CDO WORKFORCE INVESTMENT BOARD

POLICY # 05-06: Business Training Assistance/Funds: On-the-Job Training and Customized Training
Amends # Policy 04-01, and Training Policy and Procedures

DATE: September 30, 2005

APPLIES TO: WIA Title I – Adult, Dislocated Worker Programs

History
CDO Workforce Investment Board Policy #04-01 specifies how 15% of each program year’s Adult and Dislocated Worker formula allocation will be utilized to fund on-the-job trainings (OJT) and customized trainings to assist both jobseekers and targeted businesses. The policy provides the general concept by which contracts for business trainings are to be carried out.

Purpose
The purpose of this policy is to amend Policy #04-01 and further define the CDO Workforce training and education policy and procedures as they relate to OJT and customized trainings.

Provision
The CDO Workforce Business Service Representatives (BSRs) will identify businesses interested and prepared to participate in the OJT and customized training programs. The BSRs will write contracts for OJT and customized trainings in cooperation with WIA Title I program staff. Program staff will monitor and supervise the training contracts as they relate to individual participants and ensure the achievement of WIA and Common Measures performance goals of employment retention and earnings gain. BSRs will monitor the training contracts as they relate to the individual business and ensure that businesses remain in contract compliance.

Additionally:
1. Training contracts will only be written for businesses within the WIB-identified priority industry sectors of Manufacturing, Healthcare and Finance/Insurance and for occupations on the CDO Workforce Demand Occupations list.

   Trainings that do not meet these requirements may be reviewed by WIB staff to determine if the occupations are appropriate for training in the local area.

2. OJT contracts will be written for individuals who have been assessed and determined work ready, have successfully completed a work readiness program, or will complete work readiness training as part of the an OJT curriculum. Work readiness is defined using the CDO Workforce Investment Board’s approved Workplace Readiness standard and any such standard approved by New York State.

3. Contract limits:
   a. OJT – $2,000 per person and a maximum of $10,000 per business per program year.
b. Customized Training - $2,000 per person or a maximum of $10,000 per business per program year.

4. Contract review and monitoring: Contracts will be reviewed by the WIB for final approval. WIB staff will monitor activity and progress on a monthly basis. Contracts will be audited to determine that funds were expended in full and as outlined in the approved contract. Funds unexpended for the contracted purpose will be recaptured by the CDO Workforce Investment Board.

A Committee of the CDO Workforce Investment Board will set the targeted number of business contacts and/or contracts to be provided within the CDO Workforce Investment area.