

Mass Workforce Issuance

100 DCS 07.101

☒ Policy ☐ Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: February 28, 2017

Subject: **On-the-Job Training (OJT)**

Purpose: To provide guidance to Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners with respect to development and implementation of local On-the-Job Training (OJT) policies for their respective areas.

Background: WIOA § 3 (44) defines “On-the-Job Training” as:

- “Training by an employer that is provided to a paid participant while engaged in productive work in a job that –
- (A) provides knowledge or skills essential to the full and adequate performance of the job;
 - (B) provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training; and
 - (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.”

WIOA Regulations at §680.700 through §680.840 contain the provisions for conducting OJT. The regulations cover specific information regarding general, contract, and employer payment requirements. The regulations also provide for the inclusion of employed workers as participants in OJT under certain conditions (§680.780).

Policy: Local areas will develop a local On-the-Job Training (OJT) policy compliant with all requirements under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and consistent with the guidance as provided in Attachment A. This policy is in effect for all Workforce Innovation and Opportunity Act funds provided through the Department of Career Services.

Action

Required: Please assure that all appropriate local staff is informed of the content of this policy.

Effective: Immediately

References: Workforce Innovation and Opportunity Act (WIOA); WIOA Regulations at 20 CFR (Subpart F) §§ 680.700 through 680.840.

Inquiries: Please email all questions to PolicyQA@MassMail.State.MA.US. Also, indicate Issuance number and description.

Attachments: A: OJT Procedural Guidance
B: Sample Employer Eligibility Checklist
C: Sample OJT Skill Gap Form
D: Sample OJT Contract
E: Sample OJT Justification Form
F: Sample Employer Invoice Monthly
G: Sample OJT Monthly Progress Report
H: Sample OJT Local Monitoring Report
I: Sample MA Certificate of Good Standing