Intensive/Training - Policy 30

Client Flow for Referrals for Individual OJT

**Background**: Effective July 1, 2013, DET was awarded grant funds to implement a Dislocated Worker Training National Emergency Grant (DWT NEG). This policy only provides guidance for training clients who are referred to have an OJT developed as a job development and placement strategy. This is not for clients being referred to an open OJT job order in DJL.

**Eligibility**: This policy provides the behavioral steps and required Delaware Job Link entry for individuals who meet the following criteria at the time of referral:

* A training client within 6 months of completing training program (cases may be referred prior to this when client will work at least 25 hours a week and continue training)

**OR**

* A training client who has completed training and within their 90 day Intensive Job Search phase

In addition to the above, preference will be given to:

* Long term unemployed (unemployed for 27+ weeks) at the time of OJT referral as determined in DL 32
* Profiled (RES) clients (this is not exclusive to only those RES clients being case managed) as determined in DJL

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Worker Function** | **DJL Function** | **Area** |
| 1 | Face to Face meeting with client to discuss referral to OJT and determine interest/commitment level of client | Case Note to document event. | Local Office Training Unit |
| 2 | Client agrees to participate and have OJT developed for them  Training Plan of ISS is updated to include OJT in plan  **GOAL: Each Local Office will refer a minimum of 3 clients per month.** | In the **WIA Dislocated Worker Enrollment** S&T Plan add a quick service:  “Referred to OJT”  (Status is “Completed” and all the dates are the date the referral was made) | Local Office Training Unit |
| 3 | At least weekly, staff at Hudson will pull data from DJL using a report 8 to determine what clients were referred to OJT  Maintain cumulative spreadsheet on clients that include long term unemployed or RES status as well as tracking  All clients Referred to OJT will be sent a personalized OJT letter they can bring to interviews (Attachment A). | Run Report 8 to get referrals  Search DJL/Use Report 8 to determine geographic location and type of training to determine appropriate OJT  OJT Letters will be completed weekly using a mailmerge created from the Report 8. | Hudson Staff |
| 4 | OJT staff will develop OJT for referred clients and communicate details with local office (i.e. interview details). |  | Hudson Staff |
| 5 | Local Office maximizes client success on interview (i.e. provide supportive service (see general rules), interview counseling, etc.)  Local Office reports to Hudson Staff if client attending or not.  **If client did not show for interview as scheduled and is a UI claimant, they will be reported to UI via e-mail to the local office manager and client enters** | Appropriate entry according to service provided | Local Office Training Unit |
| 6 | Hudson Staff contact employer to either sign contract for OJT or refer more candidates through a DJL resume search to send to employer  Hudson Staff will report all details to Local Office | Once contract is signed, contract is uploaded in DJL on the universal screen under Uploaded Documentation.  The documentation item is “OJT Contract” and select Universal. The type of document is Validation. Monitoring reports should also be uploaded here as “OJT Monitoring Reports”. | Hudson Staff |
| 7 | Client begins OJT.  Refer to the uploaded OJT contract for start and end dates. | Open the **WIA NEG-DE-07-DWT** Enrollment. The Enrollment date is the Start Date of the OJT.  In the **WIA NEG-DE-07-DWT Enrollment** S&T Plan add a the service  “On-the-Job Training (OJT)”  Status is “In Progress” with the estimated and actual start dates the start day of the contract and the estimated end date the last day of the contract. (Refer to the uploaded OJT contract for start and end dates). | Local Office Training Unit |
| 8 | Client’s OJT ends (either successful or unsuccessful completion) | In the OJT service, change status to either successful completion or unsuccessful completions and enter the actual end date. | Local Office Training Unit |
| 9 | Client employed with OJT Employer  Obtain documentation per Intensive/Training - Policy 10  Remember-if unsuccessful in obtaining documentation from client, Hudson Staff are a resource to obtain documentation needed from employer. | Enter job placement details under the Job Placement Link on the Case Details Screen.  In the **WIA** **Dislocated Worker Enrollment** S&T Plan Enter:  **“Follow-Up Services-Achieved Day 1-OJT Employer**”  Enter Follow Up Day 30-90 as appropriate | Local Office Training Unit |
| 10 | Client not employed and enters Intensive Job Search for a Ninety Day Period  Following Intensive/Training –Policy 9 | In the **WIA** **Dislocated Worker Enrollment** S&T Plan enter the service:  “Job Search and Placement Assistance”  Status is completed and the all the dates are the same (day after OJT completed).  System generates Exit -90 days after the last entered estimated end or actual end date of last service (typically Job Search and Placement Assistance) if no other activity is inputted. | Local Office Training Unit |
| 11 | Place placement information, wage information, credential information in folder | After the case exits, Complete Outcome and Wages Information on the WIA Program Detail Screen. | Local Office Training Unit |

**General Rules**

1. Nothing in this policy changes the client flow for training client as described in Policy 1-Client Flow
2. All contact with clients should be notated through the completion of a program note in the WIA Program Details Screen
3. Follow Up Day 1-90 are the responsibility of the Local Office
4. Day 1 of employment is the first day of work after the OJT contract ends.
5. Supportive Services must come out of Dislocated Worker Regular Funds and are capped at the amount remaining in the allocated Supportive Service funds associated with the ITA.
6. The point of contact for the client is the Case Manager of the local office
7. The point of contact for the employer is the OJT BSR

Effective: 09/25/2013

Attachment A

**STATE OF DELAWARE**

**DEPARTMENT OF LABOR**

**DIVISION OF EMPLOYMENT & TRAINING**

4425 NORTH MARKET STREET

POST OFFICE BOX 9828

WILMINGTON, DE 19809-0828

This is a Sample Letter Only

**September 9, 2013**

Dear Employer:

This letter is to inform you that if your company is interested in hiring CLIENT NAME, Delaware Department of Labor, Division of Employment and Training (DET) may be able to provide partial reimbursement for the extraordinary cost of training.

**On-the-Job Training (OJT)** offers a simple and cost effective means to break in a new employee while retaining complete control as the employer at all times. It is intended to bridge the gap between the skills CLIENT NAME brings to the job and the skills required to perform the job proficiently.

If the position you are seeking to fill is a permanent, full-time (at least 35 hours per week), and non-seasonal position, your company may be able to take advantage of OJT.

Through OJT you can be reimbursed fifty percent (50%) of the employee’s gross wage rate if it is determined after interviewing, but prior to hiring the individual, that a period of training is required and all other conditions are satisfied. The length of training is negotiable, but in most cases is limited to the initial few weeks of employment.

The On-the-Job Training agreement must be executed **PRIOR TO THIS INDIVIDUAL STARTING WORK**.

If you wish to pursue this opportunity or would like to find out about how OJT can work for your company, please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

This opportunity extends through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**For Official Use Only**

Client participant ID: «Part\_ID»