



Resources: OJT Process and Marketing to Businesses

OJT Insights from the Workforce Synergy Forum!

“Give businesses the tools they need to say yes to OJT!”

– Bukola Morgan, Business Services Manager, Erie

“No magic wand for OJT! Get out there with boots on the ground.”

– Kim Sizemore, Coordinator of Client Services, Oswego

“Communication is key; great customer service starts with the job order.”

– Bonnie S. Rice, MS, Executive Director, Niagara

“No Credential Attainment for OJTs. For compliance, contact program monitors. Check Synergy Google Drive for [statewide forms and national successful practices](#) or [email us!](#)” – Juie Deo, NYSDOL

“You don’t have to start OJTs by yourself!” – Margaret LeFevre-Bobbin, NYSDOL

Attached: Insights, Highlights, and Slides from WIOA Leaders

[Recording](#)

Click: “View session recordings” at the top right corner

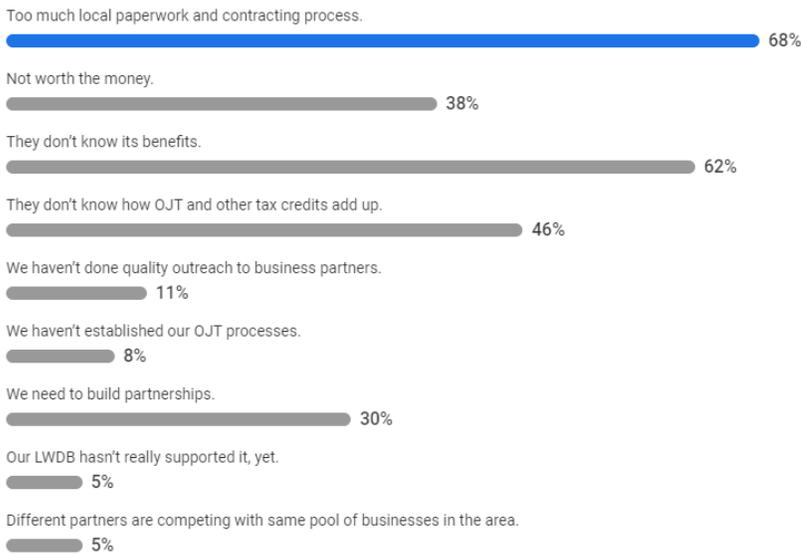
Search: OJT Process and Marketing to Businesses | Password: DEWSweb123

**OJT OSOS Data Entry
Slides with Speaker
Notes Included!**

Agenda:

- Simplifying OJT paperwork and processes
- Marketing OJT to businesses
- Survey topics and processes discussed in the December Synergy Forum
- Data entry tricks for managers

Why are businesses not interested in OJTs in your area? (Your Feedback)



Bonnie and Bukola use checklists to keep the process on track. Utilize their [checklists](#), along with other forms from local areas, states, and USDOL.

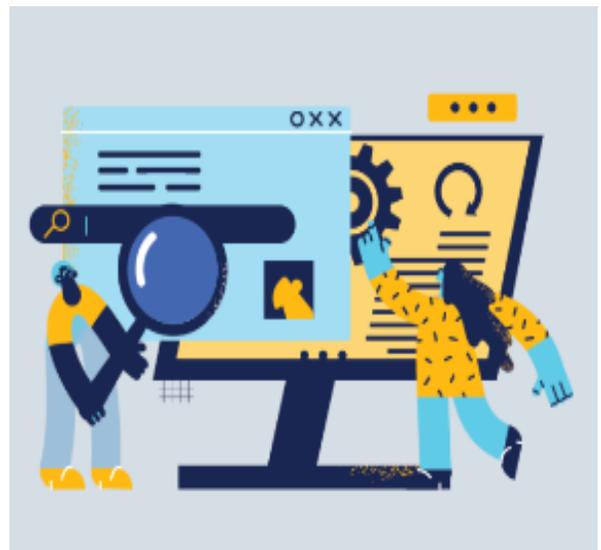
[Kim's OJT strategy](#) involves monthly mini job fairs, collaborating with local economic development agencies, and deploying Oswego's Business Services Employment Specialist and Disability Resource Coordinator (DRC). Frequent and friendly follow-up is key.

Need an example of a great business flyer? [Check out this one from New Hampshire.](#)

When Erie's OJT stalled, they listened to businesses and increased reimbursement from \$7K to \$10K. That boosted interest. [Contact](#) Bukola for more tips.

No funding/staff time for OJTs? Consider:

- Get creative with funding buckets and learn more from Bonnie: Bonnie.Rice@niagaracounty.com. She shares, shares, shares all things with her peers!
- To stretch a dollar for repeat business, play around with funding percentages. Bukola can tell you more: bmorgan@wdcinc.org.
- Talk to local municipalities about American Rescue Plan Act funds for OJT. Brian Williams, Capital Region LWDB Executive Director has had success with this: brian@capreg.org.
- For training plans, start with the O*NET descriptions & ask other local areas.



Brainstorm with LWDB business partners!

Help businesses to say yes to OJT!

Give businesses options and make sure they're comfortable picking what's best for them.

- Lead with: These are your tax dollars at work! This saves you money & time & builds a workforce pipeline!
- Referrals go both ways.
- Know their industry.
- Walk them through the application.
- Get buy-in from Unions.
- When they call, pick up the phone!
- Offer bonus: [Tax Credits & Federal Bonding](#)
- [Clean Energy Workforce Development OJTs](#)

Businesses only want to know what needs to happen next on their end, not all the work you're doing in the background to make it happen.

Handouts

[OJT checklists & materials \(or some below\)](#)

- Contacts of WIOA Title I managers and leaders
- OJT policy, training plans, marketing materials, checklist samples from local areas, and other states (in "01-2024 OJT" folder)
- USDOL sample contracts and training plans
- Slides & [Synergy Google Drive](#)

[Resources from previous Workforce Synergy Forums](#) (under the Workforce Synergy Forum filter)



Share to Take Initiative!



The Workforce Synergy Forum can't exist without you!

[Share your Workforce Synergy Forum impact or successes](#) with only two answers!

Email the [WIOA Admin & Grants Office](#) to:

Be a local facilitator for the Synergy Forum on any topics of interest to WIOA Leaders on the fourth Tuesday of each month at 2:30 pm.

Join local & state-level workgroup to design a WIOA 101 Staff Toolkit.

What's Workforce Synergy Forum?

As the leaders of WIOA A/DW Programs, we all face similar opportunities and thrive by asking questions, sharing practices, and learning from experts and our peers. Workforce Synergy is a monthly forum dedicated to exploring, developing, and sustaining effective workforce strategies. We will collectively build the synergy we want and need throughout 2024 and beyond. Leaders are encouraged to attend live for active, real-time collaboration!

Inspired? Questions? Collaborate! LWDB@labor.ny.gov | 518-457-3555

Brought to you by the WIOA Adult/Dislocated Worker Program Leaders and New York State Department of Labor



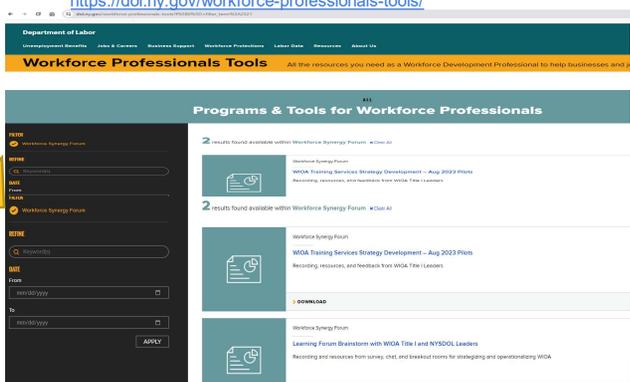


Synergy
Cooperation of organizations to produce a combined effect greater than the sum of their separate effects.

Synergy Forum
Leaders unite to strategize and operationalize!

Synergy Forum Resources

<https://dol.ny.gov/workforce-professionals-tools/>



Department of Labor
Workforce Professionals Tools

Programs & Tools for Workforce Professionals

WIOA Training Services Strategy Development - Aug 2023 Plans
Recording, resources, and feedback from WIOA Title Leaders

WIOA Training Services Strategy Development - Aug 2023 Plans
Recording, resources, and feedback from WIOA Title Leaders

Synergy Forum Resources

Programs & Tools: <https://dol.ny.gov/workforce-professionals-tools/>



Process:
Topic based rooms with facilitators & notetakers
Live Q&A Parking Lot
Reduce Us versus Them
Advanced invitation
Timing of Forum
Lens of Performance and front-line staff

Topics:
Call for local facilitators to present Workgroup on WIOA 101 resources

OJTs in PY 2022

Statewide 522

Contacts for Expertise!

Executive Directors:
<https://dol.ny.gov/wdbs>

Title I Leaders:
<https://tinyurl.com/Synergy-Drive/>

Local Areas	OJT Customers
Chemung/Schuyler/Steuben Counties	100
New York City	82
Oneida/Herkimer/Madison Counties	66
Broome/Tioga Counties	64
Niagara County	53
Oswego County	35
Finger Lakes -Ontario/Seneca/Wayne/Yates	27

On-the-Job Training Synergy Forum

Forum Follow-up	• Juie, Meg, DOL
Marketing	• Bukola, Erie • Kim, Oswego
Processes	• Bonnie, Niagara • Sue, DOL, Business Services
Data Entry	• Susan C., DOL OSOS • Ryan B., DOL OSOS
Performance	• Juie, Meg, & Poul, DOL Policy



OJT Synergy Forum

Share	Forum Follow-up	• Juie, Meg, DOL
Q&A	Marketing	• Bukola, Erie • Kim, Oswego
Chat	Processes	• Bonnie, Niagara • Sue, DOL, Business Services
Polls	Data Entry	• Susan C., DOL OSOS • Ryan B., DOL OSOS
Rooms	Performance	• Juie, Meg, & Poul, DOL Policy

YOU! – Plan to increase OJTs!



Business Services Department Programs & Opportunities

On-the-Job: New Hire Wage Reimbursement Training Program

On-the-job Training (OJT) provides unique opportunities for job seekers who already possess some job-related skills and knowledge, to earn as they learn. By participating in training as an employee, individuals acquire new skills and knowledge, while receiving the same pay and benefits as current employees. Hiring employers benefit from reimbursement for new hire wages during the training period, while benefitting from the services of full-time talent.

Customized Training: Existing Employee Training Reimbursement Program

Customized Training is group training that is designed to meet the specific needs of an employer. Its goal is to provide eligible current workers and the employer with the opportunity to build and maintain a quality workforce.

Career Pathways Programming

We are dedicated to developing skilled candidates with competencies needed in the workplace. Our Pathways to Success programming is a series of innovative and flexible training models that bring together industry leaders to identify skill gaps among high-demand careers. Pathways works by engaging area employers in the training process to ensure skill building that creates a foundation for work place success. Highlights of our Pathways to Success training model includes:

- ◆ Industry led identification of area workforce skill gaps
- ◆ Nationally certified credentials
- ◆ Curriculum evaluation and planning
- ◆ Career exploration and guidance
- ◆ Access to careers in high-demand fields

Hiring events and on-site customized recruitment

- ◆ General Workforce Support
- ◆ Job Posting and Applicant Referral
- ◆ Job Fair Referral
- ◆ Lunch and Learn Events

**WORKFORCE
BUFFALO**

On-the-Job Training (OJT)

A new hire wage
reimbursement program





ON THE JOB TRAINING (OJT) FUND

Our New Hire Wage Reimbursement program helps our local businesses fill open roles within their organization. We can help to determine individuals who possess some of the required skills to be successful in the position but have some opportunities for growth to be considered the ideal candidate. You, as the employer, would agree to take the candidate(s) onto your team as a full-time employee and supply training, on the job, to help them become fully qualified. Our services are FREE to the business community. Please let me know if your company would be interested in learning more about.

In return for participating in the program, we can offer the following support:

- Reimbursement for the first 50% of the individual's wages, up to \$10,000 a head
- Up to \$30,000 annually per organization in OJT training that can be used for multiple OJT candidates
- Support in designing and monitoring the candidate's success in their training through the creation of an Individual Employment Plan

For more information visit our website at <https://workforcebuffalo.org/business-services/> or contact Bukola Morgan at bmorgan@wdfinc.org or 716.819.9845 ext. 1140

*All services, programming and opportunities with the Buffalo and Erie County Workforce Development Consortium are subject to funding availability and completion of necessary qualifications to determine eligibility.




The Overview

- 01 Reimbursement**
Up to 50% of new hires wages for full-time permanent positions
- 02 Training Timeframe**
Up to 24 weeks
- 03 Maximum Reimbursement**
Up to \$10,000.00 per candidate and up to \$30,000 per year
- 04 Maximum Contracts**
Approximately 3 per programmatic year (July 1st – June 30)
- 05 Candidates**
Accept career center referrals or refer qualify candidates for qualification
- 06 Application processing Timeframe**
2-4 weeks before candidate can begin work



How do we begin?




Three Major Steps

- Application and Vetting process**
Business application includes Addendum A, B and C, due diligence submission, OSHA check, division of corps check
- Candidate Qualification**
1:1 meeting between the candidate and a Workforce Buffalo Business Services team to identify skills gaps and needs
- Training Plan and Contract**
Develop a training plan to be utilized throughout the contract as a guide and get the contract signed!

WORKFORCE BUFFALO

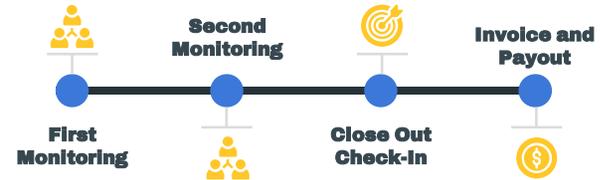
Now What?

Congrats! Your contract has been signed and your new hire has begun. So here is what to expect over the next 4-24 weeks...



WORKFORCE BUFFALO

Timeline



OJT Internal Checklist

Contract Completion Checklist

Task	Initial	Date	Timeline
1. Initiate New Business Application process with the employer (Addendums A, B, & C, along with completed Job Order Form)			Before Qualification
2. Review entire Business Application for accuracy and completeness			Before Qualification
3. Pre-qualification Check: Submit Business Application to Business Services Manager for review			Before Qualification
4. NYSDOL Partner Check-In: Forward Job Order Form and Job Description to jan_west@labor.ny.gov and check OSOS for Job Order Number			Before Qualification
5. Submit Due Diligence Request (E-mail OJTDueDiligence@labor.ny.gov) (Valid for 90 days) NOTE: New Due Diligence request necessary for New Trainees under existing OJT application if past original's 90 day validity window			Before Qualification
6. Due Diligence Approval (NYSDOL typically responds within one business week. In the event of a finding, wait for NYSDOL to confirm resolution for finding)			Before Qualification
7. Division of Corporations, OSHA, Workman's Comp. (https://www.osha.gov , valid for 90 days) NOTE: Must be redone for New Trainees under existing OJT application if past 90 days from original search.			Before Qualification
8. Complete Career Center Customer Registration Form (Use form to update customer information in OSOS)			@ Qualification
9. Complete Supplemental Questionnaire (Use form to update customer information in OSOS)			@ Qualification
10. Adult Priority of Services under WIOA: determine the trainee's order of priority			@ Qualification
11. Verify Customer Selective Service Status (Update status in OSOS. Use Attestation Form, if necessary)			@ Qualification
12. Complete Privacy Act Notice & Acknowledgment (Signed by Trainee)			@ Qualification
13. Complete Grievance Waiver / Equal Employment Opportunity Form (Trainee signed Grievance Waiver and provide trainee EEO copy)			@ Qualification
14. Collect a Copy of Trainee's Government Issued I.D.			@ Qualification
15. Collect Copy of Trainee Resume (From Employer or Partner Agency)			@ Qualification

16. Collect Copy of Trainee's Pay Stubs or Unemployment Benefit Documents (2 most recent pay stubs)			@ Qualification
17. Complete ONET Evaluation with customer (Use ONET Evaluation to update Comprehensive Assessment)			@ Qualification
18. Prepare Customer Individual Employment Plan & Initial Assessment (Document IEP & IA in OSOS under "comment")			After Qualification
19. Draft Addendum D: Individual Training Plan (Send the company a Training Plan template for additional input)			After Qualification
20. Create trainee Job Match in OSOS (Refer to Section II in OJT Manual for step-by-step guidance)			After Qualification
21. Create Addendum E: OJT Training Contract (Plan a tentative start date with enough lead time to receive required signatures from all parties)			After Tasks 1-20 are completed
22. Business Services Manager Review OJT Folder			After Task 22
23. Collect Employer & Trainee Signatures (In reference to Addendum D, request only Employer signature for Addendum E)			After Manager Approval
24. Create trainee Job Referral (Refer to Section II in OJT Manual for step-by-step guidance)			After Manager approval
25. Confirm OJT Start Date with employer and trainee (Via email and then document Report of New Employment in OSOS)			At OJT Start Date
26. Addendum F: Contract Modification (If necessary)			If needed after OJT Start
27. Addendum G: Employer Monitoring Report (Site Visit I) – wage verification			1 month after OJT start date
Addendum H: Trainee Monitoring Report (Site Visit II) – wage verification			Before the final site visit
28. Send the employer the OJT Invoice. Request signed time sheets & payroll registers – Verify trainee wage and make sure to request a copy of the Employer's W-9 (Remind the business of the 45 calendar day submission deadline – use OJT end date)			2 weeks after OJT end date
29. Addendum G: Employer Monitoring Report (Site Visit II) – wage verification			When all documents are received
Addendum H: Trainee Monitoring Report (Site Visit II) – wage verification			After Invoice Review
30. Verify the reimbursement forms submitted by the employer using OJT Invoice Review form			After Manager Approval
31. Review OJT Folder for completion, and then give the folder to Bus. Serv. Manager for approval. (Notify company of fiscal submission date)			2 weeks after OJT end date
32. Submit approved and completed OJT Packet to Fiscal for reimbursement. (OJT reimbursement will take up to 30 days after packet is submitted to Fiscal)			
33. Finalize OSOS Service & Training Close-out (attach OSOS screenshot to folder)			



Say Yes to OJT

Simplify the process

Assessing business needs

Providing businesses with program options

Walking businesses through the application

Point out that customer referrals are welcomed



Indicators of Performance & OJTs

Indicators of Performance	Time	OJT Trainee Included in the Denominator?*		
		A/DW - Title I	OSY - Title I	ISY - Title I
A. Employment Rate – 2nd Quarter After Exit	2nd Quarter After Exit	Yes	—	—
A-1. Title I Youth Education and Employment Rate – 2nd Q	2nd Quarter After Exit	—	No	No
B. Employment Rate – 4th Quarter After Exit	4th Quarter After Exit	Yes	—	—
B-1. Title I Youth Education and Employment Rate – 4th Q	4th Quarter After Exit	—	No	No
C. Median Earnings	2nd Quarter After Exit	Yes	Yes	Yes
D. Credential Attainment – Within 4 Quarters of Exit	Within 4 Quarters of Exit	No	No	Yes
E. Measurable Skill Gains – Not Exit Based	Once a Program Year	Yes	No	Yes
F. Effectiveness in Serving Employers	Per Program Year	—	—	—
G. Adult Priority of Service (APoS) – Exit Based	Quarterly	Yes	—	—

*Exclusions – Apply To All Participants TEGL 10-16 Change 2, Attachment II, Table A&B
— Means not applicable

Frequently Used OJTs in Niagara

- | | | |
|------------------------------|--------------------------------------|--|
| Metal Fabricator 2 | Shop Assistant / Apprentice mechanic | Deposition Operator |
| Industrial Painter 2 | Tape and Reel Operator | Stuffer/Pinner 2 |
| Assembler 2 | Glazier | Production Technician * |
| Apprentice Carpenter | Quality Process Engineer | DL Inspector |
| HVAC Technician | Machinist 3 | Shipping / Receiving |
| Insertor Operator | Tape and Reel Operator 2 | Sales Associate 2 |
| Warehouse / Office Assistant | Sales Associate | Shop Assistant / Apprentice mechanic * |
| Sewer (Sewing Machines) | Laminator | Metal Fabricator |
| Manufacturing Engineer | Production Technician | Laminator |
| CNC Machinist 4 | Furnace Operator | Screen Print Operator |
| DL Inspector | Assembler 2 | Fiberglass Laminator / Fabricator |
| Shipping / Receiving | Shop Assistant/Apprentice mechanic | Machine Operator |
| Photolith Operator | Quality Manager | Appliance Technician |



Contacts!

Bukola Morgan
Business Services Manager
Erie

bmorgan@wdcinc.org
716-819-9845 ext. 1140

NYS DOL
lwdb@labor.ny.gov

Kim Sizemore
Coordinator of Client Services

Oswego
Kim.Sizemore@oswegocounty.com
315-591-9031

Bonnie S. Rice, MS
Executive Director

Niagara
Bonnie.Rice@niagaracounty.com
716-278-8251



Get Started with OJTs Resources

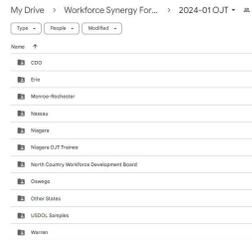
Contact Experts and State Monitors!

Ideate with Business Partners!

★ **Samples:**

- ★ USDOL/ WorkforceGPS
- ★ Local Areas
- ★ Other States

Synergy Google Drive: <https://tinyurl.com/Synergy-Drive/>
Email: LWDB@labor.ny.gov



Using the New Basic Skills Tool?

Call for Local Facilitators/Experts

Feb Synergy Forum:
Feb 27 @2:30pm

Share your experiences with the Basic Skills Tool with LWDB@labor.ny.gov



Security7 Networks has utilized the On-the-Job Training program several times. We believe it has a proven track record of delivering the right people we need to grow our business and help us succeed as a company.

- Jay Smith, President, Security 7

Some OJT jobs we've filled:

- Construction
- Drafter/Designer
- Engineering Support
- Fabricator
- HVAC Technician
- IT Systems Developer
- Machine Mechanic
- Machine Operator
- Medical Assistant
- Office Manager/Bookkeeper
- Pharmacy Technician
- Project Manager
- Quality Control
- Welder
- Computer Technician
- Web/Graphic Designer
- Web Developer

We moved our manufacturing company from Rhode Island to New Hampshire. We inquired about the OJT program and it fit our needs. In fact, if it wasn't for the program we never would have been up and running as fast as were. The OJT program provided us with the quality people we asked for and we plan on using the program again as we are growing.

- Paul Roidoulis, President, Liquid Blue

DON'T SEE YOUR JOB HERE?

NH Works OJT can place trainees at almost ANY company!

The NH Works On-the-Job Training Programs are funded by the US Department of Labor Employment and Training Administration.

NH Works On-the-Job Training (OJT) is a federal program made possible by the Workforce Innovation and Opportunity Act (WIOA). Through OJT, a customized training plan is put in place. By allowing companies to train workers on the job, employee retention improves and skill gaps are filled.

An OJT Job Placement Specialist (JPS) is ready now to help place OJT qualified candidates in full-time positions within your company.



EMPLOYERS:

Find workers with the right stuff.

**We find the right candidates
You select, hire & train**

50% wage reimbursement for
On-the-Job Training

Visit: NHWorks.org
Call: 603.647.5480

nhworks
WE'LL HELP YOU FIND YOUR FUTURE

A proud partner of the American Job Center network



Southern New Hampshire Services and the other five New Hampshire Community Action Agencies are key partners in delivering statewide employment and training services.



FINDING SKILLED WORKERS CAN BE A CHALLENGE.

OJT MAKES IT EASIER.

NH Works On-the-Job Training (OJT) makes hiring easier and more affordable. How?

Our services are free.

OJT exists as a FREE business service to you, provided through the Workforce Innovation and Opportunity Act (WIOA). This includes a free screening, assessment, and applicant referral.

You call the shots.

You decide who to hire. You determine job performance standards. We do require that prospective employees be at least 18 years old and unemployed New Hampshire residents.

Customized training, your way.

You'll connect with the **OJT Job Placement Specialist (JPS)** to identify your ideal training guidelines and schedule. Once hired, trainees receive employer-provided training. By allowing companies to train workers on the job, employee retention improves and skill gaps are filled.

Simple process, minimal paperwork.

Paperwork is minimal and your JPS will assist with the appropriate forms. In addition, our fiscal staff is available to assist you with any questions.

We pay up to half the training cost.

OJT directly reimburses your company for up to 50% of the trainee's gross pay over the duration of the training period. The wage reimbursement is provided for an agreed-upon training period in exchange for the provision of training and the commitment to retain the individual when the training is successfully completed. We provide you with all invoices and evaluations to submit at the end of the month with payroll records for the month.

All skill levels are considered.

OJT's goal is to help place individuals in long-term, full-time jobs. As a result, we do our best to find employees that are the right fit for your company, regardless of skill level.

Ongoing support.

Staff are always available to field your questions. After placement has been completed, your JPS and our staff are still just a phone call away. In addition, our staff will maintain monthly contact with the trainee to monitor progress.

CONTACT US



THE OJT PROCESS



CONNECT

Employer connects with an OJT JPS



SELECT

JPS provides worker options to employer



SCREEN & HIRE

Employer conducts interviews with applicants and hires trainees



CUSTOMIZE

Customized training program jointly developed, training takes place



"YOU'RE HIRED!"

Employee completes training and is job ready

The Partners of NH Works are Equal Opportunity Employers and comply with the Americans with Disabilities Act. Auxiliary aids and services are available upon request.

**GET STARTED
ON THE RIGHT PATH**



The Office of Workforce Opportunity (OWO) strives to serve as a catalyst to establish a secure and sustainable workforce that can meet current and future skilled labor needs and provide a competitive advantage for NH businesses.



Potential job titles:

- Construction
- Drafter/Designer
- Engineering Support
- Fabricator
- HVAC Technician
- IT Systems Developer
- Machine Mechanic
- Machine Operator
- Medical Assistant
- Office Manager/Bookkeeper
- Pharmacy Technician
- Project Manager
- Quality Control
- Welder
- Computer Technician
- Web/Graphic Designer
- Web Developer

The Partners of NH Works are Equal Opportunity Employers and comply with the Americans with Disabilities Act. Auxiliary aids and services are available upon request.

**12
NH WORKS CENTERS**
throughout New Hampshire

Berlin

151 Pleasant Street
Berlin, NH 06570-0159
P: 603.752.5500
F: 603.752.5536

Claremont

404 Washington Street
Claremont, NH 03743-2261
P: 603.543.3111
F: 603.543.3113

Concord

45 South Fruit Street
Concord, NH 03301-1140
P: 603.228.4100
F: 603.229.4353

Conway

518 White Mountain Highway
Conway, NH 03818-4205
P: 603.447.5924
F: 603.447.5985

Keene

149 Emerald Street
Keene, NH 03431
P: 603.352.1904
F: 603.352.1906

Laconia

426 Union Avenue, Suite 3
Laconia, NH 03246-2894
P: 603.524.3960
F: 603.524.3963

Littleton

646 Union Street, Suite 100
Littleton, NH 03561-5314
P: 603.444.2971
F: 603.444.6245

Manchester

300 Hanover Street
Manchester, NH 03104-4957
P: 603.627.7841
F: 603.627.7982

Nashua

6 Townsend West
Nashua, NH 03063-1215
P: 603.882.5177
F: 603.880.5256

Portsmouth

2000 Lafayette Road
Portsmouth, NH 03801-5673
P: 603.436.3702
F: 603.436.3754

Salem

29 South Broadway
Salem, NH 03079-3026
P: 603.893.9185
F: 603.893.9212

Somersworth

243 Route 108
Somersworth, NH 03878
P: 603.742.3600
F: 603.749.7515

All office hours: 8 am – 4:30 pm, Monday – Friday



Southern New Hampshire Services and the other five New Hampshire Community Action Agencies are key partners in delivering statewide employment and training services.



**JOB
SEEKERS:**

**We're here to help you
get back to work.**

Job Search
Career Counseling
Resume Prep
Interview Techniques

On-the-Job Training
Individual Training
Talent Assessments
Support Services

nh works
WE'LL HELP YOU FIND YOUR FUTURE

A proud partner of the **AmericanJobCenter** network

NO MATTER WHERE
YOU ARE IN YOUR JOB SEARCH,
NH WORKS CAN HELP YOU FIND YOUR FUTURE.

ADULT WORKER SERVICES

If you're a new job seeker

You could be looking for your first job or in need of employment during a layoff. NH Works provides you with a variety of helpful services.

Resume Preparation Work with one of our Career Navigators to create or update your resume and learn the best way to apply for jobs in person and online

Interview Techniques Learn helpful tips and practice interview skills that help you make the best impression

Career Assessments Determine your best career goals through assessments offered by your Career Navigator

Job Search Learn the most effective ways to conduct a job search in today's digital environment

Paid On-the-Job Training (OJT) Pair up with an employer looking for your skills and earn money as you learn



UNEMPLOYED WORKER SERVICES & OTHER WIOA PROGRAMS

If you're unemployed from a layoff or company closure

In addition to being eligible for all Adult Worker Services, you'll have access to the services outlined below.

Job Match System (JMS) Conduct a job search using NH Employment's internet spider technology job portal. View jobs and match skills to positions posted on national job boards

Veteran's Services A priority for NH Works, Veteran Representatives can be found in each of the 12 NH Works Career Centers

WorkReady NH Program Improve your skills and add a nationally-recognized credential to your resume

NH Vocational Rehabilitation Provides disability-related employment solutions for NH Works clients



WIOA YOUTH PROGRAMS

If you're a job seeker under age 25

The Workforce Innovation and Opportunity Act (WIOA) Youth programs are designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

A minimum of 75% of the funds are spent on out-of-school-youth (ages 18-24) with the remainder of monies focused on an in-school youth population (ages 14-21).

The Office of Workforce Opportunity contracts with the NH Department of Education for procurement, technical assistance, and compliance in operating our WIOA youth programs currently at seven out-of-school sites and four in-school youth sites throughout the state.



Visit: NHWorks.org

NH Works is a partnership of 7 state agencies and community-based organizations that provide valuable services to job seekers, displaced workers and youth.

NH Works is administered by the Office of Workforce Opportunity, a division of the Department of Business & Economic Affairs. Our programs are funded by the Department of Labor Employment & Training Administration under the Workforce Innovation and Opportunity Act (WIOA).



ON THE JOB TRAINING (OJT) FUND

Our New Hire Wage Reimbursement program helps our local businesses fill open roles within their organization. We can help to determine individuals who possess some of the required skills to be successful in the position but have some opportunities for growth to be considered the ideal candidate. You, as the employer, would agree to take the candidate(s) onto your team as a full-time employee and supply training, on the job, to help them become fully qualified. Our services are FREE to the business community. Please let me know if your company would be interested in learning more about.

In return for participating in the program, we can offer the following support:

- Reimbursement for the first 50% of the individual's wages, up to \$10,000 a head
- Up to \$30,000 annually per organization in OJT training that can be used for multiple OJT candidates
- Support in designing and monitoring the candidate's success in their training through the creation of an Individual Employment Plan

For more information visit our website at <https://workforcebuffalo.org/business-services> or contact Bukola Morgan at bmorgan@wdcinc.org or 716.819.9845 ext. 1140

*All services, programming and opportunities with the Buffalo and Erie County Workforce Development Consortium are subject to funding availability and completion of necessary qualifications to determine eligibility.



OJT COMPLETION CHECKLIST

Trainee Name:		Trainee OSOS ID:	
Trainee Funding Source:		Trainee Job Title:	Company FEIN Number:
Company Name:		Company Phone Number:	Company Email:
Company Address:			
City:		State:	Zip code:

FOR OFFICE USE ONLY

Contract Completion Checklist

Task	Initial	Date	Timeline
1. Initiate New Business Application process with the employer (Addendums A, B, & C, along with completed Job Order Form)			Before Qualification
2. Review entire Business Application for accuracy and completeness			Before Qualification
3. Pre-qualification Check: Submit Business Application to Business Services Manager for review			Before Qualification
4. NYSDOL Partner Check-In: Forward Job Order Form and Job Description to jean.west@labor.ny.gov and check OSOS for Job Order Number			Before Qualification
5. Submit Due Diligence Request (E-mail OJTDueDiligence@labor.ny.gov) (Valid for 90 days) NOTE: New Due Diligence request necessary for New Trainees under existing OJT application if past original's 90 day validity window			Before Qualification
6. Due Diligence Approval (NYSDOL typically responds within one business week. In the event of a finding, wait for NYSDOL to confirm resolution for finding)			Before Qualification
7. Division of Corporations, OSHA, Workman's Comp. (https://www.osha.gov , valid for 90 days) NOTE: Must be redone for New Trainees under existing OJT application if past 90 days from original search.			Before Qualification
8. Complete Career Center Customer Registration Form (Use form to update customer information in OSOS)			@ Qualification
9. Complete Supplemental Questionnaire (Use form to update customer information in OSOS)			@ Qualification
10. Adult Priority of Services under WIOA: determine the trainee's order of priority			@ Qualification
11. Verify Customer Selective Service Status (Update status in OSOS. Use Attestation Form, if necessary)			@ Qualification
12. Complete Privacy Act Notice & Acknowledgment (Signed by Trainee)			@ Qualification
13. Complete Grievance Waiver / Equal Employment Opportunity Form (Trainee signed Grievance Waiver and provide trainee EEO copy)			@ Qualification
14. Collect a Copy of Trainee's Government Issued I.D.			@ Qualification
15. Collect Copy of Trainee Resume (From Employer or Partner Agency)			@ Qualification

16. Collect Copy of Trainee's Pay Stubs or Unemployment Benefit Documents (2 most recent pay stubs)			@ Qualification
17. Complete ONET Evaluation with customer (Use ONET Evaluation to update Comprehensive Assessment)			@ Qualification
18. Prepare Customer Individual Employment Plan & Initial Assessment (Document IEP & IA in OSOS under "comment")			After Qualification
19. Draft Addendum D: Individual Training Plan (Send the company a Training Plan template for additional input)			After Qualification
20. Create trainee Job Match in OSOS (Refer to Section II in OJT Manual for step-by-step guidance)			After Qualification
21. Create Addendum E: OJT Training Contract (Plan a tentative start date with enough lead time to receive required signatures from all parties)			After Tasks 1-20 are completed
22. Business Services Manager Review OJT Folder			After Task 22
23. Collect Employer & Trainee Signatures (In reference to Addendum D, request only Employer signature for Addendum E)			After Manager Approval
24. Create trainee Job Referral (Refer to Section II in OJT Manual for step-by-step guidance)			After Manager approval
25. Confirm OJT Start Date with employer and trainee (Via email and then document Report of New Employment in OSOS)			At OJT Start Date
26. Addendum F: Contract Modification (If necessary)			If needed after OJT Start
27. Addendum G: Employer Monitoring Report (Site Visit I) – wage verification Addendum H: Trainee Monitoring Report (Site Visit I) – wage verification			1 month after OJT start date
28. Send the employer the OJT Invoice. Request signed time sheets & payroll registers – Verify trainee wage and make sure to request a copy of the Employer's W-9 (Remind the business of the 45 calendar day submission deadline – use OJT end date)			Before the final site visit
29. Addendum G: Employer Monitoring Report (Site Visit II) – wage verification Addendum H: Trainee Monitoring Report (Site Visit II) – wage verification			2 weeks after OJT end date
30. Verify the reimbursement forms submitted by the employer using OJT Invoice Review form			When all documents are received
31. Review OJT Folder for completion, and then give the folder to Bus. Serv. Manager for approval. (Notify company of Fiscal submission date)			After Invoice Review
32. Submit approved and completed OJT Packet to Fiscal for reimbursement. (OJT reimbursement will take up to 30 days after packet is submitted to Fiscal)			After Manager Approval
33. Finalize OSOS Service & Training Close-out (attach OSOS screenshot to folder)			2 weeks after OJT end date

Checklist-Initial Appointment-OJT Business

Trainee may be eligible if:

- Unemployed or
- Working part time (less than 30 hours/week) and earning less than \$30/hour OR receiving Public Assistance
- Over 18, have not maximized WIOA/WIA training dollars within previous 36 months
- Cannot have worked for the potential OJT company within last 2 years, and new position must be different from any previously held position. Exception to 2-year rule: company closure and subsequent reopening of operation under new ownership.
- Must meet separately with business AND with potential new hire, prior to hire.

Prior to Meeting

- Create job order (not required but a good idea)
- Email company the Preliminary Business Application and Responsibility Questionnaire.
- An emailed, signed W-9 is fine, per Joanne Klemer (only needed if this will be a new NCET vendor).

Bring to Initial Meeting

- W-9, if NCET has not used this company as a vendor before. Give W-9 to Sam Green once completed.
- WIOA Notice of Rights
- Preliminary Business Application (good for 1 year)
- Responsibility Questionnaire (must sign Attestation every 90 days; good for 1 year from initial date, w/Attestations every 90 days)
- 1-2 Job Orders, blank
- OJT Fact Sheet-Local
- Blank copy of contract (in case company has Q's)
- Blank Training plan outline
- Business Data Sheet (good for 1 year)
- Number of Employees: _____ (1-250 = 75%; 250+ = 50%)

After Initial Meeting

Due Diligence (every 90 days):

- ____ / ____ / ____ Due Diligence Request Form **Emailed** to labor.sm.dews.OJTDueDiligence@labor.ny.gov
- ____ / ____ / ____ Due Diligence Request **Approved**
- ____ / ____ / ____ NYS Dept of State: http://www.dos.ny.gov/corps/bus_entity_search.html
- ____ / ____ / ____ USDOL OSHA: <https://www.osha.gov/pls/imis/establishment.html> (5 years of history)
- If Union Facility: contact Union Representative for approval that OJT training is taking place at the company. Get signature on Union Agreement form. Form is good for one year, and can cover many OJT contracts/job titles.
- Prepare Training Plan and Contract. Add 4 weeks to contract end date.
- Add contract # and info to ws1/OJT/2017-OJTContracts.doc .
- In OSOS: If there is an open Job Order, add the trainee as "Referred".

Prep for Contract Signed by NCET

- Two originals of contract, Training Plan, Anti-Lobbying Form. Union Statement at back, behind signature page for the company.
- Put sticky "to sign" stickers at signature points.
- Paperclip two originals of contract, to outside of Trainee's folder, and give to Glenn. Glenn will review, and will give to Don for signatures. (Don signs each contract in 1 spot: Contract.)

Meeting with OJT Business and Candidate before he/she starts work

- Bring 2 copies of original contract, already signed by NCET (1-company, 1-NCET)
- Two copies of timesheet. Time must exclude lunch time, and paid holidays/time off. Must only show hours actually worked.
- Business signs contract in 3 spots: Contract, Training Plan, and Federal Certifications.
- Training Plan Form – BOTH trainee and company sign (the one attached to the contract).
- 2 copies of the Participant Enrollment form. Candidate signs these and keeps 1 copy.
- Remind company: We will need copy of payroll record for all weeks worked at the midpoint and endpoint of OJT training period. We will return at midpoint and endpoint to meet with company and separately with trainee.
- No contract amendments after midpoint. Please let us know of any changes within 5 business days – as per contract. We can adjust the training plan if needed.
- In OSOS: If there is an open Job Order, add the trainee as “Hired”. Take Jobs Express Activity.
- The business keeps 1 contract. We keep the other. Once back in the office, make two copies of the contract. The original goes to Joanne Klemer (Fiscal), one copy goes in the candidates file, and one copy goes in the business file.
- Type Monitoring Report-Business and print 2 copies for midpoint and endpoint evaluations.
- OSOS Comment in Employer module.

Midpoint and Final Monitoring Reviews

- Bring copy of Monitoring Report-Business, Monitoring Report-Trainee, and extra copy of OJT Time Report.
- Create OJTTimeReportCalculations*.xls and add the hours worked to date. Be sure the Payroll Records match the OJT Time Report.
- Call business and remind that we will need to pick up Payroll Records for start date to (midpoint or end of OJT). We will also be picking up the OJT Time Report.
- Call trainee to let them know we will be visiting them at worksite to see how their training is going, and will be picking up OJT Time Report.
- BOTH business and trainee sign OJT Time Report.

Submitting File for Payment of Voucher

- Complete OJTTimeReportCalculations.xls and print it.
- Make 2 copies of Voucher only, and 1 copy of attached documentation (OJT Time Reports, paystubs, OJTTimeReportCalculations.xls).
- Put copy of Voucher only in the Business file
- Put copy of Voucher and attached documentation in the Trainee file.
- Paperclip Original Voucher, OJT Time Reports, OJTTimeReportCalculations.xls, and payroll records to outside of Trainee file. Give to Glen Aranow. Glenn will then either take the file to Joanne Klemer for payment processing, or give to you to take to Joanne. Joanne Klemer works Tuesdays and Thursdays.
- Trainee’s File – Paperclipped Together: (top to bottom): Copy of Voucher packet, Midpoint and Final OJT Evaluations for both business and trainee, copy of contract, JobZone Skills Gap Analysis.

Once Reimbursement Check is Issued:

- XC of check paperclipped in business file, to XC of front page of voucher and Contract
- See if it’s time for 30-day follow-up; if so, it may be worthwhile to consider hand delivering the reimbursement check to ensure we have the 30-day follow-up response from the Trainee.
- Bring Evaluation EvaluationForm-Advertising-OJTCustTrng.doc for employer to submit comments.
- Record payment in OSOS.

Checklist-Initial Appointment-OJT Trainee

Eligible if:

- Unemployed or
- Working part time (less than 30 hours/week) and earning less than \$30/hour OR receiving Public Assistance
- Over 18, have not maximized WIOA/WIA training dollars within previous 36 months
- Cannot have worked for the potential OJT company within last 2 years, and new position must be different from any previously held position. Exception to 2-year rule: company closure and subsequent reopening of operation under new ownership.

Tell customer to allow 1 hour for first appointment. Customer should bring with them:

- Resume (if they have one)
- Photo ID/NYS Driver's License (Proof of DOB)
- Proof of address
- Proof of income (most recent paystub) or UI printout
- Social Security number (do NOT need the card)

During Interview

- OJT Trainee Intro flyer
- OJT IEP and Comp. Assessment
- WIOA Notice of Rights (2 copies). **Take Activity: L1 State Specific/EEO WIOA Rights – Add comment.** Candidate keeps one signed copy; the other signed copy goes in the file.
- Skills Gap Analysis Survey through JobZone. This has to go in the file. See section “How to do the Skills Gap Analysis through JobZone in the OJT procedures doc. for details.
- New Position must be full-time (30 hrs./week or more) and pay \$1 above minimum wage (min wage in 2022 is \$13.20/hr., so OJT has to be at least \$14.20)
- OJT contract must be approved and in place, signed by NCET and the company, before the trainee starts work. Cap is \$5,000 per trainee.

Applicant Statements

- Selective Service:** “I did not knowingly or willfully fail to register for Selective Service.” (Then explain circumstances, such as incarceration.) See more details under the Criteria for OJT section of the How to Doc.
- Eligibility for OJT:** If using an applicant statement to determine eligibility, it must:
 - Be on the Applicant Statement form
 - State last day worked and why
 - State that they have not received any income since / /.
 - State how they are being supported.
 - Customer signs and dates.
 - Person who is providing income support (if applicable) signs and dates.

E.g. I, customer name, have not worked since / / when I quit my job at ABC Company because.... I have not received any income since / /. Supporter name has been providing me with financial support during this time – OR – I have been living off my savings during this time – OR - I applied for unemployment insurance and was denied. – OR – whatever the situation may be.

After Interview

- Print first 4 screens in OSOS.
- Print Work History from OSOS. (Go to Comp Access tab/ Employment / View Employment History at the bottom of the page.
- Make OSOS Comments/Activities/Screen Updates as appropriate.
- Hole-punch and put the RESUME on the BOTTOM of the right-hand side of the file!
- www.onetonline.org, put in the Onet code for the OJT job, and print the projected growth.
- DSS benefits verification (X8722 or X8733) for FS, MA, etc.

- Fill in reverse side of IDP/Comp Assessment form – training start/end dates, OJT company, etc.
- Once employer has called the new hire, Call the person and remind of our meeting date/time to sign OJT paperwork. Remind to report to worksite at (date/time) for first day of work, after signing paperwork.

Checklist – Second Meeting with OJT Trainee, and with the business

Contracts have to be signed before candidate starts work. This can be done days prior to start date, or the morning of, and before the start time.

- Participant Enrollment Form (2 copies – One copy goes to candidate; one copy goes in the file)
- OJT Contracts - Two copies of the contract that have already been signed by Don Jablonski.
- Training Plan Outline (2 copies – 1 for the candidate)
- Color Copies of Time Report (2 should be sufficient).
- Staple together to give to OJT trainee: Participant Enrollment Form, WIA Notice of Rights, Training Plan Outline, and a copy of the Time Report.
- Second copies of Participant Enrollment Form and Training Plan Outline will be signed and placed in trainee’s file.
- 10 Best Practices At Work document – review with trainee (this is optional).

During Meeting with OJT Trainee

- Review stapled packet.
- Have customer sign my copy of Participant Enrollment Form.
- Customer signs 2 copies of OJT Contract.
- Remind customer to fill in and sign Time Report each week. Do not include lunch time or paid time off – must be actual hours worked. Company is responsible for time report completion, but okay if trainee does it. Must have original signatures.
- Trainee keeps stapled packet of Participant Enrollment Form, WIA Notice of Rights, Training Plan Outline, and copies of the OJT Time Report.
- Participant Enrollment Form: I sign and Trainee signs.
- Original OJT Training Plan in Contract: both Trainee and Business must sign. (Is this the training you expected to receive?)
- I will be back at the midpoint to discuss how your training is going. Please call me if you have any questions or concerns in the meantime.
- Add Trainee’s name to Hires By Source.xls .
- Add “RNE” Activity (L1 State Specific/Other Services/Report of New Employment) and Comment in OSOS.

After OJT Trainee Starts OJT

- In OSOS: Record Comment (NO Activities!) for trainee that he began OJT at (company) as (job title) per OJT Contract (#) on (date) with anticipated training end date of (date).
- OSOS: General Detail – change to Employed. Job Seeker Status – change to Inactive.
- OSOS: Add new job to Work History. (Also add job to Jobs excel file on the Common Drive).
- Type Monitoring Report for Trainee and business (2 copies of each) for midpoint and endpoint and place in file for future use.

At Conclusion of OJT

- Fill in reverse side of IDP/Comp Assessment form – actual end date of training.
- OSOS Objective Tab - add 2-3 months of experience to Onet job title.
- Skills Tab - add new skills.

Follow-Up 30 Days After OJT

- Make 2 attempts to contact the OJT trainee (phone or email). Put OSOS Comment for each attempt – no Activity. No entry on company side in OSOS.
- Place file in Pending Term drawer.

WE ARE YOUR DOL



Department
of Labor

Entering an On-the-Job Training in OSOS

Entering An On-The-Job Training in OSOS

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search **Customer Detail** Comp Assess Services Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289 1 of 1

<< < Gen. Info Eligibility Add'l Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Te > >>

Customer Data

● SSN ● Status Active ▼ ● Job Seeker Active ▼

● Username Mjones ● Password Jones123 Merge

● Last Name Jones ● First Name Mac MI

● Date of Birth 09/05/1998 ● Gender Male ▼ ● Portfolio Lvl. JobZone Adult ▼

● Address 500 University Boulevard

● City East Tuscaloosa ● State New York ▼ ● Zip 35401

County Albany ▼ Country United States ▼ Metro ▼

Phone Ext. Alt. Ext. Fax

Email rolltiderolltest@crimsontide.com

URL

● U.S. Citizen

Enrollments JZ/CZ Manager Add to Case Load

● Ethnic Heritage & Race

Education & Employment

● Education Level Bachelors or equivalent ▼

● School Status Not Attending School; Secondary Scho ▼

● Employment Status Not Employed ▼

Underemployed ▼

Long Term Unemployed ▼

● Contact Preferences

Use Postal Fax

Pri. Phone Email

Alt. Phone Resume Contact Info

Customer Assignment

Staff Assigned HEINBUCH, JUSTIN Change ▼ Registered 11/21/2022

WIB Assigned NYSDOL - CO Origin Staff

Agency Department of Labor Change Office

Office OSOS/REOS Central Support Unit

UI Claimant Seek (Subject to Work Search) Work Search Record Profiled Profiled Date

Internet Resume Confidential

Save Services  Comp Assess Activity I.A. Referrals Correspond IVR Ret to Sroh Comments Tag Resume Sched Message

Entering An On-The-Job Training in OSOS

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289 Record Saved

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Comment > >>

Detail

Service Name
Service Desc.
Service ID
Service Type
Provider Name
Location Name
Provider ID Offering ID
Plan. Start Date Plan. End Date
Actual Start Date Actual End Date
Completed Successfully
Next Contact Date
Program Service Type
Part Time Learn. Distance Learn.

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>				

Total Funding Add Edit Delete
Petition #
RR Event #
Incumbent Worker Training

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
---------------	--------------	-------------------	-----------------	------------------

Options Print List **New Service** Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments

Entering An On-The-Job Training in OSOS

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Provider Search Provider Detail **Offering Search** Offering Detail Links NextGen

Quick Search General Info List Search Custom

Offering ID

ID 1

Enter or paste one or more Offering IDs.

More

<input type="checkbox"/>	Service Name	Provider Name	Location	Descript
<input type="checkbox"/>				

< >

Options  Search Assign to List Clear Detail Delete Schedule

Entering An On-The-Job Training in OSOS

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Provider Search Provider Detail **Offering Search** Offering Detail Links NextGen

Quick Search **General Info** List Search Custom

Location
WIB City

Start Date Range
From To

Provider Information
Provider Name Program

Provider Status

Service Type Service Type

<input type="checkbox"/>	Service Name	Provider Name	Location	Descript
<input type="checkbox"/>				

< >

Options Search Assign to List Clear Detail Delete Schedule

Entering An On-The-Job Training in OSOS

The screenshot displays the OSOS (On-Site Observation System) interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (highlighted), Offering Detail, Links, and NextGen. The main window shows a 'Quick Search' section with 'General Info' selected. Fields include Location, WIB, Provider Name, Provider Status, and Service Type. A 'Service Name' field is also visible. A dialog box titled 'Service Type -- Webpage Dialog' is open, showing a tree view of service types. The tree structure is as follows:

- L2 Training
 - Individualized Career Services/Training (Intensive/Training)
 - On-the-Job Training
 - L2 WIOA Youth Services
 - Work Experience Element
 - On-the-Job Training (Youth)

Red arrows point to the 'On-the-Job Training' checkbox and the 'OK' button. The dialog box also features a search bar with the text 'Keyword(s) on the job' and buttons for Search, OK, Clear, and Cancel.

Entering An On-The-Job Training in OSOS

The screenshot displays the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (highlighted), Offering Detail, Links, and NextGen. Underneath, there are further sub-tabs: Quick Search, General Info (highlighted), List Search, and Custom.

The main form area is titled 'Offering Search' and contains several input fields:

- Location:** WIB (dropdown), City (text input)
- Start Date Range:** From (text input), To (text input)
- Provider Information:**
 - Provider Name: ABC
 - Service Name: (text input)
 - Program: (dropdown)
 - Provider Status: Active
 - Service Type: On-the-Job Training (dropdown, highlighted with a red arrow)

Below the form is a table with the following columns: Service Name, Provider Name, Location, and Descript. The table is currently empty.

At the bottom of the page, there is a navigation bar with the following buttons: Options, Search (highlighted with a red arrow), Assign to List, Clear, Detail, Delete, and Schedule.

Entering An On-The-Job Training in OSOS

Provider Search Provider Detail **Offering Search** Offering Detail Links NextGen

1 - 7 of 7

Quick Search **General Info** List Search Custom

Location
WIB City

Start Date Range
From To

Provider Information
Provider Name Service Name Program
Provider Status
Service Type Service Type

<input type="checkbox"/>	Service Name	Provider Name	Location	Descript
<input type="checkbox"/>	On the Job Training (OJT)	ABC Companies	ACB Companies	
<input type="checkbox"/>	CDLA Training	ABC Company	Main State	
<input type="checkbox"/>	On the Job Training (OJT)	ABC Hardware & Rentals	ABC Hardware &	
<input type="checkbox"/>	ABC Heating OJT	ABC Heating & Air Conditioni	ABC Heating & A	
<input checked="" type="checkbox"/>	<u>OJT</u>	<u>ABC Trainer</u>	<u>Building A</u>	<u>On Job Training</u>
<input type="checkbox"/>	OJT - CNC Machine Operator	ABC Training Center	Main Campus	OJT - CNC Machine Operator
<input type="checkbox"/>	Veterinary Admin OJT	ABC Veterinary Clinic	Clinic	Veterinary Admin OJT

Options Search Assign to List Clear Detail Schedule

Entering An On-The-Job Training in OSOS

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Provider Search Provider Detail Offering Search **Offering Detail** Links NextGen

OJT Offering ID: 146246 1 of 1

General Info Lists Attachments

Provider Info

Provider Name: ABC Trainer
Service Category: Individualized Career Services/Training (Intensive/Training)
Service Type: On-the-Job Training
Service Description: On Job Training
Pay for Performance: No
ETP Status:

Location

Location:
Address: 1 Main Street
City: Albany State: New York
Zip: 12345 WIB: NYSDOL - CO

Schedule

Start Date: End Date: Start Time: End Time: Sun. Mon. Tue. Wed. Thu. Fri. Sat.

ETP Program of Study Leading to

- Industry Recognized Certification
- Registered Apprenticeship
- State or National License
- Associate Degree
- Bachelor's Degree
- Community College Certificate
- Secondary School Diploma or Equivalent
- Employment
- MSG Leading to Credential
- MSG Leading to Employment

Additional Info

Cost: \$ 1.00 Total Seats: Available Seats: Description:

Save Single Save Ongoing Provider Services **Return to Search**

Entering An On-The-Job Training in OSOS

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Provider Search Provider Detail **Offering Search** Offering Detail Links NextGen

1 - 7 of 7

Quick Search **General Info** List Search Custom

Location
WIB City

Start Date Range
From To

Provider Information
Provider Name Service Name Program

Provider Status

Service Type

<input type="checkbox"/>	Service Name	Provider Name	Location	Descript
<input type="checkbox"/>	On the Job Training (OJT)	ABC Companies	ACB Companies	
<input type="checkbox"/>	CDLA Training	ABC Company	Main State	
<input type="checkbox"/>	On the Job Training (OJT)	ABC Hardware & Rentals	ABC Hardware &	
<input type="checkbox"/>	ABC Heating OJT	ABC Heating & Air Conditioni	ABC Heating & A	
<input checked="" type="checkbox"/>	<u>OJT</u>	<u>ABC Trainer</u>	<u>Building A</u>	<u>On Job Training</u>
<input type="checkbox"/>	OJT - CNC Machine Operator	ABC Training Center	Main Campus	OJT - CNC Machine Operator
<input type="checkbox"/>	Veterinary Admin OJT	ABC Veterinary Clinic	Clinic	Veterinary Admin OJT

Entering An On-The-Job Training in OSOS

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289 Record Saved

<< < **Achievement Objectives** **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Commer > >>

Detail

Service Name
 Service Desc.
 Service ID
 Service Type
 Provider Name
 Location Name
 Provider ID Offering ID
 Plan. Start Date Plan. End Date
 Actual Start Date Actual End Date
 Completed Successfully
 Next Contact Date
 Program Service Type
 Part Time Learn. Distance Learn.

Funding

	Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>					

Total Funding

Petition #

RR Event #

Incumbent Worker Training

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	ABC Trainer	OJT	-	-	-

< >

Entering An On-The-Job Training in OSOS

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Comment > >>

Detail

Service Name OJT
Service Desc. On Job Training
Service ID 145711
Service Type On-the-Job Training
Provider Name ABC Trainer
Location Name Building A
Provider ID 92631 Offering ID 146246

Plan. Start Date 02/01/2023 Plan. End Date 08/01/2023
Actual Start Date 02/01/2023 Actual End Date
Completed Successfully
Next Contact Date 05/28/2023
Program Service Type Non-ITA Training
Part Time Learn. No Distance Learn. No

Funding

	Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>					

Total Funding Add Edit Delete
Petition #
RR Event #
Incumbent Worker Training

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	ABC Trainer	OJT	02/01/2023	.	Non-ITA Training

< >

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

 Save Customer Detail Comp Assess Comments

Entering An On-The-Job Training in OSOS

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Comment > >>

Detail

Service Name: OJT
Service Desc: On Job Training
Service ID: 145711
Service Type: On-the-Job Training
Provider Name: ABC Trainer
Location Name: Building A
Provider ID: 92631 Offering ID: 146246
Plan. Start Date: 02/01/2023 Plan. End Date: 08/01/2023
Actual Start Date: 02/01/2023 Actual End Date: 08/01/2023
Completed Successfully: Yes
Next Contact Date:
Program Service Type: Non-ITA Training
Part Time Learn: No Distance Learn: No

Funding

Level	Source	Obligated	Actual	Oblig #
Total Funding \$ 1.00 <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>				
Petition # <input type="text"/>				
RR Event # <input type="text"/>				
Incumbent Worker Training <input type="text"/>				

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	ABC Trainer	OJT	02/01/2023	08/01/2023	Non-ITA Training

< >

Entering An On-The-Job Training in OSOS

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Services Links JobZone NextGen

OSOS ID: NY016804289

Outcomes Empl. Outcomes Trng. Outcomes

Funding

	Level	Funding Source	Year	Remaining	NEG/Contract/Grant #
<input type="checkbox"/>	WIB	WIOA Adult Local	2021	\$ 99991.00	
<input type="checkbox"/>	WIB	WIOA Adult Local	2022	\$ 99990.00	
<input type="checkbox"/>	WIB	WIOA Adult Local	2023	\$ 99999.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2021	\$ 99999.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2022	\$ 99995.00	
<input checked="" type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2023	\$ 99999.00	
<input type="checkbox"/>	WIB	Youth Statewide 15%	2021	\$ 99999.00	
<input type="checkbox"/>	WIB	Youth Statewide 15%	2022	\$ 99999.00	
<input type="checkbox"/>	WIB	Youth Statewide 15%	2023	\$ 100000.00	
<input type="checkbox"/>	WIB	Dislocated Worker Statewide 15%	2021	\$ 100000.00	
<input type="checkbox"/>	WIB	Dislocated Worker Statewide 15%	2022	\$ 100000.00	
<input type="checkbox"/>	WIB	Dislocated Worker Statewide 15%	2023	\$ 100000.00	
<input type="checkbox"/>	WIB	Adult Statewide 15%	2021	\$ 100000.00	
<input type="checkbox"/>	WIB	Adult Statewide 15%	2022	\$ 100000.00	
<input type="checkbox"/>	WIB	Adult Statewide 15%	2023	\$ 100000.00	
<input type="checkbox"/>	State	DHP State Funded	2023	\$ 99991.00	
<input type="checkbox"/>	WIB	Gun Violence Prevention Local Initiative	2020	\$ 99997.00	

Funding

	Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>					

Total Funding \$ 1.00 Add Edit Delete

Petition #

RR Event #

Incumbent Worker Training

Actual Start Date	Actual End Date	Program Svc Type
02/01/2023		Non-ITA Training

Obligated Amount \$ 1.00 WIB Albany/Rensselaer/Schenectady Counties

OR Office ALBANY

Obligated Percentage 100 Region Capital District

OK Cancel

Authorization IPA Service Summary Payments Tracking

Comp Assess Comments

02/01/2024

Entering An On-The-Job Training in OSOS

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Commen > >>

Detail

Service Name: OJT
Service Desc.: On Job Training
Service ID: 145711
Service Type: On-the-Job Training
Provider Name: ABC Trainer
Location Name: Building A
Provider ID: 92631 Offering ID: 146246
Plan. Start Date: 02/01/2023 Plan. End Date: 08/01/2023
Actual Start Date: 02/01/2023 Actual End Date:
Completed Successfully:
Next Contact Date:
Program Service Type: Non-ITA Training
Part Time Learn.: No Distance Learn.: No

Funding

	Level	Source	Obligated	Actual	Oblig #
<input checked="" type="checkbox"/>	WIB	WIOA Dislocated	\$ 1.00	\$ 0.00	-

Total Funding: \$ 1.00 Add Edit Delete
Petition #:
RR Event #:
Incumbent Worker Training:

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	ABC Trainer	OJT	02/01/2023	-	Non-ITA Training

< >

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments

Entering An On-The-Job Training in OSOS

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search **Customer Detail** Comp Assess Services Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289 1 of 1

<< < Gen. Info Eligibility Add'l Info **Pgms/PA** Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Te > >>

<input type="checkbox"/>	TANF Exhausting within 2 Years (PIRL)			
<input type="checkbox"/>	TANF Exhaustee			
<input type="checkbox"/>	GA - General Assistance (State/Local) (PIRL)			
<input type="checkbox"/>	RCA - Refugee Cash Assistance (PIRL)			
<input type="checkbox"/>	SSI - Supplemental Security Income Title XVI (PIRL)			
<input checked="" type="checkbox"/>	SNAP / Food Stamps (PIRL)	11/21/2022		
<input type="checkbox"/>	SSDI - Social Security Disability Insurance (PIRL)			
<input type="checkbox"/>	Russell Nat'l School Lunch Act (PIRL)			
<input type="checkbox"/>	Foster Child Payments (PIRL)			
<input type="checkbox"/>	TWEP - Tribal Work Experience Program (PIRL)			
<input type="checkbox"/>	USDA Commodity Program (PIRL)			
<input type="checkbox"/>	Medicaid			
<input type="checkbox"/>	Home Relief			
Current Programs				
<input checked="" type="checkbox"/>	WIOA Participation Period	11/21/2022		
<input checked="" type="checkbox"/>	WIOA Reportable Individual	11/21/2022		
<input checked="" type="checkbox"/>	Wagner-Peyser	11/21/2022		
<input type="checkbox"/>	Job For Veterans' State Grants (JVSG)			
<input type="checkbox"/>	WIOA - Adult			
<input checked="" type="checkbox"/>	WIOA - Dislocated Worker	02/01/2023		

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message

Entering a Training Outcome

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289

<< < Achievement Objectives Services Service History Enrollments Outcomes Emp. Outcomes **Trng. Outcomes** Comment > >>

Training/Education

- Category On the Job Training
- Type On the Job Training
- Start Date 02/01/2023 Completion Date
- Attainment Status In Process - no intended credential

Employer Name ABC

Seeker Service ID 12637700 OJT Training Services

Created

Staff Buckley, Ryan

Office ALBANY

Date 02/01/2024

Last Modified

Staff Buckley, Ryan

Office ALBANY

Date 02/01/2024

	Type	School/Institute	Enroll Date	Attainment Status
<input checked="" type="checkbox"/>	On the Job Training	ABC	02/01/2023	In Process - no intended credential

Add Outcome Delete Outcome Outcome Details Print List

Save Customer Detail Comp Assess Comments

Entering A Measurable Skill Gain

Training Outcome Details -- Webpage Dialog

Training Outcome Details

Type: On the Job Training

Start Date: 02/01/2023 Completion Date: 08/01/2023

Effective Date: 05/02/2023 Still Enrolled?: Yes

Hours Per Week: Part Time Salary: Salary Unit:

Skill Gain

Type: Training Milestone

Milestone: Other Training-related Milestone

Other Text:

Contact Info

Date: 05/02/2023

Name: Test

Role: Supervisor

Method: In Person

Attachment

Upload Download Delete

Notes

	Effective Date	Still Enrolled?	Skill Gain Type
<input checked="" type="checkbox"/>	05/02/2023	Yes	Training Milestone

Ok Cancel

Updating the Training Outcome

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289

<< < Achievement Objectives Services Service History Enrollments Outcomes Empl. Outcomes **Trng. Outcomes** Comment > >>

Training/Education

- Category On the Job Training
- Type On the Job Training
- Start Date 02/01/2023 Completion Date 08/01/2023
- Attainment Status Completed - did not attain or intend credential
- Employer Name ABC
- Seeker Service ID 12637700 OJT Training Services

Created

Staff Buckley, Ryan
Office ALBANY
Date 02/01/2024

Last Modified

Staff Buckley, Ryan
Office ALBANY
Date 02/01/2024

Type	School/Institute	Enroll Date	Attainment Status
<input checked="" type="checkbox"/> On the Job Training	ABC	02/01/2023	Completed - did not attain or intend credential

Add Outcome Delete Outcome Outcome Details Print List

Save Customer Detail Comp Assess Comments

Updating the Measurable Skill Gain

Training Outcome Details -- Webpage Dialog

Training Outcome Details

Type: On the Job Training

Start Date: 02/01/2023 Completion Date: 08/01/2023

Effective Date: 08/01/2023 Still Enrolled?: No 

Hours Per Week: Part Time Salary: Salary Unit:

Skill Gain

Type: Training Milestone

Milestone: Other Training-related Milestone

Other Text:

Contact Info

Date: 08/01/2023

Name: Test

Role: Supervisor

Method: In Person

Attachment

Upload Download Delete

Notes

Effective Date	Still Enrolled?	Skill Gain Type
<input type="checkbox"/> 05/02/2023	Yes	Training Milestone
<input checked="" type="checkbox"/> 08/01/2023	No	Training Milestone

Ok Cancel

Updating the OJT Training Service

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Comment > >>

Detail

Service Name: OJT
Service Desc.: On Job Training
Service ID: 145711
Service Type: On-the-Job Training
Provider Name: ABC Trainer
Location Name: Building A
Provider ID: 92631 Offering ID: 146246
Plan. Start Date: 02/01/2023 Plan. End Date: 08/01/2023
Actual Start Date: 02/01/2023 Actual End Date: 08/01/2023
Completed Successfully: Yes
Next Contact Date:
Program Service Type: Non-ITA Training
Part Time Learn.: No Distance Learn.: No

Funding

	Level	Source	Obligated	Actual	Oblig #
<input checked="" type="checkbox"/>	WIB	WIOA Dislocated	\$ 1.00	\$ 0.00	-

Total Funding: \$ 1.00 Add Edit Delete
Petition #:
RR Event #:
Incumbent Worker Training:

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	ABC Trainer	OJT	02/01/2023	08/01/2023	Non-ITA Training

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments

Entering An Employment Outcome

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289

<< < Achievement Objectives Services Service History Enrollments Outcomes **Empl. Outcomes** Trng. Outcomes Commer > >>

Employment

Type Unsubsidized Employment Start Date 08/02/2023 End Date

Self Employed Yes

Employer EIN/ID NY010215862 Employer Lookup

Employer Name ABC Builders

NAICS 236115 New Single-Family Housing Construction (except For-Sale Bui... NAICS Lookup

City Schenectady State New York Zip 12020

OSOS Job ID External Job ID Supervisor

Seeker Service ID Employment Services Audit Manual Wages

Characteristics

Training Related Yes

Non-Traditional No

Hired By Layoff No

FCJL Job No

Work Based Training No

Disaster Relief No

UI Covered Yes

Fringe Benefits No

Start Date	Employer Name	Employer EIN/ID	NAICS
<input checked="" type="checkbox"/> 08/02/2023	ABC Builders	NY010215862	New Single-Family Housing Construction (exc

Add Outcome Delete Outcome Outcome Details Print List

Save Customer Detail Comp Assess Comments

Entering Manual Wages In the Employment Outcomes Tab

Manual Wages -- Webpage Dialog

Manual Wages

Employer EIN/ID: NY010215862
Employer Name: ABC Builders
NAICS: 236115 New Single-Family Housing Construction (except For-Sale B)

Wage Earned Date: 08/16/2023 Program Year: 2022 Qtr: 0

Salary Unit: Hourly
Salary per Unit: \$ 40.00
Number of Units: 40.00

Manual Wage Amount: \$1600.00

Notes:

Attachment

Created
Staff: Buckley, Ryan
Office: DEWS Central Review Unit CRU
Date:

Last Modified
Staff:
Office:
Date:

	Wage Earned Date	Wage Amount	Notes	Date Modified
<input checked="" type="checkbox"/>	08/16/2023	\$1600.00		

Providing Active Case Management

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search **Customer Detail** Comp Assess Services Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289 1 of 1

<< < **Gen. Info** Eligibility Add'l Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Te > >>

Customer Data

● SSN ● Status Active ▼ ● Job Seeker Inactive ▼ ● Ethnic Heritage & Race

● Username Mrjones ● Password Jones123 Merge

● Last Name Jones ● First Name Mac MI

● Date of Birth 09/05/1998 ● Gender Male ▼ ● Portfolio Lvl. JobZone Adult ▼

● Address 500 University Boulevard

● City East Tuscaloosa ● State New York ▼ ● Zip 35401

County Albany ▼ Country United States ▼ Metro ▼

Phone Ext. Alt. Ext. Fax

Email rolltiderolltest@crimsontide.com

URL

● U.S. Citizen

Enrollments JZ/CZ Manager Add to Case Load

Education & Employment

● Education Level Bachelors or equivalent ▼

● School Status Not Attending School; Secondary Scho ▼

● Employment Status Employed ▼

Underemployed ▼

Long Term Unemployed ▼

● Contact Preferences

Use Postal Fax

Pri. Phone Email

Alt. Phone Resume Contact Info

Customer Assignment

Staff Assigned HEINBUCH, JUSTIN Change ▼ Registered 11/21/2022

WIB Assigned NYSDOL - CO Origin Staff

Agency Department of Labor Change Office

Office OSOS/REOS Central Support Unit

UI Claimant Seek (Subject to Work Search) Work Search Record

Internet Resume Confidential

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message

Providing Active Case Management

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess Services Links JobZone NextGen

Jones, Mac SSN: OSOS ID: NY016804289 1 of 1

<< < Gen. Info Eligibility Add'l Info Pgms/PA Objective **Work Hist.** Ed/Lic Skills Saved Searches Activities Comments Te > >>

Detail

• Job Title Construction and Building Inspectors O*Net Titles O*Net Code 47401100

• Employer ABC Builders Include online • Start Date 08/02/2023 End Date

• Address 123 Street Supervisor Phone Ext.

• City Anywhere • Wage \$ 40.00 Hourly Hours/week 40

• State New York Zip • Reason for Leaving Still employed

• Country United States • Job Duties Mix/Pour concrete Job Duties

• Job Type Full Time RR Event# Event

NAICS NAICS Lookup

	Job	Company	City	Start	End
<input checked="" type="checkbox"/>	Construction and Building Inspectors	ABC Builders	Anywhere	08/02/2023	

New Job Entry Delete Selection Audit

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message