

Cobb

**WORK
SOURCE
GEORGIA**

A proud partner of the AmericanJobCenter network

On-the-Job Training

WorkSource Cobb's **On-The-Job Training (OJT)** program helps employers attract and ultimately retain employees who initially do not possess the skills needed to perform in a specific position or need additional training to the company's standards. It is designed to reduce on-boarding cost for new hires over the first six (6) months of full-time employment.

OJT provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of productivity time to train newly hired employees. OJT can assist employers who are looking to expand their business and need additional staff trained with specialized skills. It is a great opportunity to bring on employees that are eager to learn new skills.

FUNDING

The OJT program is funded by the Workforce Innovation and Opportunities Act (WIOA) under the administration of WorkSource Cobb (WSC). Funding cannot be paid out retroactively, for seasonal or part-time employment nor for training that occurred outside the contract period. OJT is reimbursed at 50% of the new employees' salary. The maximum funding per participant is \$8,000 based upon availability of funds. Employers will be expected to provide the following:

- ▶ Proof of the hourly wages paid to employee "while in training" signed by comptroller or HR;
- ▶ Copies of documents relating to the training expense and/or employment records directly related to all approved OJT trainee(s); and
- ▶ Invoices free of errors and/or omissions shall be processed within thirty (30) days upon receipt of the invoice.

ELIGIBILITY CRITERIA

Employers:

- ▶ Must be approved as an OJT employer through the OJT Company Checklist (provided by WSC);
- ▶ Provide a current business license as proof that they are operating a business in Cobb County.
- ▶ Must provide documentation attesting that the business is current on all state and federal tax obligations.
- ▶ Provide a copy of the job description(s) for relevant job positions.
- ▶ Provide a "new hire" letter for all OJT approved trainees. Trainees must be 18 years of age, must work a minimum of 32 hours weekly, and paid a minimum wage rate of \$12.50 per hour.
- ▶ Employer becomes the official employer of record and drafts an OJT Initial Training Plan identifying occupation, skills and competencies for proposed training.
- ▶ Must complete Cobb County Vendor Application and W-9 form for the reimbursement of trainee wages.

New Hires:

- ▶ Must complete WIOA Eligibility Application, submit verifying documents and deemed eligible prior to start.

THE PROCESS

1. The Employer receives, signs and returns the Agreement provided by WSC. Once received, it is given to the CEO for full execution.
2. Employer and WSC staff finalize OJT Training Plan for OJT Trainee;
3. If the potential new hire qualifies for eligibility, employer submits a copy of the offer letter to WSC.
4. Monthly invoices for participant wages reimbursements are submitted to WSC at www.accountspayable@cobbworks.org.