

WORKFORCE POLICY BULLETIN

<p>DATE: February 16, 2010</p> <p>TO: Contracted Service Providers</p> <p>ATTN: Operational Management</p> <p>FROM: Stephen Baiter, Executive Director Workforce Development Board</p> <p>SUBJECT: Revised Policy Governing Issuance of On-the-Job Training Contracts (OJTs)</p>	<p>WPB #: 02-10</p> <p>SUBJECT:</p> <ul style="list-style-type: none"><input type="checkbox"/> ADMIN<input type="checkbox"/> PLANNING<input type="checkbox"/> MARKETING<input type="checkbox"/> EEO/AA<input type="checkbox"/> FISCAL<input checked="" type="checkbox"/> OPERATIONS<input type="checkbox"/> RAPID RESPONSE <p>SPECIAL FILING: X</p>
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Purpose:

The purpose of this Workforce Policy Bulletin is to issue the revised policy related to issuance and tracking of On-the-Job Training contracts.

Background:

The Workforce Development Board of Contra Costa County (WDBCCC) is required under the Workforce Investment Act to set policies that define time limits and cost limits (caps) for out-of-school youth, adults and dislocated workers who use training services.

Policy:

On-the-Job Training Contracts

- OJT payment amounts are presently set at \$5,000 or 520 hours, whichever occurs first.
- Employers must contribute to hourly wages at least at the level of the California minimum wage, or at least 50% of the OJT, whichever is greater.

On a case-by-case basis, a counselor may request a waiver to exceed this amount from One-Stop management.

OJTs apply to out-of-school youth, adults and dislocated workers unless state or federal regulations require revision to the policies or more stringent limitations.

All OJT contracts and payment services will be processed through the Oakland Private Industry Council using standard forms and procedures.

For forms and procedures, reference the following website:

<http://www.acwib.org/forms.cfm>

If you have any questions regarding this Workforce Policy Bulletin, please contact Joyce Reynolds at 925-602-6800.

cc: Joe Valentine, Director EHSD

Wendy Therrian, Director EHSD Workforce Services Bureau

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Contracted Youth Services Providers

Linda Palmquist, EDD WID Regional Advisor