

On-The-Job Training:

Background: It is the mission of the federal Workforce Investment Act and the Account Representative's at the Trumbull County One Stop to develop OJT contracts that will benefit employers and job seekers.

OJT contracts will allow employer reimbursement of wages paid to eligible trainees in order to offset the extraordinary cost of training, at a rate not to exceed 50% of wages paid.

Procedure: A new employee will have to come in to the Trumbull County One Stop Located at 147 W. Market Street, Warren, Ohio, 44481, and complete WIA paperwork so that WIA monies may be reimbursed to the employer. This program is funded through the U.S. Department of Labor. They may either come in on Wednesday at 2pm, or Friday at 9am. WIA Orientation will last between 2-2 ½ hours. Paperwork and an Adult Basic Education Test (TABE) will be completed at that time. **It is required that all OJT participants complete this step before being hired.** If they are unable to come in to the One Stop, arrangements can be made to have an Account Representative conduct the orientation on site at the employer. Required verifications to be brought to WIA Orientation are:

- Driver's License or I.D.
- SS Card
- Birth Certificate
- Proof of Residency (Utility bill, mail, etc.)
- Last 6 months income (spousal income, SS benefits, child support payments, etc.) for all household members.

A follow up period of 4 quarters (1 year) will be conducted by the Trumbull County One Stop after the OJT is completed. This follow up is required by the Department of Labor. The employer or employee will be contacted each quarter requesting current employment information (hourly rate, hours working per week, etc).

