

Process Documentation for On-the-Job Training Funding

- All required documentation must be submitted, due diligence completed, and the contract signed **prior to the start date of training**.
- You may make an offer of employment, but the counselor interview, training outline signing, and intake packages must be submitted, contract developed and signed prior to the first day of training.

Step 1: We Need to Do Our Due Diligence

If your business has never worked with CSSWFNY before we need to complete a due diligence process prior to contract development. Due diligence must be up to date with renewals during the term of the OJT.

Complete Vetting Paperwork (**Standard Grant Pre-Award Survey and Agreement, Responsibility Questionnaire**) and **email as quickly as possible to Business Services representative**: It usually requires 2-3 business days on the states end to be “found responsible”.

While waiting for the due diligence process:

Step 2: Tell Us About Your OJT Candidate (OJT Trainee Prep-Information)

New Hire Information needed to request a skills assessment:

- When would you like your new hire to start?
- What is the trainees' name?
- What position will they be filling?
- What will be their starting pay rate – per hour?
- Who will be their trainer and what is their position?

Step 3: Tell Us How You Want to Accomplish Your Goal

Create a training plan detailing the skills gap perceived through the interview process and the length of training required to upgrade the “new hires” skill sets. (Utilize the **Training Outline- Template.doc** to record those details) Email the **Trainee Prep and the Training Outline to the Business Services representative at CSSWFNY**.

Step 4: Employment Counselor Interview Will Be Scheduled

The trainee will complete a **OJT Intake Package, ES102 Sup. Quest**, and **provide a copy of driver's license** during their appointment/interview with their employment counselor.

Eligibility:

- Must earn less than the current mean NYS Wage rate.
- If male born after Dec 31, 1959, registered with selective service
- Registered in the OSOS database. (If an individual has collected unemployment or utilized our One Stop Career Centers at some point in their history, they are more than likely registered)
- If not, we can have the potential trainee fill out a registration form and enter their information into the Department of Labor OSOS system to make them eligible participants.

Step 5: We Will Generate the Agreement

An OJT training contract will be generated based on the information provided by the employer and an evaluation of the new hires self-attested current skill sets. The contract will be sent via Adobe for signature **Prior to the start of training**.

Step 6: On-Site Training Review

An On-Site Employer and On-Site Trainee review must be performed during the contract.

Step 7: Tell Us How It Went

After the contract end date, CSSWFNY will require:

Weekly payroll history from the start date to the completion date of the contract.

Step 8: We Will Send You a Check

A check for reimbursement as per the contract will be distributed when the **Reimbursement Voucher** is completed and signed by the employer representative, the trainee, and our Executive Director.