

## **On-the-Job Training (OJT) fact sheet**

OJT is a 50 - 75% training reimbursement (up to \$5000) to a business for a trainee's start up wages and will depend on the eligibility of both the trainee and the business.

OJT is designed to reimburse a business for the additional expenses needed to bring a candidate up to speed in a job where they do not meet all the minimum qualifications normally required for the position, i.e.: there is a skills gap.

OJT is determined by two main factors; *eligibility* and *appropriateness*

### **Eligibility:**

#### *Trainee*

- At least 18 years of age
- Unemployed *or* Underemployed (working 30 hrs. or less/week and earning below \$30/hr.)
- Registered for Selective Service (if candidate is unsure they can check at [www.sss.gov](http://www.sss.gov) )
- Have not used/maximized local WIA/WIOA training funds within the last 3 years
- There must be at least 4 weeks of training – there has to be a skills gap
- Additional eligibility factors may be involved in a limited-funding situation
- Completion of a Job Zone skills assessment ([www.jobzone.ny.gov](http://www.jobzone.ny.gov))

#### *Business*

- In compliance with all State and Federal labor laws and regulations
- Located in Niagara County
- Starting wage must be \$16.00 or above and the position must be full time (minimum of 30 hours per week)
- Must be a direct hire situation, not through a placement agency
- Expects to retain the trainee as a permanent employee
- Small to mid-sized businesses (1 - 250 employees) may be eligible for 75% reimbursement rate, large businesses (251 or more employees) would not exceed 50% reimbursement rate

### **Appropriateness:**

- Definable skills gap exists upon review of the candidate's background, education and previous work experience when compared to the needs the Company has for the position
- Skills gap will lead to the development of a *Training Outline* which will guide the On-the-Job Training process and determine the length of the training

***Please remember...we need to meet BEFORE the trainee starts work!***

**Niagara's WorkSourceOne • 1001-11<sup>th</sup> Street, Niagara Falls • Call Mike @ 716-278-8213**

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