



2-C-I OJT Contract v49\_2024-09-09

0/21 Incomplete

Submit

Debugger

Employer Name

Participant Name

Participant SSN Last 4

1. Contract reflects WIOA funds were not used for the business to relocate from any location in the United States, if the relocation will result in any employee losing employment at the original location.

2. A Pre-Award survey was completed for each contract. The following required components have been screened by the grantee and documented on the Pre-Award Checklist:

The names under which the employer conducts business; Name, title, and address of official certifying company information; Current number of employees (may be used to validate percentage of reimbursement allowed); A review was completed to verify if WARN notices relating to the employer have been filed; Employer has not failed to meet the requirements of a previous customized or OJT training contract; Company has operated at current location for at least 120 days; OJT funds will not be used to directly or indirectly assist, promote, or deter union organizing.

**3. Skills gap**

report/Assessment/Testing and/or service strategy documentation resulted in the development of an Individual Employment Plan (IEP for WIOA Adult and Dislocated Worker participants) or Individual Service Strategy (ISS for older WIOA Youth participants) that documents the participant's eligibility and appropriateness for OJT and validates duration of the contract.

Select an answer

**4. The employer was**

reimbursed at the allowable reimbursement rate as specified on the contract. Total reimbursement to the employer did not exceed projected costs specified on original contract or modified contract; Accounting records of all current reimbursements to the company are correctly calculated and records are available for review.

Select an answer




**5. The contract is with an employer who does not have a pattern of failure to provide employees with long-term employment,**

Select an answer




and wages paid are equal to those provided to regular employees in the same occupation with similar experience.

6. The OJT contract was executed properly. Contract includes the following requirements: Contract was signed and dated by the LWIA; Contract was signed and dated by the OJT site representative; Contract was signed and dated by the OJT participant; Original contract has a Start and End date that does not exceed 6 months; The contract contained all required provisions and assurances as outlined in DCEO policy; and any if any changes were made to the agreements, there is documentation that both parties have signed the addendum or initialed individual changes to the agreements


 

7. The grantee monitored and documented the OJT training progress monthly within the parameters of the Start/End date of the contract. On-site monitoring by the contracting agency has


 

been completed, or monitoring has been scheduled for a future designated date confirmed by the LWIA (alternate monitoring in lieu of an on-site visit is acceptable (i.e. phone calls, remote interviews, etc.).


8. If the business has relocated from a location that resulted in any employee losing his or her job at the original location, the business has been operational at the current site for more than 120 days.

9. The training program provides the necessary skills to complete the training. The training plan/training outline includes the following:  
Documented OJT specific skills to be learned; OJT specific skills have estimated training hours needed to successfully complete each skill; Total estimated training hours needed for successful completion are documented.

10. Long-term continued employment is likely to be offered to the OJT Trainee

(based on positive progress reports from supervisor), or the trainee was provided long-term employment after the successful completion of the OJT contract.

11. A copy of the company job description has been provided, or the training outline sufficiently documents the OJT job description and specific skills to be learned.

Select an answer 

12. There is a completed OJT training outline in the file with signatures and dates by the contracting agency, the OJT site representative, and the OJT Trainee which include:

a. The supervisor/trainer name overseeing the training is documented.

Select an answer 

b. Equipment and tools needed for training are documented, if applicable.

Select an answer 

13. The OJT Trainee's wage is documented.

Select an answer 

14. The number of hours to be worked per week and number of days per week are specified.

Select an answer 

15. Documentation of current OJT Trainee check stubs, timecards, or company payroll

Select an answer 

ledgers/printouts are in the file or available for review to validate hours worked and rate of pay.

16. If applicable, the contract reflects there is union concurrence, and signatures were obtained on the contract from a union representative.

Select an answer

Notes.

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s:Staging