 2 | 5 | | Intermediate: |
| | | 3 | | | Skilled: |
| 4. | Yes | 1 | 4 | | Beginning: |
| | No | 2 | 5 | | Intermediate: |
| | | 3 | | | Skilled: |
| 5. | Yes | 1 | 4 | | Beginning: |
| | No | 2 | 5 | | Intermediate: |
| | | 3 | | | Skilled: |

The five measurable skill gain types are:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level
2. Documented attainment of a secondary school diploma or its recognized equivalent
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams

Section 5: Signatures

All parties agree that information provided is accurate.

Authorized Signatures

| PARTICIPANT SIGNATURE AND INFORMATION | EMPLOYER SIGNATURE AND INFORMATION |
|---------------------------------------|------------------------------------|
| DATE: | DATE: |
| PARTICIPANT SIGNATURE: | EMPLOYER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| | TITLE: |

| OJT PROVIDER SIGNATURE AND INFORMATION | SERVICE PROVIDER SIGNATURE AND INFORMATION |
|--|--|
| DATE: | DATE: |
| OJT PROVIDER SIGNATURE: | SERVICE PROVIDER SIGNATURE: |
| TYPE/PRINT NAME: | TYPE/PRINT NAME: |
| TITLE: | TITLE: |

OC Community Resources

DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTA ATKINSON
DEPUTY DIRECTOR
OC COMMUNITY RESOURCES

JENNIFER HAWKINS
DIRECTOR
OC ANIMAL CARE

RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

JULIA BIDWELL
DIRECTOR
HOUSING & COMMUNITY
DEVELOPMENT & HOMELESS
PREVENTION

STACY BLACKWOOD
DIRECTOR
OC PARKS

HELEN FRIED
COUNTY LIBRARIAN
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Date: November 7, 2017
To: All WIOA Subrecipients and Contractors of the Orange County Workforce Development Area Board
From: ~~Brian Rayburn~~ Nancy Cook ~~Interim Director~~ Director of Workforce and Economic Development
Subject: Selective Service Registration Information Notice No. ~~47-OCDB-03~~ 24-OCWDB-02 Supersedes Information Notice No. ~~1745-OCDB-03~~

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PURPOSE

This policy provides guidance on the Selective Service registration requirements for participation in Workforce Innovation and Opportunity Act (WIOA) funded services. This policy applies to all subrecipients and contractors funded or authorized by WIOA Title I.

This policy is being reissued to transmit the clarification issued by the State in WSD16-18 dated April 10, 2017 regarding acceptable forms of documentation when determining whether an individual's failure to register with Selective Service was knowing and willful.

EFFECTIVE DATE

This policy is effective on the date of issuance ~~and supersedes Information Notice No. 15-OCDB-03.~~

REFERENCES

- WIOA (Public Law 113-128) Section 189(h)
- Title 50 United States Code, "Military Selective Service Act", Appendix 453
- U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Administration Funded Programs (May 16, 2012)
- ~~U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 8-98, Selective Service Registration (November 4, 1998)~~
- EDD Workforce Services Directive WSD16-18 dated April 10, 2017



1300 SOUTH GRAND
BLDG. B, THIRD FLOOR

Community Resources

SANTA ANA, CA 92705
PHONE: 714.480.6500
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BACKGROUND

Males who are subject to the registration requirements of the Military Selective Service Act must have complied with these requirements to be eligible for participation in WIOA funded programs and services. Under WIOA Section 189(h), the U.S. Secretary of Labor

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is required to ensure that each individual participating in a WIOA program, or receiving any assistance under WIOA Title I, has not violated the Section 3 of the Military Selective Service Act. This section requires that every male residing in the United States (citizen or non-citizen) must register with Selective Service between their 18th and 26th birthday.

POLICY AND PROCEDURES

All programs and services established or receiving assistance under WIOA Title I must comply with the Selective Service registration requirements. These requirements apply to both formula and discretionary grants awarded by the Department of Labor (DOL). They do not apply to programs funded or solely authorized by the Wagner-Peyser Act.

Selective Service Registration Requirements

Males born on or after January 1, 1960 are required to register with the Selective Service within 30 days of their 18th birthday (30 days before their 18th birthday, their 18th birthday, and the following 29 days after their 18th birthday) and up to, but not including, their 26th birthday.

This includes the following males:

- U.S. citizens;
- Veterans discharged before their 26th birthday;
- Non-U.S. citizens, including undocumented immigrants, legal permanent residents, and refugees, who take up residency in the U.S. prior to their 26th birthday;
- Dual nationals of the U.S. and another country, regardless of whether they live in the U.S.

Selective Service registration is not required for the following male U.S. citizens:

- Males who are serving in the military on full-time active duty;
- Males attending the service academies;
- Disabled males who were continually limited to a residence, hospital or institution;
- Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday;
- Male veterans discharged after their 26th birthday.

Selective Service registration is not required for the following male non-U.S. citizens:

- Non-U.S. males who entered the U.S. for the first time after their 26th birthday. Acceptable forms of supporting documentation include:
 - Date of entry stamp in his passport;
 - 1-94 with date of entry stamp on it; or
 - Letter from the U.S. Citizenship and Immigration Services indicating the date the male entered the U.S. presented in conjunction with documentation establishing the male's age.

- Non-U.S. males who entered the U.S illegally after their 26th birthday. They must provide proof that they were not living in the U.S. from age 18 through 25;
- Non-U.S. males on a valid non-immigrant visa.

NOTE: The requirement for transsexual, transgendered, and intersex individuals to register with the Selective Service depends upon the gender recorded on their birth certificate. According to the Selective Service website, "Individuals who are born female and have a gender change are not required to register. U.S. citizens or immigrants who are born male and have a gender change are still required to register."

The above list of Selective Service registration requirements is not exhaustive. Additional information regarding these requirements, including a [Quick Reference Chart](#) showing who must register can be found on the [Selective Service](#) website.

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Acceptable Documentation

In order to be eligible to receive WIOA-funded services, all males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirements.

Acceptable documentation to determine a person's eligibility for WIOA Title 14 programs includes the following:

- Selective Service Acknowledgement letter;
- "Report of Separation" form (Form DD-214);
[This should be used only if veteran was discharged after his 26th birthday.]
- Screen printout of the [Selective Service Verification](#) site;
[For males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.]
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A); or,
- Stamped Post Office receipt of registration.

Registration Requirements for Males under 26

Before being enrolled in WIOA-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the [Selective Service](#) website. If a male turns 18 while participating in WIOA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA-funded services. If a male under the age of 26 refuses to register with Selective Service, WIOA-funded services must be suspended until he registers.

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Non-Registration by Males 26 Years and Older

For those potential participants who are 26 or older that failed to register with the Selective Service, subrecipients or contractors may either (1) request a Status Information letter from a potential participant before making a determination of knowing a willful failure to register;

or, (2) initiate the process to determine if the potential participant's failure was knowing and willful without first requesting a Status Information Letter.

Before enrolling in WIOA-funded services, all males 26 and older, must provide one of the following:

- Documentation showing they were not required to register; or
- If they were required to register, documentation establishing that their failure to register was not knowing or willful.

Status Information Letter

An individual may obtain a Status Information Letter from the Selective Service if one of the following applies:

- The individual believes he was not required to register.
- The individual did register but cannot provide the appropriate documentation.

The Status Information Letter Request form and instructions can be accessed through the Selective Service website. If an individual decides to request a Status Information Letter, they will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, or military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in a WIOA-funded service.

If the Status Information Letter indicates that the individual was required to register and did not register, he is presumed to be disqualified from participation in WIOA-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

How to Determine "Knowing and Willful" Failure to Register

If the individual was required but failed to register with the Selective Service, as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he establishes that the failure to register was not knowing and willful.

The subrecipient or contractor that enrolls individuals in WIOA-funded activities, and is thereby authorized to approve the use of WIOA grant funds, is the entity responsible for:

- (1) Evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful; and,
- (2) For requesting a waiver for Orange County Workforce Development Board (OCWDB) approval of compliance with the Selective Service registration requirements.

To Request OCDB Approval of Selective Service Determination Request (of individuals who have not complied with Selective Service registration requirements)

- 1. Individuals must submit a completed Selective Service Determination Request to the subrecipient or contractor together with the evidence and supporting documentation explaining why he failed to register. The individual must show by a

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preponderance of evidence that his failure to register was not knowing and willful.
Ignorance of the

law does not excuse the individual from the registration requirement and therefore should not be submitted to the OCWDB ~~Administration Office~~ for review.

- 2. Individuals provide Status Information Letter (if requested by the subrecipient or contractor from a potential participant before making a determination of knowing a willful failure to register);
- 3. ~~Career Consultant~~ Service Provider evaluates the evidence presented by the applicant; and,
- 4. ~~Career Consultant~~ Service Provider submits the Selective Service Determination Request to the OCWDB.

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Documentation

Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

- *Services in Armed Forces* - Evidence that a male has served honorably in the U.S. Armed Forces such as a Form DD-214 or his Honorable Discharge Certificate. These documents serve as evidence that his failure to register was not knowing or willful.
- *Third Party Affidavits* - Affidavits concerning reasons for not registering from parents, teachers, employers, doctors, and others may help subrecipients or contractors in making a determination regarding willful and knowing failure to register.
- ***Self-Attestation*** - **Signed statement that explains why the individual's failure to register was not knowing and willful.**

****Please note, self-attestation may serve as sufficient evidence when other options of documentation or third party corroboration are not available. For a self-attestation statement template please see ~~the attachment~~ to this policy.***

Model Questions

In order to establish consistency regarding the implementation of the requirement, subrecipients or contractors should use the following questions as a model when determining whether a failure to register is knowing and willful.

To determine whether the failure was "knowing", subrecipients or contractors should ask the following questions:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday ~~were~~ occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

To determine whether the failure was "willful", subrecipients or contractors should ask the following questions:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

Results of Findings

If the subrecipient or contractor determines that an individual's failure to register with the Selective Service was not knowing and willful and the individual is otherwise eligible, the subrecipient or contractor must submit the Selective Service Determination Request (Attachment II) to the OCWDB to request a determination review, services may be provided. However, if the subrecipient or contractor determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals who are denied services must be advised of available grievance procedures. The subrecipient or contractor must keep documentation related to evidence presented in determinations on Selective Service.

Grievance and Appeal Procedures

WIOA regulations provide a system for handling grievances, complaints, hearings & appeals. The OCDB follows specific procedures in accordance with the provisions of the Act and regulations.

Referrals

To comply with WIOA Sec. 129(c)(3)(A)(B) & 134 (c)(2), the OCDB requires subrecipients or contractors to refer applicants who are not eligible for WIOA Title I service to other services/programs who do not have to comply with Selective Service registration requirements.

ACTION

All subrecipients or contractors must:

1. Bring this Policy and Procedure to the attention of all affected staff.
2. Submit the Selective Service Determination Request (see Attachment II) to OCWDB to request a determination review (of applicants who have not complied with the Selective Service registration requirements)

INQUIRIES

If you have any questions regarding this policy, contact your Contract Administrator at (714) 480-6500.

ATTACHMENTS

Attachment I - Self-Attestation Statement

Attachment II - Selective Service Determination Request

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ATTACHMENT I

**Selective Service Failure to Register
Self-Attestation Statement**

I, _____, have been informed that the law required me to register for the United States Selective Service. I have been told that my statement must be made freely and voluntarily. I am willing to make such a statement.

I was born on _____ and I am now _____ years old.

I first became aware of my duty to register with the United States Selective Service System on the following date:

Month/Day/Year

I first became aware of my duty to register with the United States Selective Service System under the following circumstances:

While I was between the ages of 18 and 26 I lived in the following country:

I make the following statement:

Yes ___ No I did not register for the Selective Service because I did not know I was supposed to register with the Selective Service System at any time while I was between the ages of 18 years old and 26 years old.

Yes ___ No Had I known I was supposed to register with the Selective Service System while I was between the ages of 18 years old and 26 years old I would have registered.

Yes ___ No I have been served with a notice from the Selective Service System that they intend to prosecute me for my failure to register.

Signature of Applicant

Date

Printed Name of Applicant

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ATTACHMENT II



ORANGE COUNTY DEVELOPMENT AREA
 SELECTIVE SERVICE DETERMINATION REQUEST

This is a request for a Selective Service Determination for those men born on or after January 1, 1960 who failed to comply with the Selective Service registration requirement between the ages of 18 and 26 (Sec. 3 (a) of the MSSA).

Name: _____ Date of Birth: _____

Social Security Number: _____ Place of Birth: _____

One-Stop Center: _____

Reason for not registering for Selective Service: (Use additional sheet if needed)

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE AND UNDERSTAND THAT, IF MISREPRESENTED OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

PLEASE ATTACH ANY DOCUMENTATION/EVIDENCE TO SUPPORT YOUR CASE.

Applicant Printed Name & Signature: _____ Date: _____

Witness' Printed Name & Signature: _____ Date: _____

Witness' Relationship to Applicant: _____

FOR OCDB SUBRECIPIENT OR CONTRACTOR USE:

| | |
|---|--|
| The following documents submitted by the applicant were reviewed: | Submitted and Endorsed for OCDB Approval by: |
| 1. | Printed Name and Signature of Subrecipient/Contractor Staff Date: |
| 2. | |
| 3. | |

FOR OCDB USE:

| | |
|--|------------|
| Approved by: _____ Printed Name and Signature | _____ Date |
|--|------------|



DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
ASSISTANT DIRECTOR
OC COMMUNITY RESOURCES

JOANNE VEEDOR
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RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

PAMELA PASSOW
DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

Date: January 31, 2024

To: All WIOA Subrecipients of the Orange County
Workforce Development Board

From: Nancy Cook
Director of Workforce and Economic Development

Subject: Selective Service Registration
Information Notice No. 24-OCWDB-02
Supersedes Information Notice No. 17-OCDB-03

PURPOSE

This policy provides guidance on the Selective Service registration requirements for participation in Workforce Innovation and Opportunity Act (WIOA) funded services. This policy applies to all subrecipients and contractors funded or authorized by WIOA Title I.

This policy is being reissued to transmit the clarification issued by the State in WSD16-18 dated April 10, 2017, regarding acceptable forms of documentation when determining whether an individual's failure to register with Selective Service was knowing and willful.

EFFECTIVE DATE

This policy is effective immediately upon issuance.

REFERENCES

- WIOA (Public Law 113-128) Section 189(h)
- Title 50 United States Code, "Military Selective Service Act", Appendix 453
- U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Administration Funded Programs (May 16, 2012)
- EDD Workforce Services Directive WSD16-18 dated April 10, 2017

BACKGROUND

Males who are subject to the registration requirements of the Military Selective Service Act must have complied with these requirements to be eligible for participation in WIOA funded programs and services. Under WIOA Section 189(h), the U.S. Secretary of Labor is required to ensure that each individual participating in a WIOA program, or receiving any assistance under WIOA Title I, has not violated the Section 3 of the Military Selective Service Act. This section requires that every male residing in the United States (citizen or non-citizen) must



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register with Selective Services between their 18th and 26th birthday.

POLICY AND PROCEDURES

All programs and services established or receiving assistance under WIOA Title I must comply with the Selective Service registration requirements. These requirements apply to both formula and discretionary grants awarded by the Department of Labor (DOL). They do not apply to programs funded or solely authorized by the Wagner-Peyser Act.

Selective Service Registration Requirements

Males born on or after January 1, 1960 are required to register with the Selective Service within 30 days of their 18th birthday (30 days before their 18th birthday, their 18th birthday, and the following 29 days after their 18th birthday) and up to, but not including, their 26th birthday.

This includes the following males:

- U.S. citizens;
- Veterans discharged before their 26th birthday;
- Non-U.S. citizens, including undocumented immigrants, legal permanent residents, and refugees, who take up residency in the U.S. prior to their 26th birthday;
- Dual nationals of the U.S. and another country, regardless of whether they live in the U.S.

Selective Service registration is not required for the following male U.S. citizens:

- Males who are serving in the military on full-time active duty;
- Males attending the service academies;
- Disabled males who were continually limited to a residence, hospital or institution;
- Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday;
- Male veterans discharged after their 26th birthday.

Selective Service registration is not required for the following male non-U.S. citizens:

- Non-U.S. males who entered the U.S. for the first time after their 26th birthday. Acceptable forms of supporting documentation include:
 - Date of entry stamp in his passport;
 - 1-94 with date of entry stamp on it; or
 - Letter from the U.S. Citizenship and Immigration Services indicating the date the male entered the U.S. presented in conjunction with documentation establishing the male's age.
- Non-U.S. males who entered the U.S. illegally after their 26th birthday. They must provide proof that they were not living in the U.S. from age 18 through 25;
- Non-U.S. males on a valid non-immigrant visa.

NOTE: The requirement for transsexual, transgendered, and intersex individuals to register with the Selective Service depends upon the gender recorded on their birth certificate. According to the Selective Service website, "Individuals who are born female and have a gender change are not required to register. U.S. citizens or immigrants who are born male and have a gender change are still required to register."

The above list of Selective Service registration requirements is not exhaustive. Additional information regarding these requirements, including a [Quick Reference Chart](#) showing who must register can be found on the [Selective Service](#) website.

Acceptable Documentation

In order to be eligible to receive WIOA-funded services, all males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirements.

Acceptable documentation to determine a person's eligibility for WIOA Title I programs includes the following:

- Selective Service Acknowledgement letter;
- "Report of Separation" form (Form DD-214);
[This should be used only if veteran was discharged after his 26th birthday.]
- Screen printout of the [Selective Service Verification](#) site;
[For males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.]
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A); or,
- Stamped Post Office receipt of registration.

Registration Requirements for Males under 26

Before being enrolled in WIOA-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website. If a male turns 18 while participating in WIOA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA-funded services. If a male under the age of 26 refuses to register with Selective Service, WIOA-funded services must be suspended until he registers.

Non-Registration by Males 26 Years and Older

For those potential participants who are 26 or older that failed to register with the Selective Service, subrecipients or contractors may either (1) request a Status Information letter from a potential participant before making a determination of knowing a willful failure to register; or, (2) initiate the process to determine if the potential participant's failure was knowing and willful without first requesting a Status Information Letter.

Before enrolling in WIOA-funded services, all males 26 and older, must provide one of the following:

- Documentation showing they were not required to register; or
- If they were required to register, documentation establishing that their failure to register was not knowing or willful.

Status Information Letter

An individual may obtain a Status Information Letter from the Selective Service if one of the following applies:

- The individual believes he was not required to register.
- The individual did register but cannot provide the appropriate documentation.

The [Status Information Letter Request](#) form and instructions can be accessed through the Selective Service website. If an individual decides to request a Status Information Letter, they will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, or military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in a WIOA-funded service.

If the Status Information Letter indicates that the individual was required to register and did not register, he is presumed to be disqualified from participation in WIOA-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

How to Determine "Knowing and Willful" Failure to Register

If the individual was required but failed to register with the Selective Service, as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he establishes that the failure to register was not knowing and willful.

The subrecipient or contractor that enrolls individuals in WIOA-funded activities, and is thereby authorized to approve the use of WIOA grant funds, is the entity responsible for:

1. Evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful; and,
2. For requesting a waiver for OCWDB approval of compliance with the Selective Service registration requirements.

Service Determination Request (of individuals who have not complied with Selective Service registration requirements)

1. Individuals must submit a completed Selective Service Determination Request to the subrecipient or contractor together with the evidence and supporting documentation explaining why he failed to register. The individual must show by a preponderance of evidence that his failure to register was not knowing and willful. Ignorance of the law does not excuse the individual from the registration requirement and therefore should not be submitted to the Orange County Workforce Development Board (OCWDB) for review.
2. Individuals provide Status Information Letter (if requested by the subrecipient or contractor from a potential participant before making a determination of knowing a willful failure to register);
3. Service Provider evaluates the evidence presented by the applicant; and,
4. Service Provider submits the Selective Service Determination Request to the OCWDB.

Documentation

Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

- *Services in Armed Forces* - Evidence that a male has served honorably in the U.S. Armed Forces such as a Form DD-214 or his Honorable Discharge Certificate. These documents serve as evidence that his failure to register was not knowing or willful.
- *Third Party Affidavits* - Affidavits concerning reasons for not registering from parents, teachers, employers, doctors, and others may help subrecipients or contractors in making a determination regarding willful and knowing failure to register.
- **Self-Attestation** - Signed statement that explains why the individual's failure to register was not knowing and willful.

Please note, self-attestation may serve as sufficient evidence when other options of documentation or third party corroboration are not available. For a self attestation statement template please see Attachment I.

Model Questions

In order to establish consistency regarding the implementation of the requirement, subrecipients or contractors should use the following questions as a model when determining whether a failure to register is knowing and willful.

To determine whether the failure was "knowing", subrecipients or contractors should ask the following questions:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

To determine whether the failure was "willful", subrecipients or contractors should ask the following questions:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

Results of Findings

If the subrecipient or contractor determines that an individual's failure to register with the Selective Service was not knowing and willful and the individual is otherwise eligible, the subrecipient or contractor must submit the Selective Service Determination Request

(Attachment II) to the OCWDB to request a determination review. However, if the subrecipient, contractor, or OCWDB determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals who are denied services must be advised of available grievance procedures. The subrecipient or contractor must keep documentation related to evidence presented in determinations on Selective Service.

Grievance and Appeal Procedures

WIOA regulations provide a system for handling grievances, complaints, hearings & appeals. The OCWDB follows specific procedures in accordance with the provisions of the Act and regulations.

Referrals

To comply with WIOA Sec. 129(c)(3)(A)(B) & 134 (c)(2), the OCWDB requires subrecipients or contractors to refer applicants who are not eligible for WIOA Title I services to other services/programs who do not have to comply with Selective Service registration requirements.

ACTION

All subrecipients or contractors must:

1. Bring this Policy and Procedure to the attention of all affected staff.
2. Submit the Selective Service Determination Request (see Attachment I) to OCWDB to request a determination review (of applicants who have not complied with the Selective Service registration requirements)

INQUIRIES

If you have any questions regarding this policy, contact your Contract Administrator at (714) 480-6500.

ATTACHMENTS

Attachment I - Self-Attestation Statement

Attachment II - Selective Service Determination Request

Attachment I

Selective Service Failure to Register Self-Attestation Statement

Selective Service Registration Information Notice No. 24-OCWDB-02
Supersedes Information Notice No. 17-OCDB-03



Selective Service Failure to Register Self-Attestation Statement

I, _____, have been informed that the law required me to register for the United States Selective Service. I have been told that my statement must be made freely and voluntarily. I am willing to make such a statement.

I was born on _____ and I am now _____ years old.
I first became aware of my duty to register with the United States Selective Service System on the following date: _____
Month/Day/Year

I first became aware of my duty to register with the United States Selective Service System under the following circumstances:

While I was between the ages of 18 and 26 I lived in the following country:

I make the following statement:

- | | | |
|-----|----|---|
| Yes | No | I did not register for the Selective Service because I did not know I was supposed to register with the Selective Service System at any time while I was between the ages of 18 years old and 26 years old. |
| Yes | No | Had I known I was supposed to register with the Selective Service System while I was between the ages of 18 years old and 26 years old I would have registered. |
| Yes | No | I have been served with a notice from the Selective Service System that they intend to prosecute me for my failure to register. |

Signature of Applicant _____

Date

Printed Name of Applicant

Attachment II

Selective Service Determination Request

Selective Service Registration Information Notice No. 24-OCWDB-02
Supersedes Information Notice No. 17-OCDB-03



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JULIA BIDWELL
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OC HOUSING & COMMUNITY
DEVELOPMENT

RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

PAMELA PASSOW
DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

~~November 24, 2024~~ Date: January 31, 2024

To: All WIOA Subrecipients of the Orange County
Workforce Development ~~Area~~Board

From: ~~Garma Lacey~~Nancy Cook
Director of Workforce and Economic Development

Subject: Self-Sufficiency Policy
Information Notice ~~No. 21-OCWDB-14~~ No. 24-OCWDB-032
Supersedes Information Notice No. ~~20-OCWDB-01~~
21-OCWDB-14

PURPOSE

The purpose of this policy is to provide guidance and establish the self-sufficiency standard for Workforce Innovation Opportunity Act (WIOA) Adults and Dislocated Workers.

EFFECTIVE DATE

This policy is effective on the date of issuance.

REFERENCES

- WIOA (Public Law 113-128)
- WIOA Section 134(c)(3)(A)(i) and 134(d)(1)(A)(x)
- ~~Title~~ 20 CFR Part 680.210

EFFECTIVE DATE

~~This policy is effective immediately upon issuance.~~

BACKGROUND

In accordance with WIOA, individuals (employed and unemployed) who receive training must be 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 alone. Additionally, they must be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Under WIOA sec. 134(d)(1)(A)(x) local areas have the flexibility to adjust the State standard for economic self-sufficiency for local considerations.

POLICY AND PROCEDURES

The Orange County Workforce Development Board (OCWDB) has adopted a self-sufficiency model that is to be utilized in determining eligibility for WIOA Adult and Dislocated Worker customers in need of training services. The intent of training enrollment is for a WIOA Adult and/or Dislocated Worker who is unemployed or underemployed and not earning a self-

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sufficient wage to enroll in training services in order to obtain or retain employment that leads to self-sufficiency.

OCWDB has determined that one of the following measures, whichever is greater, must be used to establish self-sufficiency:

1. Four hundred percent (400%) of the Federal Poverty Levels (FPL) as determined by the United States Department of Health and Human Services (HHS).
2. Living wage levels as determined by the MIT Living Wage Calculator at <https://livingwage.mit.edu/>.

The self-sufficiency guidelines referenced in this policy will be communicated annually by OCWDB to Service Providers by memo and posted on the OCWDB Policies and Procedures page found at <https://workforce.ocgov.com/oc-workforce-development-board/about-oc-workforce-development-board/policies-and-procedures>. The ~~household income is calculated hourly rate is based~~ off an annual full-time (2080 hour) work schedule. ~~HHS and MIT historically revise the poverty guidelines and living wage levels during the first quarter of the calendar year.~~

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.



DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
ASSISTANT DIRECTOR
OC COMMUNITY RESOURCES

JOANNE VEEDOR
DIRECTOR
ADMINISTRATIVE SERVICES

MONICA SCHMIDT
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RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

PAMELA PASSOW
DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

Date: January 31, 2024

To: All WIOA Subrecipients of the Orange County
Workforce Development Board

From: Nancy Cook
Director of Workforce and Economic Development

Subject: Self-Sufficiency Policy
Information Notice No. 24-OCWDB-03
Supersedes Information Notice No. 21-OCWDB-14

PURPOSE

The purpose of this policy is to provide guidance and establish the self-sufficiency standard for Workforce Innovation Opportunity Act (WIOA) Adults and Dislocated Workers.

EFFECTIVE DATE

This policy is effective on the date of issuance.

REFERENCES

- WIOA (Public Law 113-128)
- WIOA Section 134(c)(3)(A)(i) and 134(d)(1)(A)(x)
- 20 CFR Part 680.210

BACKGROUND

In accordance with WIOA, individuals (employed and unemployed) who receive training must be 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 alone. Additionally, they must be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Under WIOA sec. 134(d)(1)(A)(x) local areas have the flexibility to adjust the State standard for economic self-sufficiency for local considerations.

POLICY AND PROCEDURES

The Orange County Workforce Development Board (OCWDB) has adopted a self-sufficiency model that is to be utilized in determining eligibility for WIOA Adult and Dislocated Worker customers in need of training services. The intent of training enrollment is for a WIOA Adult and/or Dislocated Worker who is unemployed or underemployed and not earning a self-sufficient wage to enroll in training services in order to obtain or retain employment that leads to self-sufficiency.



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OCWDB has determined that one of the following measures, whichever is greater, must be used to establish self-sufficiency:

1. Four hundred percent (400%) of the Federal Poverty Levels (FPL) as determined by the United States Department of Health and Human Services (HHS).
2. Living wage levels as determined by the MIT Living Wage Calculator at <https://livingwage.mit.edu/>.

The self-sufficiency guidelines referenced in this policy will be communicated annually by OCWDB to Service Providers by memo and posted on the OCWDB Policies and Procedures page found at <https://workforce.ocgov.com/oc-workforce-development-board/about-oc-workforce-development-board/policies-and-procedures>. The household income is calculated based on an annual full-time (2080 hour) work schedule.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.



DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
ASSISTANT DIRECTOR
OC COMMUNITY RESOURCES

JULIE LYONS/JOANNE VEEDOR
DIRECTOR
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DEVELOPMENT

RENEE RAMIREZ
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PAMELA PASSOW
DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

~~October 28, 2023~~ Date: January 31, 2024

To: WIOA Subrecipients of the Orange County
Workforce Development ~~Area~~ Board

From: ~~Garma Laey~~ Nancy Cook
Director of Workforce and Economic Development

Subject: 70 Percent LLSIL and Poverty Guidelines Policy
Information Notice No. ~~20-OCWDB-1624-OCWDB-041~~
Supersedes Information Notice No. ~~18-OCDB-0220-OCWDB-16~~

PURPOSE

This policy establishes the procedures regarding the 70 Percent Lower Living Standard Income Level (LLSIL) published by the U.S. Department of Labor (DOL) and the poverty guidelines published by the U.S. Department of Health and Human Services (HHS) in the Federal Register.

EFFECTIVE DATE

This policy is effective on the date of ~~immediately upon~~ issuance.

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) Sections 3(36), 127(b)(2)(C), 132(b)(1)(B)(v)(IV), and 134(d)(1)(A)(x)
- Community Services Block Grant Act (42 U.S.C. 9902(2)) Section 673(2)

BACKGROUND

The WIOA Section 3(36)(A) sets the criteria Local Areas must use to determine whether an individual is a low-income individual. These criteria include two sets of data: the poverty guidelines as published by HHS, and the 70 percent of the LLSIL, as published by DOL. The Local Area must use the higher of these two measures to establish low-income status for eligibility purposes of WIOA.

Out-of-school youth (OSY) with certain barriers (see OC Information Notice ~~17-OCDB-12~~ No. 21-OCWDB-16 for barriers) defined in WIOA must be low-income and all other OSY are not required to be low-income. -All in-school youth must be low-income, except for those that fall under the five percent exception.

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To establish low-income status for eligibility purposes of WIOA Title I programs, a "low-income individual" is one who qualifies under various criteria, including an individual who received income for a six-month period that does not exceed the higher level of the poverty line or 70 percent of the LLSIL.

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~~To establish low income status for eligibility purposes of WIOA Title I programs, a “low-income individual” is one who qualifies under various criteria, including an individual who received income for a six month period that does not exceed the higher level of the poverty line or 70 percent of the LLSIL.~~

Definitions

Low-income individual - An individual who meets one of the following criteria:

1. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or local income-based public assistance.
2. Is in a family with total family income that does not exceed the higher of:
 - the poverty line; or
 - 70 percent of the Lower Living Standard Income Level.
3. Is a homeless individual.
4. Receives or is eligible to receive a free or reduced-price lunch (which does not include youth attending school in districts subsidizing all student meals who would not otherwise be eligible as individuals for free or reduced-price lunch).
5. Is a foster child on behalf of whom the State or local government payments are made.
6. Is an individual with a disability whose own income meets the eligibility income requirement of number 2 even though the individual is a member of a family whose income does not meet this requirement.
7. Is a youth living in a high-poverty area based on a census tract or county that has a poverty rate of a least 25 percent as set every 5 years using American Community Survey 5-year data.

Lower Living Standard Income Level (LLSIL) - Income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the United States Department of Labor (DOL) based on the most recent lower living family budget issued by the Secretary of Labor.

Poverty line - The income level defined by the federal Office of Management and Budget and revised annually by the United States Department of Health and Human Services (HHS).

Policy and Procedures

The poverty line and LLSIL are issued at separate times by different federal agencies. The United States Department of Health and Human Services (HHS) is responsible for determining the poverty line and historically revises the poverty guidelines during the first quarter of the calendar year. The United States Department of Labor (DOL) determines and releases the LLSIL for Title I of WIOA during the second quarter of the calendar year.

The poverty guidelines and 70 percent LLSIL chart, referenced in this policy, will be communicated annually by OCWDB to Service Providers by memo and posted on the OCWDB Policies and Procedures page found at ~~<http://www.occommunityservices.org/cid/oc-workforce-development-board/about-oc-workforce-development-board/policies-and-procedures>~~<https://workforce.ocgov.com/oc-workforce-development-board/about-oc-workforce-development-board/policies-and-procedures>. The effective date of the LLSIL and poverty guidelines will be based on when they are published in the Federal Register.

Use the following to determine if a person is a low-income individual:

1. Calculate the family income for the six-months immediately prior to the individual's application for WIOA funded services.
2. Compare the applicant's actual family income during the six-month income determination period with the six-month figures on the charts.
3. Use the higher of either the 70 percent LLSIL or the poverty guidelines in the chart for the appropriate family size to determine if an individual is low-income.

The OCWDB has also set the criteria for determining whether employment leads to self-sufficiency. Please refer to Information Notice ~~No. 20-OCWDB-01~~[No. 24-OCWDB-02](#) Self-Sufficiency [Policy](#) for more information.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.



DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

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ASSISTANT DIRECTOR
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JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

Date: January 31, 2024

To: WIOA Subrecipients of the Orange County
Workforce Development Board

From: Nancy Cook
Director of Workforce and Economic Development

Subject: 70 Percent LLSIL and Poverty Guidelines Policy
Information Notice No. 24-OCWDB-04
Supersedes Information Notice No. 20-OCWDB-16

PURPOSE

This policy establishes the procedures regarding the 70 Percent Lower Living Standard Income Level (LLSIL) published by the U.S. Department of Labor (DOL) and the poverty guidelines published by the U.S. Department of Health and Human Services (HHS) in the Federal Register.

EFFECTIVE DATE

This policy is effective on the date of issuance.

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) Sections 3(36), 127(b)(2)(C), 132(b)(1)(B)(v)(IV), and 134(d)(1)(A)(x)
- Community Services Block Grant Act (42 U.S.C. 9902(2)) Section 673(2)

BACKGROUND

The WIOA Section 3(36)(A) sets the criteria Local Areas must use to determine whether an individual is a low-income individual. These criteria include two sets of data: the poverty guidelines as published by HHS, and the 70 percent of the LLSIL, as published by DOL. The Local Area must use the higher of these two measures to establish low-income status for eligibility purposes of WIOA.

Out-of-school youth (OSY) with certain barriers (see OC Information Notice No. 21-OCWDB-16 for barriers) defined in WIOA must be low-income and all other OSY are not required to be low-income. All in-school youth must be low-income, except for those that fall under the five percent exception.

To establish low-income status for eligibility purposes of WIOA Title I programs, a "low-income individual" is one who qualifies under various criteria, including an individual who received income for a six-month period that does not exceed the higher level of the poverty line or 70 percent of the LLSIL.



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Definitions

Low-income individual - An individual who meets one of the following criteria:

1. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or local income-based public assistance.
2. Is in a family with total family income that does not exceed the higher of:
 - the poverty line; or
 - 70 percent of the Lower Living Standard Income Level.
3. Is a homeless individual.
4. Receives or is eligible to receive a free or reduced-price lunch (which does not include youth attending school in districts subsidizing all student meals who would not otherwise be eligible as individuals for free or reduced-price lunch).
5. Is a foster child on behalf of whom the State or local government payments are made.
6. Is an individual with a disability whose own income meets the eligibility income requirement of number 2 even though the individual is a member of a family whose income does not meet this requirement.
7. Is a youth living in a high-poverty area based on a census tract or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-year data.

Lower Living Standard Income Level (LLSIL) - Income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the United States Department of Labor (DOL) based on the most recent lower living family budget issued by the Secretary of Labor.

Poverty line - The income level defined by the federal Office of Management and Budget and revised annually by the United States Department of Health and Human Services (HHS).

Policy and Procedures

The poverty line and LLSIL are issued at separate times by different federal agencies. The United States Department of Health and Human Services (HHS) is responsible for determining the poverty line and historically revises the poverty guidelines during the first quarter of the calendar year. The United States Department of Labor (DOL) determines and releases the LLSIL for Title I of WIOA during the second quarter of the calendar year.

The poverty guidelines and 70 percent LLSIL chart, referenced in this policy, will be communicated annually by OCWDB to Service Providers by memo and posted on the OCWDB Policies and Procedures page found at <https://workforce.ocgov.com/oc-workforce-development-board/about-oc-workforce-development-board/policies-and-procedures>. The effective date of the LLSIL and poverty guidelines will be based on when they are published in the Federal Register.

Use the following to determine if a person is a low-income individual:

1. Calculate the family income for the six-months immediately prior to the individual's application for WIOA funded services.
2. Compare the applicant's actual family income during the six-month income determination period with the six-month figures on the charts.
3. Use the higher of either the 70 percent LLSIL or the poverty guidelines in the chart for the appropriate family size to determine if an individual is low-income.

The OCWDB has also set the criteria for determining whether employment leads to self-sufficiency. Please refer to Information Notice No. 24-OCWDB-02 Self-Sufficiency Policy for more information.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.



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DIRECTOR
OC COMMUNITY RESOURCES

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ASSISTANT DIRECTOR
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JULIE LYONS
DIRECTOR
ADMINISTRATIVE SERVICES

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INTERIM DIRECTOR
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JULIA BIDWELL
DIRECTOR
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DEVELOPMENT

RENEE RAMIREZ
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DIRECTOR
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JULIE QUILLMAN
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OC Community Resources

~~May 9, 2022~~ Date: January 31, 2024

To: WIOA Subrecipients of the Orange County
Workforce Development ~~Area~~ Board

From: ~~Carma Lacy~~ Nancy Cook
Director of Workforce and Economic Development

Subject: ~~2022~~ 2023 100% and 400% Federal Poverty, 70% Lower Living
Standard Income Level (LLSIL) and MIT Living Wage Memo

The Federal Poverty and 70 Percent Lower Living Standard Income Level (LLSIL) guidelines determine low-income status and self-sufficiency standards for WIOA applicants and participants and are as follows:

| Persons in Family/Household | 100% Annual Poverty Guidelines <small>(as of 1/12/22 as of 1/19/23)</small> | 6 Month Amount |
|-----------------------------|--|-------------------------------------|
| 1 | \$13,590 <u>\$14,580</u> | \$6,795 <u>\$7,290</u> |
| 2 | \$18,340 <u>\$19,720</u> | \$9,155 <u>\$9,860</u> |
| 3 | \$23,030 <u>\$24,860</u> | \$11,515 <u>\$12,430</u> |
| 4 | \$27,750 <u>\$30,000</u> | \$13,875 <u>\$15,000</u> |
| 5 | \$32,470 <u>\$35,140</u> | \$16,235 <u>\$17,570</u> |
| 6 | \$37,190 <u>\$40,280</u> | \$18,595 <u>\$20,140</u> |
| 7 | \$41,910 <u>\$45,420</u> | \$20,955 <u>\$22,710</u> |
| 8 | \$46,630 <u>\$50,560</u> | \$23,315 <u>\$25,280</u> |

Federal Poverty: For families/households with more than 8 persons, add ~~\$4,720~~ \$5,140 annually for each additional person.

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| Persons in Family/Household | 70% LLSIL Annual Guidelines <small>(as of 4/6/22 as of 5/9/23)</small> | 6 Month Amount |
|-----------------------------|---|-------------------------------------|
| 1 | \$12,694 <u>\$13,173</u> | \$6,346 <u>\$6,587</u> |
| 2 | \$20,797 <u>\$21,587</u> | \$10,399 <u>\$10,794</u> |
| 3 | \$28,553 <u>\$29,638</u> | \$14,277 <u>\$14,819</u> |
| 4 | \$35,249 <u>\$36,589</u> | \$17,625 <u>\$18,295</u> |
| 5 | \$41,595 <u>\$43,175</u> | \$20,798 <u>\$21,588</u> |
| 6 | \$48,654 <u>\$50,499</u> | \$24,326 <u>\$25,250</u> |
| 7 | \$55,707 <u>\$57,823</u> | \$27,854 <u>\$28,912</u> |
| 8 | \$62,763 <u>\$65,147</u> | \$31,382 <u>\$32,574</u> |

LLSIL: For families/households with more than 8 persons, add ~~\$7,056~~ \$7,324 annually for each additional person.

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| Self-Sufficiency – Poverty Guidelines | | | |
|---------------------------------------|--------------------------------|------------------|----------------|
| Persons in Family/Household | 400% Annual Poverty Guidelines | Monthly | Hourly* |
| | (as of 1/12/22 as of 1/19/23) | | |
| 1 | \$54,360\$58,320 | \$4,530\$4,860 | \$26.13\$28.04 |
| 2 | \$73,240\$78,880 | \$6,103\$6,573 | \$35.21\$37.92 |
| 3 | \$92,120\$99,440 | \$7,677\$8,287 | \$44.29\$47.81 |
| 4 | \$111,000\$120,000 | \$9,250\$10,000 | \$53.37\$57.69 |
| 5 | \$129,880\$140,560 | \$10,823\$11,713 | \$62.44\$67.58 |
| 6 | \$148,760\$161,120 | \$12,397\$13,427 | \$71.52\$77.46 |
| 7 | \$167,640\$181,680 | \$13,970\$15,140 | \$80.60\$87.35 |
| 8 | \$186,520\$202,240 | \$15,543\$16,853 | \$89.67\$97.23 |

Federal Poverty: For families/households with more than 8 persons, add ~~\$18,880~~\$20,560 annually for each additional person.

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*Hourly wage is based on an annual full-time (2080 hour) work schedule

| Self-Sufficiency – MIT Living Wage Calculator (5/9/222/1/23) | | | | |
|--|------------|--------------------|------------------|----------------|
| Persons in Family/Household | | Total Household | | |
| | | Annual | Monthly | Hourly* |
| 1 Adult | 0 Children | \$52,562\$49,213 | \$4,380\$4,101 | \$25.27\$23.66 |
| | 1 Child | \$101,005\$98,280 | \$8,417\$8,190 | \$48.56\$47.25 |
| | 2 Children | \$125,486\$127,795 | \$10,457\$10,650 | \$60.33\$61.44 |
| | 3 Children | \$170,602\$174,387 | \$14,274\$14,532 | \$82.02\$83.84 |
| 2 Adults (1 working) | 0 Children | \$76,336\$72,114 | \$6,364\$6,009 | \$36.70\$34.67 |
| | 1 Child | \$92,248\$89,003 | \$7,687\$7,417 | \$44.35\$42.79 |
| | 2 Children | \$104,915\$99,382 | \$8,743\$8,282 | \$50.44\$47.78 |
| | 3 Children | \$122,720\$116,688 | \$10,227\$9,724 | \$59.00\$56.10 |
| 2 Adults (both working) | 0 Children | \$76,336\$36,046 | \$6,364\$3,004 | \$36.70\$17.33 |
| | 1 Child | \$109,075\$53,186 | \$9,090\$4,432 | \$52.44\$25.57 |
| | 2 Children | \$138,528\$67,392 | \$11,544\$5,616 | \$66.60\$32.40 |
| | 3 Children | \$173,098\$86,528 | \$14,425\$7,211 | \$83.22\$41.60 |

*Hourly wage is based on an annual full-time (2080 hour) work schedule

#Hourly wage for 2 working adults is the total for both, not each adult wage



DYLAN WRIGHT
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COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

Date: January 31, 2024
To: WIOA Subrecipients of the Orange County Workforce Development Board
From: Nancy Cook
 Director of Workforce and Economic Development
Subject: 2023 100% and 400% Federal Poverty, 70% Lower Living Standard Income Level (LLSIL) and MIT Living Wage Memo

The Federal Poverty and 70 Percent Lower Living Standard Income Level (LLSIL) guidelines determine low-income status and self-sufficiency standards for WIOA applicants and participants and are as follows:

| Persons in Family/Household | 100% Annual Poverty Guidelines (as of 1/19/23) | 6 Month Amount |
|-----------------------------|---|----------------|
| 1 | \$14,580 | \$7,290 |
| 2 | \$19,720 | \$9,860 |
| 3 | \$24,860 | \$12,430 |
| 4 | \$30,000 | \$15,000 |
| 5 | \$35,140 | \$17,570 |
| 6 | \$40,280 | \$20,140 |
| 7 | \$45,420 | \$22,710 |
| 8 | \$50,560 | \$25,280 |

Federal Poverty: For families/households with more than 8 persons, add \$5,140 annually for each additional person.

| Persons in Family/Household | 70% LLSIL Annual Guidelines (as of 5/9/23) | 6 Month Amount |
|-----------------------------|---|----------------|
| 1 | \$13,173 | \$6,587 |
| 2 | \$21,587 | \$10,794 |
| 3 | \$29,638 | \$14,819 |
| 4 | \$36,589 | \$18,295 |
| 5 | \$43,175 | \$21,588 |
| 6 | \$50,499 | \$25,250 |
| 7 | \$57,823 | \$28,912 |
| 8 | \$65,147 | \$32,574 |

LLSIL: For families/households with more than 8 persons, add \$7,324 annually for each additional person.



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| Self-Sufficiency – Poverty Guidelines | | | |
|--|---|----------------|----------------|
| Persons in Family/Household | 400% Annual Poverty Guidelines (as of 1/19/23) | Monthly | Hourly* |
| 1 | \$58,320 | \$4,860 | \$28.04 |
| 2 | \$78,880 | \$6,573 | \$37.92 |
| 3 | \$99,440 | \$8,287 | \$47.81 |
| 4 | \$120,000 | \$10,000 | \$57.69 |
| 5 | \$140,560 | \$11,713 | \$67.58 |
| 6 | \$161,120 | \$13,427 | \$77.46 |
| 7 | \$181,680 | \$15,140 | \$87.35 |
| 8 | \$202,240 | \$16,853 | \$97.23 |

Federal Poverty: For families/households with more than 8 persons, add \$20,560 annually for each additional person.

*Hourly wage is based on an annual full-time (2080 hour) work schedule

| Self-Sufficiency – MIT Living Wage Calculator (2/1/23) | | | | |
|---|------------|------------------------|----------------|----------------|
| Persons in Family/Household | | Total Household | | |
| | | Annual | Monthly | Hourly* |
| 1 Adult | 0 Children | \$49,213 | \$4,101 | \$23.66 |
| | 1 Child | \$98,280 | \$8,190 | \$47.25 |
| | 2 Children | \$127,795 | \$10,650 | \$61.44 |
| | 3 Children | \$174,387 | \$14,532 | \$83.84 |
| 2 Adults (1 working) | 0 Children | \$72,114 | \$6,009 | \$34.67 |
| | 1 Child | \$89,003 | \$7,417 | \$42.79 |
| | 2 Children | \$99,382 | \$8,282 | \$47.78 |
| | 3 Children | \$116,688 | \$9,724 | \$56.10 |
| 2 Adults (both working) | 0 Children | \$36,046 | \$3,004 | \$17.33 |
| | 1 Child | \$53,186 | \$4,432 | \$25.57 |
| | 2 Children | \$67,392 | \$5,616 | \$32.40 |
| | 3 Children | \$86,528 | \$7,211 | \$41.60 |

*Hourly wage is based on an annual full-time (2080 hour) work schedule

#Hourly wage for 2 working adults is the total for both, not each adult wage



ANNUAL CONFERENCE LIST

California Workforce Association (Youth Symposium)

- Where: Long Beach
- When: February 7-8, 2024
- What: This virtual symposium will bring together Youth Workforce Service Providers, Youth Job Coaches, Community Based Organizations, Educational Entities, Adult Schools, Youth Workforce Allies, and Youth Participants from across the State of California and the US to discuss, network, and ponder what it takes to remain relevant to participate and thrive in the workforce.

National Association of Workforce Boards (NAWB)

- Where: Washington DC
- When: March 23-26, 2024
- What: The Conference will gather leaders, policy makers, and stakeholders so we can learn from one another to build a flourishing, resilient economy that provides for workers and families.

National Association of Workforce Development Professionals (NAWDP)

- Where: San Antonio
- When: May 20-22, 2024
- What: This event brings together thought leaders, professionals and enthusiasts in the field, providing a unique platform to share knowledge, explore emerging trends, and celebrate our collective achievements.

California Workforce Association (WorkCon) - CWA

- Where: Rancho Las Palmas
- When: May 29-31, 2024
- What: California Workforce Association (CWA), will be highlighting innovative and strategic collaborations, partnerships, programs, ideas, and principals which will showcase the incredible work of CA's Workforce Development Boards, Community Based Organizations, Educational entities, WIOA partners, and all those invested in the success of their local communities and the people who live in them.

California Workforce Association Meeting of the Minds (MMM) - CWA

- Where: Monterey
- When: September 3-5, 2024
- What: MMM is a yearly gathering of workforce thought leaders and decision-makers from all around California and beyond.



Connecting job seekers and businesses to no-cost services.

PERFORMANCE DASHBOARD FOR JULY 1 – DEC 31 2023

6109

VISITORS TO CENTERS

203

EMPLOYERS SERVED

| Regional Work | |
|-----------------------------------|---------------------------------|
| Saddleback College | Medical Laboratory Technician |
| Coastline College | Cybersecurity |
| Coastline College | Supply Chain Management Program |
| North Orange Continuing Education | Amazon Web Service |
| Santa Ana College | Intro to Information Technology |

Center Stats

BREA VISITORS **4,347**
LAGUNA VISITORS **1,762**

4,723
CALL CENTER CALLS

2 CAREER FAIRS

DISTRICT 2&4
42 EMPLOYERS
187 JOBSEEKERS

DISTRICT 5
70 EMPLOYERS
189 JOBSEEKERS

Programs

379

Adult Enrollments

■ Annual Goal ■ YTD

Median Earnings Annual Goal = \$8800
YTD Median Earnings = \$8124.20

Youth Enrollments

93

IN-SCHOOL

247

OUT-OF-SCHOOL

15 Hiring Events

759

JOBSEEKERS

173

EMPLOYERS

227

Dislocated Worker Enrollments

■ Annual Goal ■ YTD

Median Earnings Annual Goal = \$11000
YTD Median Earnings = \$11057.65

Youth Performance

■ Annual Goal ■ YTD

Median Earnings Annual Goal = \$5000
YTD Median Earnings = \$4482.25

Lay Off Aversion

28

WARN NOTICES

1778

JOBSEEKERS

Highlights

TOP 3 TRAININGS

- COMPUTER/MATH
- HEALTHCARE SUPPORT
- TRUCK DRIVING

CALIFORNIA JOB CHALLENGE

34 GRADUATES WITH INDUSTRY CERTIFICATES

EMT CAREER EXPLORATION IN PARTNERSHIP WITH ANAHEIM WDB 2/28

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MINUTES

Orange County Workforce Development Board SPECIAL MEETING

November 14, 2023

8:30 AM

workforce.ocgov.com

Location:

OC Workforce Solutions Center
28202 Cabot Rd., Suite 140
Laguna Niguel, CA 92677

AGENDA:

1. CALL TO ORDER: Anna Lisa Lukes
2. PLEDGE OF ALLEGIANCE
3. BOARD MEMBER ROLL CALL: OC Community Services Representative
PRESENT: Anna Lisa Lukes, Rob Claudio, Doug Mangione, Kathy Boyd, Steve Curiel, William Hewitt, Mike Daniel, Rajesh Jha, Carlos Oregon
ABSENT: Tod Sword, Gloria Alvarado, Randy Wetmur Sherri Han-Lam
4. PUBLIC COMMENT:
At this time, members of the public may address the Orange County Workforce Development Board regarding any items within the subject jurisdiction, provided that no action is taken on off-agenda items unless authorized by law. (Comments shall be limited to three (3) minutes maximum).
No Public Comment

ACTION ITEM(S):

5. OCWDB WORK EXPERIENCE POLICY
Recommendation: Review and approve OCWDB Work Experience Policy
Moved by William Hewitt, Seconded by Rob Claudio
Unanimous Vote to Approve Recommendation
6. OCWDB INCUMBENT WORKER TRAINING POLICY
Recommendation: Review and approve OCWDB Incumbent Worker Training Policy
Moved by Carlos Oregon, Seconded by Kathy Boyd

Unanimous Vote to Approve Recommendation

7. OCWDB INDIVIDUAL TRAINING ACCOUNT POLICY

*Recommendation: Review and approve OCWDB Individual Training Account Policy**Moved by Rob Claudio, Seconded by Doug Mangione**Unanimous Vote to Approve Recommendation*

8. ELECTION OF OFFICERS – Conducted by County Staff

*Recommendation: Conduct 2024 OCWDB Election of Officers for the following positions: Chairperson, First Vice Chairperson, Second Vice Chairperson for a term of (1) year.**Chairperson**Motion by Rob Claudio to nominate Anna Lissa Lukes as Chairperson**Second by Doug Mangione**Unanimous Vote to Approve Recommendation of Anna Lisa Lukes as Chairperson**Vice Chairperson**Motion by Anna Lisa Lukes to nominate Rob Claudio as Vice Chairperson**Second by Doug Mangione**Unanimous Vote to Approve Recommendation of Rob Claudio as Vice Chairperson**Second Vice Chairperson**Motion by Anna Lisa Lukes to nominate Tod Sword as Second Vice Chairperson**Second by William Hewitt**Unanimous Vote to Approve Recommendation of Tod Sword as Second Vice Chairperson*

9. 2024 OCWDB MEETING CALENDAR

*Recommendation: Review draft calendar options and make selection for 2024 OCWDB Meeting Calendar.**Board recommends holding six Full Board meetings per year (January, March, May, June, August, October) and two meetings per Standing Committee per year (April, September.)**Moved by Doug Mangion, Seconded by Carlos Oregon**Unanimous Vote to Approve Recommendation***ADJOURNMENT**