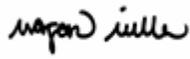


TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 06-14
Date:	August 21, 2014
Keyword:	TANF/Choices; TWIST; WIA; WorkInTexas.com
Effective:	September 21, 2014

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Reagan Miller, Director, Workforce Development Division

Subject: **On-the-Job Training**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with:

- information and guidance regarding on-the-job training (OJT); and
- form templates to assist in providing OJT services to employers and job seekers.

BACKGROUND:

The goal of OJT is to place participants in occupations that enhance their prospects for long-term employment and ultimately permit them to become self-sufficient.

The Workforce Investment Act (WIA) and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 allow states and Boards the flexibility to establish OJT policy and procedures that best fit local workforce development area needs under WIA and Temporary Assistance for Needy Families (TANF).

To assist Boards in developing effective OJT, a Board OJT workgroup has identified best practices and streamlined forms to adhere to WIA, Choices, and Noncustodial Parent (NCP) Choices program requirements.

PROCEDURES:

Boards must ensure that participant referrals to OJT are made in accordance with state and federal rules and regulations, as applicable.

NLF

Boards may use the following indicators to identify participants likely to benefit from OJT. Participant has:

LF

- less than two years with last employer;

- less than two years total work experience;
- five or more jobs in the last two years;
- work skills that need upgrading;
- no work experience in the last two years;
- classroom training, but no work experience; or
- other indicators as determined by the Board based on local knowledge and need.

To identify candidates for OJT, it is recommended that Boards review participants' employment history and educational background in The Workforce Information System of Texas (TWIST) or in the WorkInTexas.com registration job seeker portfolio.

LF

On-the-Job Training Employer Contract, Training Plan, and Monthly Time Report and Invoice System

Boards must ensure that:

NLF

- there is a legally binding contract between the employer and the Board, or the Board's designee, establishing the general terms and conditions that employers must adhere to in order to receive OJT referrals;
- an OJT plan is prepared outlining training activities to be accomplished during the training period; and
- an invoice system is in place to reimburse the employer the cost of providing the training and any additional supervision related to the training.

Boards, or their designees, must develop and execute forms for the OJT employer contract, training plan, and monthly time report and invoice system using:

NLF

- locally developed paper or electronic forms; or
- the form templates included as Attachments 1–3.

Attachments 4 and 5 are samples of completed training plans.

INQUIRIES:

Direct inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENTS:

- Attachment 1: [On-the-Job Training Employer Contract](#)
- Attachment 2: [On-the-Job Training Plan](#)
- Attachment 3: [On-the-Job Training Monthly Time Report and Invoice](#)
- Attachment 4: [Sample Workforce Investment Act On-the-Job Training Plan](#)
- Attachment 5: [Sample Choices On-the-Job Training Plan](#)

RESCISSIONS:

None

REFERENCE:

Workforce Investment Act of 1998 (Public Law 105-220)
Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193
US Department of Health and Human Services, Administration for Children and Families,
Temporary Assistance for Needy Families Final Rule, 45 CFR, Part 261.2(f)
Texas Workforce Commission Workforce Investment Act Rules: 40 TAC Chapter 841
Texas Workforce Commission Choices Rules: 40 TAC Chapter 811

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”