



## On-the-Job and Customized Training FACT SHEET

- The purpose of the **OJT and Customized Training** programs is to help area businesses become more competitive by assisting with the extraordinary costs associated with training new employees.
- **For OJTs**, Workers may qualify for funding **up to** \$5,000 to help pay for short-term training if training is required as a condition of accepting a bona-fide job offer. Reimbursement to the employer is 50% of the wage rate of the trainee up to a maximum wage of \$25.00 per hour.
  - Due to limitations in funding, the number of training hours identified for wage reimbursement could be limited. The maximum OJT amount authorized per trainee will be based upon the amount of training needed to **"bridge the skills-gap"** between the Employer's requirements for a specific position and the trainee's previous work experience and education.
- **For Customized Training**, an Employer may qualify for annual funding to help pay for short-term training if training is required as a condition of accepting a bona-fide job offer. At a minimum, **ALL** trainees must be registered and enrolled with OhioMeansJobs|Cleveland-Cuyahoga County **prior** to their start date.
- **ITAs** (Individual Training Agreements) can be approved for vocational training programs not offered by the Employer but is taught at a Vocational School or Community College that teaches job-specific skills that lead to degrees, licenses or industry recognized certificates or credentials and/or On-the-Job Training. The Employer must make a commitment-to-hire the Trainee upon successful completion of the program. (Program variations may apply)
- The goal of the **On-the-Job Training and Customized Training** programs is to help connect and incentivize employers in targeted *growth industries* who have current job openings to hire workers who have or are close to having the necessary skills to fill those positions.
- The objective is to accelerate the reemployment of adult or dislocated workers. Adult & Dislocated workers employed through these training programs **must** remain employed with the business for a *minimum of twelve months*.

### Easy Steps to the On-the-Job and Customized Training Grants

1. Employer commits to hiring a worker via application. This application along with a Training Plan for the prospective new hire **must** be submitted at least (10) business days prior to Start Date.
2. Employer confirms employee's start date with an Offer Letter (OJT) or approved form (Customized Training) and submits all the necessary documentation to OMJ|CC for review and approval.
3. Within (10) business days, if found acceptable, the application and documentation is approved by the **United Labor Agency** (Workforce Development Contractor).
4. New hires cannot begin working **prior** to becoming registered with OMJ|CC **and** receiving OMJ|CC approval.
5. To be in grant compliance, the Employer is **REQUIRED** at a minimum to hire all new employees receiving funds on a 1-to-1 hiring basis. They **must** hire one new employee referred by OMJ|CC for every new employee referred & hired by the Employer.
6. Employees must receive applicable Employer benefits and paid a **minimum of \$10.00 per hour** for either grant. For OJTs, the Employer submits an invoice to OMJ|CC for 50% of the trainee wages. For Customized Training, the Employer submits an invoice to OMJ|CC for reimbursement of any pre-approved activities (e.g., Instructor Wages).
7. Reimbursement to the Employer is approximately (4) to (12) weeks after ALL of the required documentation has been submitted and approved by the United Labor Agency.
8. A **NEW** Employer Qualification Application **MUST** be submitted each July to be current.
9. **NO funds are implied or guaranteed until an executed United Labor Agency contract is in place.**