



Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0247 www.dcwib.org

ON THE JOB TRAINING APPLICATION

Introduction

On-the-Job Training is provided by an employer in the public, private non-profit, or private sector for currently unemployed individuals who would not otherwise be hired because they lack necessary skills. A contract may be developed between the employer and the DCWIB to provide occupational training for the eligible WIA participants in exchange for a reimbursement of up to 50% of the wage rate to compensate for the employer's extraordinary costs of training and additional supervision related to training.

General Conditions:

- Application: An application must be completed. A pre-application meeting between DCWIB staff and the applicant must precede application.
- No more than one award per company per DCWIB fiscal year.
- The Business Services Committee will review applications and make recommendations for approval or disapproval to the Executive Committee.
- The Executive Director will execute all On the Job Training Contracts after approval by the DCWIB pursuant to a Board or Executive Committee motion.
- Applications will be accepted on a rolling basis and will be considered on a first come first served basis.
- An On the Job Training contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. The Board recognizes, therefore, that training periods can and should vary reflecting individual circumstances such as the content of the training and the prior work experience of the participant and expects that periods may not exceed (26) weeks with exceptions approved on a case-by-case basis by the DCWIB.
- The Board also allows for On the Job Training contracts to be written for a varied workweek of 30 to 40 hours.
- Participants must be WIA Eligible Applicants and must have received both a core and an intensive service and be unable to obtain self-sufficient employment and be referred to the On the Job Training program by the One Stop Operator.
- There must be a specific identification of a skills discrepancy between the skills the participant has and what the job requires. Training should also include skills that are transferable to other work settings.
- The employer must match at least 50% of the On the Job Training participant's salary.
- On the Job Training contracts must not be developed with an employer who has previously exhibited a pattern of failing to provide On the Job Training participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
- The employer must be in compliance with all applicable local, State and Federal employment regulations and laws and signing this application certifies same.

On the Job Training Grant Application

Application Requirements:

- Minimum requirements: The applicant should be able to offer the following in consideration of the application for funds:
 - a. A job description including, at a minimum:
 - a. The required skills
 - b. The work to be performed
 - c. The length of the work week
 - d. The hourly pay rate or salary
 - e. The associated benefits,
 - b. A description of the training including, at a minimum:
 - a. The skills to be learned
 - b. The anticipated length of the training period
 - c. Advancement plans, if any, for a successful employee after completion of the training
 - d. Name of the trainer
 - e. Any evidence that the trainer is qualified to perform the training
 - f. The trainer's salary and the time that trainer will spend doing the training.

Training Grant Parameters:

- To create incentive for the outcomes the DCWIB requires, the grant will be offered as a reimbursement only. The reimbursement will depend on achieving the promised outcomes. To wit:
 - 50% reimbursement (of the agreed upon reimbursement amount) upon completion of the training;
 - 50% reimbursement if, after 6 months, the trainee has been continuously employed by the grant recipient.

On the Job Training Grant Application

SECTION 1: DATA SHEET

Please type or print clearly. Be sure to fill in each blank and answer each question. If not applicable, mark N/A and explain. If there is not enough room, attach additional sheets.

APPLICANT INFORMATION

DATE: _____

Name of Business: _____
Affiliated Businesses: _____
Business Address: _____
City, State, Zip: _____
County: _____
Business Telephone: _____
Business Fax: _____
Name of Individual Completing the Form: _____ Position / company Affiliation: _____
Contact Email: _____ Contact Telephone: _____
Authorized Company Signatory (if different from above): _____ Signatory Telephone: _____
Signatory Email: _____ Federal ID Number: _____
Employer's State ID Number: _____

Form of business:

- sole proprietorship partnership business corporation
 limited liability company subchapter S Corporation not-for-profit or local development corporation

SECTION 2: COMPANY, PRODUCT AND MARKET INFORMATION

Please provide a concise (no more than one page) narrative describing the following. In response, you may reference and attach your plan, annual report and other company literature.

- The company's history, management information and major stockholders,
- The company's current operations, including its products, services and position within the industry,
- Number of employees,
- Describe general market trends and specific opportunities the company is targeting, e.g. market expansion, market retention, and new markets.

SECTION 3: TRAINING ACTIVITIES

Provide a description (no more than one page) of the specific training that will be undertaken and funded through the project:

- A job description – required skills, length of the work week, hourly rate of pay (or salary), associated benefits,
- A statement of need for the training – why do the company and the trainee(s) need training? Please be specific. Describe the skills required, how they are specialized.
- Discuss the benefits and results of the training – Will the trainee(s) have transferable skills after the training, advancement opportunities for the trainee,
- Description of the training – please provide a description of the skills to be learned, the length of training period, amount of trainer's time dedicated to this training,
- Describe trainer – name of the trainer, his/her qualifications, rate of pay,
- Describe the timing of the training – when will the training start, how long will it last?

On the Job Training Grant Application

SECTION 4: CERTIFICATION

All information contained above and in schedules attached hereto is true and complete to the best knowledge and belief of the Applicant.

The Applicant recognizes that the DCWIB may not process any application that is not complete. Incomplete applications will be returned to the applicant for completion.

The Applicant also recognizes that the policy of the DCWIB is to train only employees of Dutchess County firms or residents of Dutchess County and that no funds applied for will be used otherwise.

APPLICANT BUSINESS: _____

AUTHORIZED SIGNATORY: _____

NAME/TITLE: _____

TELEPHONE NUMBER: _____ EMAIL: _____

DATE: _____