



Idaho Workforce Development Council

Idaho Policy for WIOA On-The-Job Training Updated October 26, 2016

Reference: WIOA sec. 3(44); §680.700

History: Former WDC policy

Purpose: To establish reimbursement rates to employers for on-the-job training

Policy:

OJT Definition

The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that –

- 1) Provides knowledge or skills essential to the full and adequate performance of the job;
- 2) Is made available through a program that provides reimbursement to the employer for the extraordinary costs of training and supervisions (up to 50% of the participant’s wage rate); AND
- 3) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

OJT Requirements

OJT is provided under contract with an employer (or registered apprenticeship program sponsor) in the private, public, private non-profit sectors.

The employer is expected to provide the OJT participant continued long-term employment as a regular employee with the same working conditions, employment benefits (including health benefits) and wages as similarly tenured regular employees performing the same work.

OJT contracts must be limited to the period of time required for the participant to become proficient in the occupation for which the training is being provided. Contract length is determined by the participant’s individual service strategy including the prior work experience, academic and occupational skill levels and the skill requirements of the occupation.

To account for the extra costs of training, supervision and possible lower productivity, employers may be reimbursed up to 50% of the wage rate of an OJT participant or up to 75% when certain conditions are met.*

Employers do not need to document the extraordinary costs of training to receive reimbursement. However, any employers receiving financial reimbursement for training must complete WIOATAA19C, ensuring that no workers are displaced.

***Conditions for reimbursements rates greater than 50%:**

- 75% reimbursement rate for hiring an individual with barriers to employment**
- 70% reimbursement rate for hiring individuals earning an industry standard credential (recognized by other employers statewide or nationally) as part of the employer-provided training
- 70% reimbursement rate for employers with 10 or fewer employees at the worksite

****Individuals with Employment Barriers** (as determined by the WIOA career planner)

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals
- Youth in or aged out of foster care
- English language learners, individuals with low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Former TAFI recipients with benefits exhausted within two years
- Single parents (including pregnant single women)
- Long-term unemployed individuals
- Other as determined by the Governor