



ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD INSTRUCTION 18-06

DATE: September 5, 2018

SUBJECT: **NEW Policy – Combined Individual Training Account (ITA) and On-the-Job (OJT) Training**

PURPOSE: Disseminate Implementation of offering OJT to eligible customers who have successfully completed WIOA funded ITA class-based training to ensure a smooth transition into a job with a self-sustaining wage and career pathway of upward mobility.

BACKGROUND: NEW POLICY

REFERENCE/POLICIES: Business Services – OJT Policy
Supportive Services Policy
Individual Training Account Policy

ACTION REQUIRED:

- 1) All one-stop and contract staff for adult, dislocated worker and youth providers must be familiar with and able to provide customer guidance regarding the requirements of participation.
- 2) All Career Resource Center staff must understand and follow the policies and procedures as set forth by Atlanta Regional Commission Workforce Development Board.
- 3) All involved staff will receive an electronic copy of this policy. Also, a copy of the distributed email will be placed in the instruction section of WorkSource Atlanta Regional Policies and Procedures as reference for dissemination.

BOARD APPROVED DATE: August 23, 2018

POLICY EFFECTIVE DATE: September 1, 2018

A handwritten signature in blue ink, appearing to read 'Rob LeBeau', with a long horizontal flourish extending to the right.

Rob LeBeau, Manager
Workforce Solutions Group

Atts: Business Services-OJT Policy, Supportive Service Policy Manual, Individual Training Account
c: All WFD Staff and Career Resource Center Staff



Overview:

The Workforce Innovation and Opportunity Act (WIOA) provides opportunities for eligible participants to receive class-based training with an Individual Training Account (ITA) provided by training providers on the Georgia Eligible Training Provider List (ETPL) as well as work-based training. On-The-Job Training (OJT) is provided by an employer to a WIOA eligible employee to address an identified skills gap. The employer is reimbursed by WIOA for a portion on the employee's salary to offset the expense of training the employee on the job and closing the skills gap.

Purpose:

WorkSource Atlanta Regional may provide On-The-Job Training to eligible customers who have successfully completed WIOA funded ITA class-based training to ensure a smooth transition of the customer into a job with a self-sustaining wage and career pathway of upward mobility. The ideal customer will have acquired the necessary academic knowledge and met the requirements for program completion or graduation; however, the classroom does not provide an opportunity to practice the knowledge and skills required to perform a job in the workplace. This is particularly relevant for those occupations that require candidates to practice their new professions for specified periods of time before they are eligible to sit for the credential examination.

Relevant Policies:

The following policies and procedures will apply to the customer transitioning from an Individual Training Account to On-The-Job Training:

- On-The-Job Training Program - Business Services
- Supportive Services Policy
- Individual Training Account Policy

The Supportive Services funds allocated for the customer's ITA may be available to the customer up to the first month of employment in the OJT position. This will be determined by re-evaluating the participant's need of supportive services.

Participant Requirements:

Requirements for customers combining ITA with OJT services:

1. Successful Completion of Training Program
2. Earned credential or scheduled to test at first opportunity
3. Attended Job Smart and Resume Workshops
4. Actively job searched for at least 30 days
5. Provide list of 10 Jobs for which applied
6. Register with Employ Georgia – GDOL One Stop Partner

The total ITA/OJT combined cost for a WIOA participant shall not exceed the policy approved cost limits as set forth in the ITA, OJT, and Supportive Service Policies, unless otherwise approved by Atlanta Regional Commission.