
TECHNICAL ASSISTANCE MEMO #15

DATE: DECEMBER 5, 2012
TO: WIA OJT SERVICE PROVIDERS
FROM: AMY GIMLIN, SWWDC DATA AND COMPLIANCE MANAGER
RE: NEW OJT PROCEDURES

As you are aware the NEG/OJT program was monitored by DOL last spring. We received the final results in late November 2012. It is the decision from DOL that SWWDC and all contracted service providers discontinue the current payment structure for On-the-Job Trainings. It is no longer acceptable to pay the employer after the retention period (currently known as the "retention payment"). Employers will receive one full payment at the completion of the training.

As of October 1, 2012 all National Emergency Grant OJT's must be written under the new procedures with a revised agreement/plan (if necessary). From this point forward, all "new" OJTs funded by other sources (WIA, ETPG, Gov 10%) must be written under the new procedures. All marketing materials and website pages must reflect this change and contain no reference to a retention payment or conditions of payment surrounding employment retention. It is my understanding that current marketing materials do not explain the payment structure. Please ensure this correct and make any necessary changes.

The revised OJT Procedures and Forms will be sent along with this TA Memo. Please forward to all pertinent staff. Within a week the new procedures and forms will be posted on our website www.swwdc.org.

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