



When you have a new hire that needs additional training we can fund 50% of their wages up to \$2500 and if...

- The additional training is between 200 and 1040 work hours
- The trainee meets WIOA eligibility (see Customized training process)
- The funding contract must be in place and signed prior

### **Step 1: CSSWFNY needs to do our due diligence**

If your business has never worked with CSSWFNY, we need to complete a due diligence process before we can enter into an agreement. This process is renewed with future contracts every 90 days.

Your business will need to complete 2 forms, (Responsibility Questionnaire and Standard Grant Pre-Award agreement) and send to the CSSWFNY Business Services Partner. The Business partner will then submit the forms to NYSDOL. If your business is “found responsible” by NYSDOL we can enter into an agreement.

While we are waiting, we can move on to

### **Step 2: Tell us about your OJT candidate**

Your business will need to complete 2 more forms (OJT Trainee Prep-Information and OJT Training Outline) and send to the CSSWFNY Business Partner

**Step 3: CSSWFNY Employment Counselor will schedule and conduct an appointment with the OJT candidate.** The Candidate will provide a copy of their driver’s license.

### **Step 4: CSSWFNY will generate an agreement**

An On the Job Training contract will be generated based on the information provided by the employer and an evaluation of the new hire’s self-attested skill sets. The contract will be sent via Adobe for signature and all parties must sign before the start of the Training.

### **Step 5: On Site Review**

CSSWFNY will conduct an On-Site review with both the trainee and their supervisor midway through the training period.

### **Step 6: Your business will send the documentation needed for payment**

Weekly payroll history from the start of the contract to its end.

### **Step 7: CSSWFNY will send you a check**

A check for reimbursement as per the contract will be sent once the Reimbursement Voucher is completed and signed by the business, the trainee and our Executive Director.

Meet your  
Business  
Services Team

The  
Team

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