



WIB Policy Memorandum

Workforce Investment Board of Tulare County

Date: March 19, 2025

TUL PM 25-01

To: WIB Subrecipients
WIB Staff

Subject: Guidance for Economic Development Pilot Program On-the-Job Training

Purpose

This memo provides guidance on the implementation of On-the-Job Training (OJT) opportunities under the Economic Development (ED) Pilot program. This guidance is provided in addition to existing OJT policies and outlines specific considerations for the ED Pilot program.

Overview

The ED Pilot Project is a regional initiative under the Community Economic Resilience Fund (CERF) to provide On-the-Job Training (OJT) for six Good Jobs Challenge participants through August 31, 2025. These individuals have completed an introductory industrial maintenance course and need hands-on experience with an employer to refine their skills.

ED Pilot Eligibility Requirements

To qualify for an OJT under the ED Pilot Project, participants must:

- Be a resident of Tulare or Kings County.
- Be enrolled in the Good Jobs Challenge program.
- Be referred by a participating training provider partner.
- Have completed an introductory industrial course, earning a certificate or credential (documentation required).

OJT Enrollment Process

Step 1: Verify Eligibility

Subrecipient staff must verify Tulare or Kings County residency and proof of identity. For a list of acceptable documentation reference: [WSD-23-07 Eligibility for State Funded Grant Programs.](#)

Step 2: Enroll in the ED Pilot Project

- Enter TUL 965 (local-funded grant code) in CalJOBS.
- Create a 202 activity in CalJOBS, tied to TUL 965.
- Submit an OJT referral to the WIB Business Team for placement.

Step 3: Skills Gap Analysis and WorkKeys

If a referral has been verified to have successfully completed an industrial program that aligns with the occupation of the OJT opportunity, a WorkKeys assessment and Skills Gap Analysis waiver may be considered. This waiver is based on a curriculum review conducted by industrial sector partnership employers at Good Jobs Challenge (GJC) convenings, where businesses identified a skills gap primarily in hands-on training rather than technical skills. Since the industrial training program has been reviewed and validated by employers as meeting the necessary technical skills training, participants who have completed the program will be considered to have addressed the technical skills gap, making them eligible for the waiver.

The Subrecipient is responsible for:

1. Verifying Training Completion – Ensuring the participant has successfully completed a CTE training program that aligns with the occupation of the OJT opportunity.
2. Uploading Documentation – Providing evidence of training completion in the participant's file.
3. Submitting a Request – Completing and submitting a waiver [Request Form 24-05](#) to the WIB Training Services Coordinator to request a waiver for WorkKeys for the WIB's consideration. The form must include justification for the request, specifically confirming the participant's completion of training and the lack of work experience in the trained field.

Step 4: OJT Placement and Employer Engagement

WIB Business Resources Specialist (BRS) must follow the most current On-the-Job 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 industrial maintenance training (verification must be provided).

- WorkKeys Assessment: WorkKeys is not required if a waiver request form is submitted and approved as outlined above.
- If the participant is not co-enrolled in WIOA, the self-sufficiently level guidelines may be waived.
 - Case notes must indicate the waiver, current wages if applicable, and outline the justification for the OJT upgrade if the customer is currently employed.
- Employer Eligibility: Businesses outside Tulare County must be pre-approved by the Deputy Director.
- OJT Duration: OJTs will be a minimum 160 hours to a maximum 1,040 hours.

Step 5: Develop OJT Agreement

The WIB Business Resource Specialist (BRS) is responsible for:

1. Identifying an employer for industrial maintenance training.
2. Submitting second training request if applicable.
3. Confirming employer eligibility and agreement to wage reimbursement (50%, up to 1,040 hours).
4. Developing a Training Plan outlining job-specific skills.
5. Opening a 301 activity in CalJOBS (linked to TUL 965).
6. Updating the IEP to include OJT as a training goal.
7. Completing and obtaining 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)
8. Submitting completed forms for approval to the Training Coordinator and Deputy Director.
9. Confirming the OJT start date and providing guidance to the employer and participant.
10. Providing overall file management and ensuring compliance for the following:
 - All OJT documents must be uploaded to the participant's CalJOBS file.
 - All OJT hours must be tracked (max 1,040 hours).
 - Collect and submit signed timesheets to 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 Desiree Landeros, Workforce Services Program Coordinator, at DLanderos@tularewib.org.

Thank you,



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Executive Director

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