



WIB Policy Memorandum
Workforce Investment Board of Tulare County
Date: May 7, 2026

TUL PM 26-03

**To: WIB Subrecipients
WIB Staff**

Subject: Guidance for WIOA On-the-Job Training Activities Co-enrolled in the Good Jobs Challenge Program

This memo guides the implementation of On-the-Job Training (OJT) activities for participants co-enrolled in WIOA and the Good Jobs Challenge Grant who are referred by education partners. This guidance is provided in addition to the WIB Directive 19-02 WIOA Title I Adult, Dislocated Worker, and Youth OJT Policy and Procedures.

Effective

This policy memorandum is effective on the date of issuance and expires on September 30, 2027.

Program Overview

This guidance supports the implementation of On-the-Job Training (OJT) aligned with the Good Jobs Challenge Grant (GJC) and the Workforce Innovation and Opportunity Act (WIOA). It connects participants who have completed or, are nearing completion of this short-term industry-aligned training with employer-based learning opportunities to gain hands-on experience.

GJC participants must be co-enrolled in WIOA programs for this initiative, to leverage resources and supportive services. This approach supports regional sector strategies by linking employer-validated training to OJT placements, improving employment outcomes, and meeting industry demand.

Participant Eligibility

- Be a resident of the San Joaquin Valley and associated counties.
- Be enrolled in the Good Jobs Challenge program.
- Be referred by a participating training provider partner.
- Have completed or are about to complete an introductory course, earning a certificate or credential (documentation required when completed).

OJT Enrollment Process

Subrecipient Responsibilities

Step 1: Verify Eligibility

Subrecipient staff must verify that the individual is a resident of the San Joaquin Valley and associated counties and provide proof of identity. For a list of acceptable documentation, refer to: WSD-23-07 Eligibility for State Funded Grant Programs.

This also includes verifying participation in the training program, uploading documentation, and adding relevant training completion records and resume referrals to the participant's file.

Step 2: Enroll in the Good Jobs Challenge (GJC) (in accordance with the Statement of Work)

- Enter TUL 963 (local-funded grant code for GJC) in CalJOBS
- Create a 202 activity in CalJOBS, tied to TUL 963.

Step 3: Submit for OJT Placement

- Submit an OJT referral to the WIB Business Team for placement.
- Provide case management services.

Skills Gap Analysis and WorkKeys Exceptions

The WorkKeys assessment and Skills Gap Analysis may be waived for participants who have completed, or are near completion of, an introductory industrial program aligned with the OJT occupation; however, this should not be treated as an automatic exemption. Case-by-case consideration is required, with the option to conduct assessments when additional evaluation is needed. This flexibility reflects input from industry partners indicating that the primary gap is in hands-on experience rather than technical knowledge. All decisions must be supported by clear participant-specific justification, proper documentation, and a defined method for determining appropriate training length, ensuring the OJT focuses on developing practical, work-based skills.

The length of each OT will be set by BRS using a structured process that considers several factors, including the Partnership's recommended training hours or weeks for the occupation, input from the employer on job requirements and time needed to reach competency, and the participant's prior experience and skill level. For participants with no industry-specific experience, a standard baseline duration will be used and adjusted if needed based on employer feedback and progress. This approach ensures consistency while still allowing flexibility to meet individual training needs.

WIB Responsibilities

OJT Placement and Employer Engagement

WIB Business Resources Specialist (BRS) must follow the most current On-the-Job Training Policy and Procedures TUL 19-02 with the following exceptions:

- Wage Subsidy: The maximum reimbursement is 50% of wages.

- Skills Gap Analysis: The Skills Gap Analysis is not required since participants have completed or are in the process of completing training (verification must be provided).
 - Verification may include a certificate of completion, a resume referral from the training provider indicating the customer is still attending the program uploaded in the file, and a corresponding case note.
- WorkKeys Assessment: WorkKeys is not a requirement.
- Employer Eligibility: Businesses outside of Tulare County, but within the San Joaquin Valley and associated counties must be pre-approved by the WIB Deputy Director.

Develop OJT Agreement

- Identify employer for the industrial sector training.
- Submit a subsequent training request if applicable.
- Confirm employer eligibility and agreement to wage 50% reimbursement.
- Develop a Training Plan outlining job-specific skills.
- Add the activity code 301 OJT in the participant's CalJOBS file tied to applicable Adult or Dislocated Worker Grant.
- Update the IEP to include OJT as a training goal.
- Complete and obtain signatures on required WIB OJT Forms:
 - On-the-Job Training Agreement (WIB 24-11)
 - OJT Pre-Award Survey (WIB 24-13)
 - Training Plan (WIB 24-12)
- Submit completed forms for approval to the WIB Program Coordinator and Deputy Director of Operations.

OJT Management

- Confirm the OJT start date.
- Ensure the following:
 - All OJT documents must be uploaded to the participant's CalJOBS file.
 - All OJT hours must be tracked.
 - Collect and submit signed timesheets to the fiscal WIB for reimbursement.
 - Update CalJOBS records to track progress and changes.
 - Capture outcomes (e.g., job retention and wage increases).

Please direct questions regarding this memo to Monica Andrade, Business Services Coordinator, monica.andrade@tularewib.org or (559) 713-5200.

Thank you,



Jennie Bautista (May 8, 2026 23:53:03 PDT)

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