

PROGRAM SYSTEMS SECTION

P-1 Please provide a list of your ten required program elements, the availability of these elements in your local communities and the methods you or your contractors use to provide the opportunity of all 10 elements to each youth. Please include a list of non-WIA funded programs that deliver any of the WIA ten required program elements and which elements they provide. (20 CFR 664.410; TEGL 09-00;05-12; 33.12) In addition, please explain how staff or contractor staff coordinate case management with the listed entities that are providing any of the ten required program elements. Note: TEGL 33.12 states on page 7, “ETA recognizes that with declining resources it can be difficult to fund all WIA Youth program elements. However...rather, the WIA Youth program is intended to act as an intermediary, partnering with various publicly and privately funded organizations to ensure that all 10 youth program elements are available to all youth participants.” (Revised)

The youth WIA contractor staff coordinate services for participants, working directly with staff from other organizations and the youth. Systems and relationships are in place to help streamline processes for working together, coordinating resources, and aligning service plans to support youth as a cohesive team.

The 10 required program elements are mostly available in the community, and are provided by the following non-WIA funded program examples:

1. Structured opportunities to gain work experience: local businesses and partnering youth programs including Clackamas Community College, Providence Health Care Systems, Haggen Food and Pharmacy, Academy for Kids, WOAPE, and Bajio Grill.
2. Opportunities to assist in the completion of a high school diploma or GED: Clackamas Community College, Mt Hood Community College, 10 school districts throughout the region, Clackamas Web Academy, Oregon City Service Learning Academy, and Sandy Blended Learning Program.
3. Alternative education options: New Urban High School, Clackamas Middle College, Ackerman Center, Twilight School, PACE, Wilsonville Arts and Technology High School, plus the resources listed in #2.
4. Summer employment assistance: Assistance to secure employment mostly provided by WIA youth program, however, actual unsubsidized summer employment provided by area businesses such as Mt Hood Ski Bowl, Burgerville, Wilderness International, and Ant Farm.
5. Occupational skills training: provided by Clackamas Community College, Mt Hood Chiropractic, K and D Services of Oregon, Providence Health Care Systems, Job Corps
6. Leadership opportunities: some provided by youth WIA contractor, and many provided through community partners such as Clackamas Community College, Ant Farm, First Star, Independent Living Program, Tri-County School-to-Work Collaborative, Saturday Academy, Oregon Health and Sciences University

7. Supportive services: some provided by youth WIA contractor when other community resources are not available, but many supportive services provided by Clackamas County Social Services, Rent Well, Oregon Youth Authority, Clackamas County Juvenile Dept, Madonna Center, Annie Ross House, Love Inc, Clackamas Service Center, Clackamas County, area school districts and homeless liaisons, DHS, Independent Living Program, The Inn Home, and Housing Authority of Clackamas County, Voc Rehab
8. Structured adult mentoring: provided by Big Brother/Big Sister, Madonna Center, Home Safe, Squires
9. Comprehensive guidance and counseling: General guidance and education/employment counseling provided by youth WIA contractor and WorkSource Clackamas with community organization providing professional counseling services such as, Clackamas County Mental Health, NW Behavioral Health, Clackamas County Juvenile Department, Life Works, NW Family Services, Voc Rehab
10. Follow-up and support services for 12 months after completion of program activities: provided by youth WIA contractor and organizations listed above, as well as CASA of Oregon, and appropriate community agencies to support specific youth needs.

Every youth participant is advised of their right to receive access to all ten mandated program elements upon program entry. This language is included in the youth provider's program brochure, Participant Benefit handout, and Program Guide.

In addition, all of the youth provider's partners who provide services identify during the annual Funds Request process, whether they are directly providing or providing "Access to" all ten elements at their site. Partners agree to provide access to all Ten Required Elements by signing the youth provider's Youth Services Partnership Contract.

Please go to <http://www.clackamascareers.com/youth-providers/> to reference Region 15's youth program's forms and participant handouts.

P-2 Please demonstrate how achievements of performance measures that do not use wage records are documented:

- Youth – Placement in Employment or Education outcome in first quarter after exit quarter
- Youth – Attainment of a Degree or Certificate outcome by end of third quarter after exit quarter
- Youth – Literacy & Numeracy Gain outcomes

In addition, please provide a list of degrees/certificates that are tied to the above performance measure and the number earned so far in PY14 for each one listed.
(Revised)

PY 2013 response is still applicable. Amy Evans

All data that supports achievements of performance measures is entered into i-trac, the data management system that Region 15 uses to document performance. This information can be found in the Outcomes (Placement in Employment or Education and Attainment of a Degree or Certificate) and Assessments (Literacy & Numeracy) tabs in i-trac with pertinent backup information in the participant's hard copy file.

So far in PY 14, there has been one GED and one High School Diploma completed.

P-3 Does the program utilize the 5% window? If yes, describe the system used to monitor the percentage of non-income eligible youth enrolled in the youth program, and provide a hard copy the prior program year's report which demonstrates that no more than 5% of the youth enrolled during that year were non-income eligible. (20 CFR 664.220)

The program utilizes the 5% window on rare occasions. The program's current policy is that any request to enroll a non-income eligible youth must be pre-approved by the Program Coordinator and is documented during the eligibility verification process. Numerous factors are considered prior to granting approval, including the number of barriers experienced by the youth and the financial circumstances of the applicant. The Program Coordinator tracks the number of waivers granted.

Attached is a copy of the 5% window report for PY 2013.

State of Oregon - Department of Community Colleges and Workforce Development

Youth 5% Window Report

Workforce Investment Council of Clackamas County

Funding Streams: Youth (14-18), Youth (19-21)

Registered: 7/1/2013 to 6/30/2014

LWIA	Enrolled	Window	Percent	Not Eligible
Workforce Investment Council of Clackamas County	129	3	2.33 %	0
C-TEC Advisor	37	3	8.11 %	0
Canby HS	7	0	0.00 %	0
Clackamas	17	0	0.00 %	0
Estacada HS	2	0	0.00 %	0
Housing Authority of Clackamas County	6	0	0.00 %	0
Milwaukie HS	9	0	0.00 %	0
New Urban HS	11	0	0.00 %	0
OR City HS	3	0	0.00 %	0
Rex Putman HS	9	0	0.00 %	0
Sabin Skills Center	8	0	0.00 %	0
West Linn/Wilsonville HS	12	0	0.00 %	0
WOAPE	8	0	0.00 %	0
TOTAL	129	3	2.33 %	0

5% Window:

Low income = NO and one of the following barriers.

- School Dropout
- Basic Skills Deficient (BSD)
- Below Grade Level (BGL)
- Pregnant or Parenting
- Possess one or more Disabilities
- Ex-Offender
- Face Serious Barriers to Employment as Defined by Local Area

Federal Register /Vol. 64, No. 72 / Thursday April 15, 1999 / Rules and Regulations Subpart B Section 664.220

Low Income includes:

- TANF
- Poverty or 70% of the Lower Living Standard Income Level (LLSIL), 6 month period prior to application.
- Food Stamps
- Homeless or Runaway
- Foster Child

CCWD Policy 589-30.7, Lower Living Standard Income Level and Poverty Guidelines, 4/12/2012

P-4 Does the local board identify serious barriers to employment for youth for 5% waiver for over income youth? (20 CFR 664.220 (h)) If so, please provide a copy. (Revised)

No.

P-5 How are youth assessed to determine basic skill levels and categories of eligibility? What assessment tool is used? How are these results documented in the individual service strategy (ISS) if CASAS is used, please provide a list of certified staff members. (20 CFR 664.205; TEGL 33-12) (Revised)

For a detail description of assessments used go to the Assessment, Individual Service Plan & Goal Setting section in C-TEC's online Youth Services Handbook:
http://www.clackamascareers.com/media/uploads/youthservicesfolder/Youth_Services_Handbook_3-27-14.pdf

Staff members certified to administer CASAS include: Michele Murphy, Kemper Shrout, Jamie Adams, Jennie Young, and Molly Aleshire. In addition, almost all partners serving out-of-school youth are certified to administer CASAS. For partners that are not certified, they make appointments for their youth to test with certified staff.

POLICY #: P-05
TITLE: WIA Youth Program Eligibility

Issue Date: January 17, 2013



PURPOSE

To establish the local policy regarding the eligibility standards for the Workforce Investment Act (WIA) Title 1B Youth program in accordance with the WIA and State Policy Guidelines.

REFERENCES

- Workforce Investment Act of 1998 (WIA), as amended (29 U.S.C. 2801 *et seq.*) (<http://www.doleta.gov/USWORKFORCE/WIA/wialaw.pdf>);
- WIA Regulations, 20 C.F.R. Part 664 (<http://www.doleta.gov/usworkforce/wia/finalrule.pdf>)
- TEGL No. 46-11, *Announcement of the Workforce Investment Act (WIA) Youth Program Reference Tool* (http://wdr.doleta.gov/directives/attach/TEN/ten_46_11_acc.pdf)
- TEGL No. 46-11 Attachment WIA Youth Program Reference Tool (http://wdr.doleta.gov/directives/attach/TEN/ten_46-11att.pdf)
- TEGL 11-11, Change 2 Selective Service Registration Requirements http://wdr.doleta.gov/directives/attach/TEGL/TEGL_11-11_change2-Acc.pdf
- DOL ETA Youth Services http://www.doleta.gov/youth_services/
- Oregon Revised Statutes (ORS) ORS 660.300 - 660.364 <http://www.oregonlaws.org/ors/chapter/660>
- CCWD Policy 589-30.1 WIA Title IB Youth Participant Eligibility and File Content Standards <http://www.oregon.gov/ccwd/pdf/WIA1B/589-30.1.pdf>
- CCWD Policy 589-30.7 WIA Title IB Lower Living Standard Income Level and Poverty Guidelines <http://www.oregon.gov/ccwd/pdf/WIA1B/589-30.7.pdf>
- CCWD Policy 589-40.4 WIA Title IB Records Retention and Public Access <http://www.oregon.gov/ccwd/pdf/WIA1B/589-40.4.pdf>
- Americans with Disabilities Act of 1990, as amended. Sec.12102. Definition of disability <http://www.ada.gov/pubs/adastatute08.pdf>
- Stewart B. McKinney Homeless Assistance Act SEC. 103. [42 USC 11302] <http://www.hudhre.info/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>
- Workforce Investment Council Policy A-02 Record Retention, Maintenance, Disposition, Disclosure and Confidentiality <http://www.wicco.org/media/uploads/A-02RecordRetention.pdf>

DEFINITIONS:

Acceptable documents: Any document, or combination of documents, recognized by DOL/ETA or the state of Oregon, that can be used to validate required eligibility data elements.

Individual with a Disability

An individual with:

- a physical or mental impairment that substantially limits one or more major life activities,
- a record of such an impairment;
- or being regarded as having such an impairment that establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
- Being regarded as having such an impairment shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.
- Youth that have received treatment for alcohol and/or drug addiction are also considered disabled individuals under this definition.

Low Income Individual

An individual who:

- Receives, or is a member of a family that receives cash payments under a Federal, State, or local income-based public assistance program; **or**
- Received an income, or is a member of a family that received a total family income for the six-month period prior to application for the program that, in relation to family size, does not exceed the higher of:
 - The poverty line for an equivalent period; **or**
 - Seventy percent (70%) of the lower living standard income level
- Is a member of a household that receives (or has been determined within the 6 month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; **or**
- Qualifies as a homeless individual as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act; **or**
- Is a foster child on whose behalf state or local government payments are made; **or**
- Is an individual with a disability whose own income meets part 1 or 2 above, but who is a member of a family whose income does not meet such requirements.

POLICY:

It is the policy of the Workforce Investment Council to adopt and comply with WIA Title 1B law and applicable policies, regulations, definitions and guidelines in determining eligibility for service under WIA Title 1B.

ELIGIBILITY CRITERIA

To be eligible for WIA youth services a youth must be a United States citizen or non-citizen who is employment authorized by the Immigration and Naturalization Service;

- in compliance with the Selective Service Act as defined in WIA Section 189;
- between the ages of 14-21,
- low-income and have one or more of the following barriers:
 - is deficient in basic literacy skills;
 - is a school dropout;
 - is homeless, a runaway or foster child;

- is pregnant or parenting;
- is an offender; or
- requires additional assistance to complete an educational program, or to secure and hold employment (including youth with disabilities)
- Registered for Selective Service (if male and age 18 or older)
(NOTE: If a male turns 18 while a participant in a WIA Title 1-funded program, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive services as defined in TEGL 11-11, Change 2.)

ELIGIBILITY EXCEPTION:

Up to 5 percent of enrolled youth may be eligible without meeting the “Low Income Individual” definition but provided that they are within one or more of the categories listed below as identified by WIA section 129(c)(5) and 20 CFR 664.220:.

- is a school dropout;
- is deficient in basic skills, as defined in WIA section 101(4);
- is one or more levels below the grade level appropriate to the individual’s age;
- is pregnant or parenting;
- possesses one or more disabilities, including learning disabilities;
- is homeless or runaway;
- is an offender; or
- faces serious barriers to employment as identified by Workforce Investment Council.

DOCUMENTATION:

All eligibility documents must be maintained in the participant’s file in accordance with CCWD Policy 589-40.4 and Workforce Investment Council records retention Policy A-02. All files shall be made available for authorized review.

SERVICE PROVIDERS:

All contractors providing services under Workforce Investment Council WIA Title 1B are responsible for

- acquiring updates and following all applicable WIA Youth Program Eligibility law, policy, and guidelines
- providing appropriate WIA Youth Program Eligibility information and procedures to all staff working under the Workforce Investment Council contracts.

Approved:

 WICCO Board Chair

 Date

P-6 How does the objective assessment provided to each youth participant meet the requirements at Section 129 and include a review of the academic and occupational skill levels and service needs of each youth? (20 CFR 664.405; TEGL 33-12; 5-12) (Addition)

PY 2013 response is still applicable. Amy Evans

The objective assessment utilized with each youth participant meets the requirements of Section 129 by conducting a comprehensive interview process that includes the following:

- Completion of an Individual Service Plan
- CASAS testing
- School transcripts
- Individualized Education Plan (IEP) and 504 plans
- Other relevant plans that may be in place with another service provider (e.g. Drug Court Requirements, Transition and Case Plans, DHS case plans, parole and probation plans, etc.)

P-7 Does the program have a supportive services policy or incentive and stipends standards specific to youth? If yes, please provide a copy. In addition please include current incentive and/or stipend standards being used by your organization and/or contractors. (20 CFR 664.440 and Section 129 (c)(2)(G)) (Revised)

The Workforce Investment Council does not have a supportive services policy or incentive and stipends standards specific to youth. The youth program is expected to adhere to the attached Workforce Investment Council's general supportive services policy, P-08 (attached).

The youth WIA contractor has developed policies for Incentives and Stipends which are contained in the C-TEC Youth Services Program Handbook at :
http://www.clackamascareers.com/media/uploads/youthservicesfolder/Youth_Services_Handbook_3-27-14.pdf

Please see Incentives, pg. 54, and Subsidized Employment pg. 45-47.

Additionally, please see the Support Service section of the handbook on pg. 52.

POLICY #: P-08
Supportive Services

ISSUED: January 17th, 2013

PURPOSE:

Supportive services enable an individual to participate in WIA services and activities in order to transition to self-sufficiency.

REFERENCES:

- WIA Sections 101 (46), 129 (a)(4), 134 (d) and (e), 173, 181 (f)
- 20 CFR Parts 663.800 – 663.840
- CCWD 589-30.12

DEFINITIONS:

Supportive Services: Payments for services such as transportation, child care, books, and supplies necessary to enable an individual to participate in WIA activities.

POLICY:

Supportive services are allowable when they are necessary to enable eligible individuals to participate or remain in WIA Title 1 activities or to aid in obtaining, retaining, or advancing in employment. Supportive services may begin at registration and extend for one year after exit from the program as part of retention activities. Supportive services must be compatible with, and part of, the person's individual employment plan.

Supportive services are not an entitlement and will only be authorized after all other resources have been explored and are exhausted. Supportive services are only provided to individuals who are unable to obtain assistance through other programs which provide such services. WIA sub recipient staff will be familiar with community resources and will share these resources with participants to assist them in becoming self-sufficient.

Staff will explore, contact and/or exhaust all other resources prior to the issuance of WIA funded supportive services. Staff will document supportive services payments in the electronic case file, in addition to hard copy fiscal records, to ensure the reasonableness, allowability and allocability of the expenditure. Documentation must state what, when, for what time period, and why a product or service is required and provided.

Only the participant receiving the payment may sign a receipt of payment document (no spouses, family, etc). "Cash-like payments" (vouchers, gas cards, gift cards, etc.) may only be presented to the participant at the time of signature and may not be distributed via other means (electronic deposits, mail, etc). Checks made out directly to the vendor or participant may be distributed by other means with the endorsement of the check as documentation of receipt.

Supportive services may not be used for drug testing; child support; fines; citations; State or Federal income taxes owed; retribution; bad debts; reinstatement of driver's license if suspended for violation or fines; goods or services that are illegal under any Federal, State, local or municipal law or statute; tobacco products; and/or alcoholic beverages.



Approved:

Frank Wall

1/17/13

Workforce Investment Council's Board Chair

Date

P-8 Please provide copies of youth eligibility policies.

Please see attached P-05.

POLICY #: P-05
TITLE: WIA Youth Program Eligibility

Issue Date: January 17, 2013



PURPOSE

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- CCWD Policy 589-30.1 WIA Title IB Youth Participant Eligibility and File Content Standards <http://www.oregon.gov/ccwd/pdf/WIA1B/589-30.1.pdf>
- CCWD Policy 589-30.7 WIA Title IB Lower Living Standard Income Level and Poverty Guidelines <http://www.oregon.gov/ccwd/pdf/WIA1B/589-30.7.pdf>
- CCWD Policy 589-40.4 WIA Title IB Records Retention and Public Access <http://www.oregon.gov/ccwd/pdf/WIA1B/589-40.4.pdf>
- Americans with Disabilities Act of 1990, as amended. Sec.12102. Definition of disability <http://www.ada.gov/pubs/adastatute08.pdf>
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- Qualifies as a homeless individual as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act; **or**
- Is a foster child on whose behalf state or local government payments are made; **or**
- Is an individual with a disability whose own income meets part 1 or 2 above, but who is a member of a family whose income does not meet such requirements.

POLICY:

It is the policy of the Workforce Investment Council to adopt and comply with WIA Title 1B law and applicable policies, regulations, definitions and guidelines in determining eligibility for service under WIA Title 1B.

ELIGIBILITY CRITERIA

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- between the ages of 14-21,
- low-income and have one or more of the following barriers:
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 - is a school dropout;
 - is homeless, a runaway or foster child;

- is pregnant or parenting;
 - is an offender; or
 - requires additional assistance to complete an educational program, or to secure and hold employment (including youth with disabilities)
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 (NOTE: If a male turns 18 while a participant in a WIA Title 1-funded program, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive services as defined in TEGL 11-11, Change 2.)

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- is a school dropout;
- is deficient in basic skills, as defined in WIA section 101(4);
- is one or more levels below the grade level appropriate to the individual’s age;
- is pregnant or parenting;
- possesses one or more disabilities, including learning disabilities;
- is homeless or runaway;
- is an offender; or
- faces serious barriers to employment as identified by Workforce Investment Council.

DOCUMENTATION:

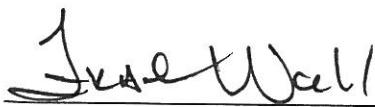
All eligibility documents must be maintained in the participant’s file in accordance with CCWD Policy 589-40.4 and Workforce Investment Council records retention Policy A-02. All files shall be made available for authorized review.

SERVICE PROVIDERS:

All contractors providing services under Workforce Investment Council WIA Title 1B are responsible for

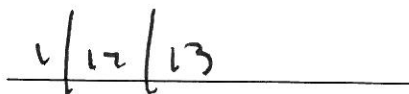
- acquiring updates and following all applicable WIA Youth Program Eligibility law, policy, and guidelines
- providing appropriate WIA Youth Program Eligibility information and procedures to all staff working under the Workforce Investment Council contracts.

Approved:



WICCO Board Chair

Date



P-9 Retired this element because it is redundant and overlaps element A-15 and P-6.

P-10 How is the need for intensive services documented in participant files? (20 CFR 663.160)

PY 2013 response is still applicable. Jan Filgas

The need for intensive services is first documented by a participant completing the WorkSource Oregon customer registration process as required by the State, which is considered a core level service in Oregon. This process is documented in the WOMIS at the State level. After the registration process is completed, staff meets with the participant and completes the process of documenting their eligibility for WIA. Hard copies of required eligibility elements are kept in locked file cabinets. Documentation data is entered by staff into the I-Trac data management system and is required prior to staff having the ability to provide and enter intensive level services to the participant and into the data management system.

The need for intensive and training level services is also documented in the participant's individual employment plan. This plan can be found in I-Trac data management system's participant file's case notes.

The plan includes a participant's:

- General work and education history
- Career exploration and assessments completed
- Employment goal
- Steps needed to take to reach goal
- Services needed to achieve goal
- Who will provide the services (resources explored and exhausted)
- Cost of those services and who will pay the costs
- Participant's responsibilities in carrying out the plan

P-11 Does each service office prominently display current EO notices and the EO Officer's name and contact information? (29 CFR 37.26)

















Yes.

P-12 Is program information available in languages other than English? Please provide samples.











PY 2013 response is still applicable. Jan Filgas

Yes. See attached.

Pacific Islands

- 120 **Aklan**  Aklanon 
Ituro mo ro atong hambae.
Magtawag kami et mag-interpretre.
- 127 **Fijian**  Kaivi. 
Dusia na nomu vosa.
Ena qai kacivi edua mi vakavaka dewa.
- 113 **Ilokano**  Ilokano 
Itudom iti saom.
Umayab kam iti interpretre.
- 50 **Indonesian**  Bahasa Indonesia 
Tunjukkan bahasamu.
Jurubahasa akan disediakan.
- 51 **Malay**  Bahasa Malaysia 
Tunjukkan yang mana bahasa anda.
Seorang jurubahasa akan diberitahu.
- 126 **Samoan**  Gagana Samoa 
Tusi lou 'a'ao i lau gagana.
O le a vala'auina se tasi e fa'amatala 'upu mo 'oc.
- 117 **Tagalog**  Tagalog 
Pakituro mo nga ang iyong wika.
Magpapatawag ako ng interpretre.
- 128 **Tongan**  Tonga 
Tuhiu kihe lea 'oku ke lea 'aki.
'E fetu'utaki kihe fakatonulea.

North America, South America, and Caribbean

- 58 **French**  Français 
Montrez-nous quelle langue vous parlez.
Nous vous fournissons un/e interprète.
- 129 **Haitian Creole**  Kreyòl Ayisyen 
Montre lang ou-a.
Yap voye chèche yon entèprèt.
- 144 **Navajo**  Diné 
Saad béé honisingíí nílá' bee bík'ídiitíííí.
Ata' halnéé' la' nábíchtí'í' hodooníí.
- 61 **Portuguese**  Português 
Aponie seu idioma.
Providenciaremos um intérprete.
- 60 **Spanish**  Español 
Señale su idioma.
Se llamará a un intérprete.

Language Identification Card

As a Language Line Services customer you have access to over-the-phone interpretation 24 hours a day, 7 days a week. Use this Language Identification Card in a face-to-face situation, to determine which language a person speaks. The Language ID Card lists the languages most frequently encountered in North America, grouped by the geographical region where they are commonly spoken.

- To use the Language ID Card efficiently, locate the geographical region where you believe the non-English speaker may be from. (Pacific Islands, Europe, etc.)
- Show the person the languages listed for that region. The message underneath each language says: "Point to your language. An Interpreter will be called."

Sample:

 English 
Point to your language.
An Interpreter will be called.

- Refer to your Quick Reference Guide (QRG) to access an interpreter through Language Line Services. In most cases, an interpreter is available within seconds.
- If you are unable to identify the language, our representative will help you.

Please note: Listing of languages within this card does not guarantee availability of interpreters in these languages. Language Line Services interpreters from English into more than 140 languages, only the most requested languages are listed here. This list is subject to change based upon demand.

Europe

- 70 **Albanian** Shqip 🇰🇷
Tregoni me gisht gjuhën që flitni.
Do të gjejmë një përkthyes për ju.
- 72 **Armenian** Հայերէս 🇰🇷
Ցոյց տուէ՛ք ո՞ր սէպ իզման է՛ր իւօւրը՝
դիմաւոր թարգմանիչ սր իւնչի տակը.
- 136 **Basque** Euzkera 🇰🇷
Zeure izkuntza atzamarragaz erakutzi.
Euzkeratzail bateri deituko deusagu.
- 69 **Bulgarian** Български език 🇰🇷
Посочте Вашия език.
Ние ще извикаме преводач за Вас.
- 132 **Catalan** Català 🇰🇷
Assenyali amb el dit el seu idioma.
Es truca a un intèrpret.
- 67 **Croatian** Hrvatski 🇰🇷
Molim Vas, pokažite nam Vaš jezik.
Zvat ćemo tumača za Vas.
- 63 **Czech** Český 🇰🇷
Ukažte, který je váš jazyk.
Zavoláme tlumočnicka.
- 55 **Danish** Dansk 🇰🇷
Peg på dit sprog.
En tolk vil blive tilkaldt.
- 56 **Dutch** Nederlands 🇰🇷
Wijs uw taal aan.
Wij zullen u een tolk geven.
- 77 **Estonian** Eesti Keel 🇰🇷
Näidake oma emakeelele.
Me muretseme teile tõlgi.
- 52 **Finnish** Suomi 🇰🇷
Osoittakaa teidän kielenne.
Tulkki kutsutaan autamaan teitä.
- 58 **French** Français 🇰🇷
Montrez-nous quelle langue vous parlez.
Nous vous fournirons un/e interprète.
- 57 **German** Deutsch 🇰🇷
Zeigen Sie auf Ihre Sprache.
Wir rufen einen Dolmetscher an.
- 71 **Greek** Ελληνικά 🇰🇷
Δείξτε ποιά γλώσσα μιλάτε και
θα κληθεί ένας διαμετρητής.
- 65 **Hungarian** Magyar 🇰🇷
Válassza ki az ön által beszélt nyelvet.
Kapcsoljuk a tolmácsot.
- 133 **Icelandic** Íslenska 🇰🇷
Bentu á þitt tungumál.
Það verður þringt í túlk.
- Italian** Italiano 🇰🇷
Faccia vedere qual è la sua lingua.
Un interprete sarà chiamato.
- 75 **Lithuanian** Lietuvių Kalba 🇰🇷
Parodyk savo kalbamą kalbą.
Vertėjas bus pakviestas.
- 68 **Macedonian** Makedonski 🇰🇷
Posočete molim Vaš jezik.
Ke vikame prevodilac Vas da doide.
- 54 **Norwegian** Norsk 🇰🇷
Pek på ditt språk.
En tolk vil bli tilkalt.
- 62 **Polish** Polski 🇰🇷
Proszę wskazać na swój język odczysty.
Tłumacz zostanie poproszony do telefonu.
- 61 **Portuguese** Português 🇰🇷
Aponte seu idioma.
Providenciaremos um intérprete.
- 66 **Romanian** Românește 🇰🇷
Indicați limba pe care o vorbiți.
Veți fi pus în legătură cu un interpret.
- 78 **Russian** Русский Язык 🇰🇷
Укажите, на каком языке Вы говорите.
Сейчас Вам вызовут переводчика.
- 148 **Serbian** Српски 🇰🇷
Molim Vas, pokažite nam Vaš jezik.
A ćemo tumača za Vas.
- 64 **Slovak** Slovensky 🇰🇷
Ukažte na vašu reč.
Zavoláme tlumočnicka.
- 60 **Spanish** Español 🇰🇷
Señale su idioma.
Se llamará a un intérprete.
- 53 **Swedish** Svenska 🇰🇷
Peka ut Ett språk.
En tolk kommer att tillkallas.
- 76 **Ukrainian** Українська Мова 🇰🇷
Покажіть, якою мовою ви говорите.
Зараз викличуть вам перекладача.
- 135 **Yiddish** ייִדיש 🇰🇷
פֿאַרשױבן זיך אָן אַז איר שפּראַך ווערט
גענוצט. אַזוי וועט איר אַרבעטן מיט אַ
פֿאַרשױבן.

India, Pakistan and Southwest Asia

- 84 **Bengali** বাংলা
জাৰনি তেনি চাৰাণু কৰা বনন - জানান ।
জাৰনাৰ তনাৰ ছতা একজন অনুৰাগক জাৰনে ।
- 85 **Bhojpuri** भोजपुरी
हैजाके पाएयासा का बा ?
रोजाकेत एगो दुपारिया बोलैकेत जाईत ।
- 83 **Gujarati** ગુજરાતી
તપાસી બાપા ઇશાચથી બતાવે.
તપાસ યાટે બાપાંતર કચાર બોલાવી ચપાશે.
- 82 **Hindi** हिन्दी
अपनी भाषा इसी से दिखाइये ।
आपके लिए दुपारिया बुलाया जाएगा ।
- 88 **Malayalam** മലയാളം
നിങ്ങളുടെ അമ്മയെ കാണിക്കുക.
അമ്മയ്ക്കു നമുക്കൊന്നൊന്നിട്ടുണ്ടെന്നതാണ്!
- 81 **Nepali** नेपाली
आफ्नो भाषा चिनाउनु होस् ।
तपाईंको भाषा बोल्ने व्यक्ति बोलाइने छ ।
- 80 **Punjabi** ਪੰਜਾਬੀ
ਆਪਣੀ ਬੋਲੀ ਇਸਦੇ ਨਾਮ ਦਾ ਹੈ ।
ਤੁਹਾਡੇ ਵਾਸਤੇ ਪੰਜਾਬੀ ਖੋਲ੍ਹਣ ਵਾਲਾ ਖੁਸ਼ੀਆਰ ਨਾਮੋਗਾ ।
- 89 **Sinhalese** සිංහල
මමේ නාමයෙහි වෙන්නේ මොවුන්.
සිංහල නමට නමක් තෙහෙක් නොතබා
- 137 **Tamil** தமிழ்
எந்த மொழியை இப்போதென நான் பேசுகிறேன் என்று சொல்லுங்கள். அது என்ன மொழியாகும்?
எந்தக் கல்யாணத்தை உங்களுக்கு வேண்டும் என்று சொல்லுங்கள்.
- 79 **Urdu** اُردو
آپ کون سی زبان میں بات کرنا پسند کریں گی؟
آپ کی مدد کیسے ہمیں کی ترجمان کو بلایا جائے گا.

Africa

- 27 **Amharic** አማርኛ
የዘዳገዳዎ የመስከተ
ለከተረጎማህ መግቢያ
- Arabic
أمرالي لبتك
رستادي الترمم حالا.
- 19 **Bambara** Bamanankan
i bolo da i fakan kan.
An benna kuma yelemabaga do wle.
- 58 **French** Français
Montrez-nous quelle langue vous parlez.
Nous vous fournirons un/e interprète.
- 22 **Hausa** Hausa
Niuna yàrenkà/yàrenki.
A à kira tafinata.
- 59 **Italian** Italiano
Faccia vedere qual è la sua lingua.
Un interprete sarà chiamato.
- 61 **Portuguese** Português
Aponte seu idioma.
Providenciaremos um intérprete.
- 141 **Portuguese Creole** Cabo Verdiano
Ponta pa bu lingua.
Un intrepeto ta ser chumado.
- 142 **Somali** Af Somali
Tilmaan afka aad ku hadasho.
Tarjumaan ayaa la wacayaaye.
- 26 **Swahili** Kiswahili
Onyesha lugha yako.
Tutamwita mtu atakayekufasiria.
- 28 **Tigrinya** ተገርኛ
ናብዳገገስ መስከተ
ተረጎማህ መግቢያ
- 20 **Wolof** Wolof
wan ñu sa laakk.
Negal dimaŋu la wutal ab tekkiikat.
- 21 **Yoruba** Yorùbá
Tòka si èdè rẹ.
A ó pẹ̀ ògbìfọ̀ wà.

ВНИМАНИЕ! ВЫ ИЩЕТЕ РАБОТУ?



*Пожалуйста, звоните:
Жосси Мажури*



971-673-6456

*Понедельник—Пятница
с 9:00 утра—12:00 дня*

МЫ МОЖЕМ ПОМОЧЬ ВАМ:

- ◆ Получить Профессию
- ◆ Пройти Специальные Курсы
- ◆ Получить Дополнительные Услуги
- ◆ Найти Работу

*Пожалуйста, звоните:
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*971-673-6456 Понедельник—Пятница
с 8:30 утра—12:00 дня*

*971,271-6467 Понедельник—Пятница
с 1:00 дня—5:00 вечера*

josiem@irco.org

Эта программа получает финансирование через WICCO от Министерства Труда

IRCO как работодатель и программа оказывает равноправные услуги. Дополнительные объявления и услуги предъявляются по требованию для людей с ограниченными возможностями. Для бесплатного звонка по Орегону наберите 711.

ATENCIÓN SOLICITANTES DE EMPLEO!



¿Usted tiene más de 18 años de edad?

¿Vive en el Condado de Clackamas ?

¿El Inglés no es su lengua native?



Nosotros podemos ayudarle con:

- ◆ Adelantamiento Profesional
- ◆ Oportunidades de Entrenamientos
 - ◆ Servicios de Apoyo
 - ◆ Búsqueda de Empleo

Póngase en contacto con:

Josie Majuri

971-271-6467 o 971-673-6456

josiem@irco.org

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ATENCION SOLICITANTES DE EMPLEO!



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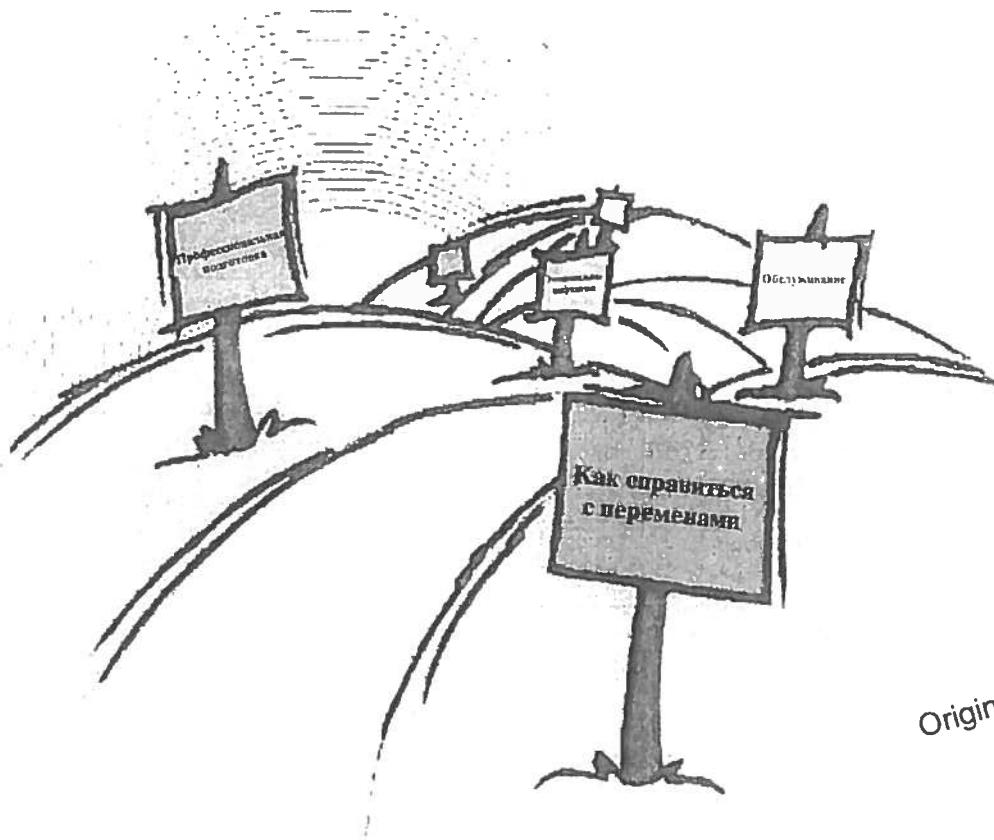
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Начнём сначала...

Руководство «по выживанию» для работников и их семей,
уволенных по инициативе администрации.



Original is a 27 page brochure.

Department of Community Colleges
and Workforce Development
255 Capitol Street NE
Salem, OR 97310-1600
503-378-8648
1-800-282-6514
TTY 1-800-735-2900
www.odccwd.state.or.us

Fecha de hoy: _____

Encuesta

Esta encuesta se distribuye para recopilar información sobre los servicios en que puedan interesarse los trabajadores de Hollywood Video mientras pasan la transición de sus puestos actuales. La información que usted proporcione es confidencial. Puede retirar la porción inferior con información personal y enviarla por separado si lo desea.

Sírvase ayudarnos a ayudarle mejor completando esta encuesta.

SÍRVASE marcar los 4 servicios que le interesan más:

- Solicitudes de empleo.**- Aprenda a completar solicitudes de modo que no le rechacen a la primera revisión.
- Habilidades básicas.**- Lectura, escritura y/o matemática, conversación y comprensión.
- Consejería vocacional o profesional.**- Hable con un profesional sobre sus opciones.
- Computadoras.**- Habilidades básicas en computadora o clases de software con Microsoft Office.
- Inglés como segundo idioma.**- Aprenda a hablar y escribir en inglés.
- Entrevistas.**- Prepare y practique para las entrevistas de empleo.
- Información del mercado laboral.**- Qué empleos están disponibles donde usted vive.
- Reempleo.**- Aprenda a acercarse a un empleador potencial y conseguir un nuevo empleo.
- Redacción de curriculum vitae.**- Aprenda a redactar el curriculum vitae para los empleos actuales.
- Búsqueda de empleo en Internet.**- Aprenda a utilizar Internet para encontrar su siguiente empleo.
- Identificación de habilidades.**- Aprenda a hablar con las habilidades que usted ya tiene.
- Actualización de habilidades.**- Aprenda a mejorar las habilidades laborales que usted ya tiene.
- Beneficios del seguro de desempleo.**- Presentación de reclamaciones, monto semanal de los beneficios, etc.
- Beneficios de veteranos.**- Aprenda sobre los beneficios específicamente diseñados para los veteranos.

La educación que tengo es: · 8° grado o menos · GED · Diploma de secundaria · Universidad incompleta · Escuela vocacional · Título AA · Título BA/BS (incluya especialidad) _____ · Maestría o superior _____

Empleador actual o más reciente: _____
Cargo del empleo: _____ Salario actual por hora (antes de impuestos): _____
Años empleados en empleo actual: _____ Fecha de cese: _____

× × × × × × × ×

Nombre: _____ Teléfono: _____ Tel. móvil: _____
Dirección: _____
Ciudad: _____ Estado: _____ Código postal: _____ Condado: _____
Correo electrónico: _____ Edad: _____

(Véase el reverso)

ANTES del cese/ cierre:

- Asistiría a talleres ofrecidos *en mi lugar de trabajo.*
- Asistiría a talleres *en la oficina del programa de trabajadores desplazados más cercanos.*

Asistiría a los siguientes talleres:

- Información sobre el modo de presentar una reclamación de seguro de desempleo y programas de capacitación
- Cómo completar las solicitudes para nuevos empleos
- Identificación de las habilidades que tengo y cómo compartir mis habilidades con los nuevos empleadores
- Habilidades y práctica para las entrevistas
- Asistencia en la redacción del curriculum vitae
- Información del mercado laboral

DESPUÉS del cese/ cierre:

- Existe más probabilidad de que elija buscar un nuevo empleo
- Existe más probabilidad de que explore opciones sobre la capacitación
- Considere la jubilación

La siguiente información podría ayudarme a mí o a mi familia:

- Asuntos familiares Asuntos de salud mental Seguro de salud
- Desarrollo y manejo de presupuesto Abuso de drogas/ alcohol Asuntos de deudas
- Planificación de jubilación Rehabilitación vocacional
- Cuidado de niños Transporte Asuntos legales Hipoteca, renta o servicios públicos

- ¿Está dispuesto a reubicarse? Dentro del estado Fuera del estado
- ¿Está usted en la escuela ahora? Sí No

¡Gracias por su colaboración!

Thành Phố: _____ Tỉnh/Bang: _____ Số Zip Code: _____ Quận: _____
Mã Chạy Thử Miễn Phí: _____ Tuổi: _____

(Xem Trang Sau)

TRƯỚC KHI SA THỬ/HÃNG ÑƯỜNG CỬA:

- Tôi muốn tham gia cuộc đua hoặc thử nghiệm cung cấp *tailor-made* việc của tôi.
- Tôi muốn tham gia cuộc đua hoặc thử nghiệm *tailor-made* chương trình *tailor-made* giúp nhân viên của tôi *tailor-made* nhất.

Tôi sẽ tham gia cuộc đua hoặc thử nghiệm sau đây:

- Thoảng tin về cách khai thác các thiết bị công nghiệp và các chương trình huấn luyện.
- Cách thức nhận đơn xin công việc mới
- Nhận biết các kỹ năng mà tôi có và cách thức chia sẻ các kỹ năng của tôi với các đồng nghiệp
- Các kỹ năng và thực hành phòng và
- Trồng giúp viết bản tài liệu (Sổ tay lý lịch)
- Thoảng tin về tổ chức việc làm

SAU KHI BỎ SA THỬ/HÃNG ÑƯỜNG CỬA:

- Chắc chắn tôi sẽ tìm một công việc mới
- Chắc chắn tôi sẽ tìm hiểu các lựa chọn về huấn luyện
- Cần nhắc việc nghề hữu

Thông tin về các vấn đề sau đây có thể giúp tôi hoặc gia đình tôi:

- Các Vấn Đề về Gia Đình
- Các Vấn Đề về Sức Khỏe Tâm Thần
- Bảo Hiểm Sức Khỏe
- Thiết lập và quản lý ngân sách
- Nghỉ Rời/Ma Tuỳ
- Các Vấn Đề về Nội Nhân
- Lập Kế Hoạch Nghề Hữu
- Phục Hồi Hộ Dụng Nghiệp
- Giỗ Tết
- Phòng Tiễn Ni Lai
- Các Vấn Đề về Pháp Lý
- Vay Tiền Trễ Nhà Ở, Thuê Nhà hoặc các vấn đề về Dịch Vụ Miễn Phí/Nỗ lực

- Bản có muốn chuyển đi nơi khác không? Trong phạm vi tiểu bang Ngoài tiểu bang
Hiện tại bản có đi học không? Có Không

*Chúng tôi cần thêm thời gian để nhận
bản thêm dữ kiện này!*

Ngày: _____

[Company Name]

Bạn tham dự y kiến này để cung cấp để thu thập thông tin về các dịch vụ mà các nhân viên tại [Company Name] có thể quan tâm khi các bạn thay đổi các vị trí công việc hiện tại của mình. Thông tin mà bạn cung cấp sẽ được giữ bí mật. Nếu muốn, bạn có thể tách rời phần cuối có thông tin cá nhân và gửi lại riêng (bản thân dự ý kiến này).

Xin vui lòng điền bản tham dự y kiến này để giúp chúng tôi trở lại giúp bạn hiệu quả hơn.

XIN HẪNH ĐÁU VÀO 4 DỊCH VỤ BẠN QUAN TÂM NHẤT:

- Nhận Xin Việc** – tìm hiểu cách thức nhận đơn xin việc để không bỏ lỡ trong quá trình sàng lọc đơn xin
- Các Kỹ Năng Cơ Bản** – đọc, viết, và/hoặc làm toán, nói và nghe
- Dịch Vụ Cố Vấn Về Nghề Nghiệp hoặc Hỗ trợ Nghiệp** – nói chuyện với một chuyên gia về các lựa chọn của bạn
- Sử Dụng Máy Nối Toán** – các kỹ năng cơ bản về máy nối toán hoặc các lớp hỗ trợ dẫn sử dụng các phần mềm như Microsoft Office
- Anh ngữ nói và Nghe** – hoặc nói và viết bằng tiếng Anh learn to speak and write in English
- Phóng vấn** – chuẩn bị và thực hành để chuẩn bị cho các buổi phỏng vấn việc làm
- Thông Tin và Trò chuyện Việc Làm** – các công việc nào hiện có sẵn tại nơi bạn cư trú what jobs are available where you live
- Nhiệm vụ** – tìm hiểu cách thức tiếp cận một hướng dẫn có thể nhận bạn vào làm việc và tìm kiếm công việc mới
- Viết Bản Tóm Tắt (Sổ Yêu Lưu Lỗi)** – hoặc cách viết một bản tóm tắt yêu để xin các công việc hiện có
- Tìm Việc Trên Mạng Internet** – hoặc cách thức sử dụng mạng Internet để tìm công việc tiếp theo
- Nhận Biết Kỹ Năng** – hoặc cách thức nói chuyện về các kỹ năng mà bạn đã có
- Nâng Cao Kỹ Năng** – hoặc cách thức nâng cao các kỹ năng làm việc mà bạn đã có
- Bảo Hiểm Thất Nghiệp** – khai trở cấp, số liên trở cấp hàng tuần v.v...
- Các Quyền Lợi của Cựu Chiến Binh** – tìm hiểu về các quyền lợi dành riêng cho cựu chiến binh

Trình độ học vấn của tôi là: Lớp 8 hoặc thấp hơn GED Bằng Toán Nghiệp Trung Học Vượt năm tại học Trường Hỗ trợ Nghiệp hoặc Đại học Bằng Cao đẳng Bằng Cựu Nhân Nghề Thụ Ái/Cựu Nhân Khoa Học (ghi cá nhân chuyển ngữ) _____ Bằng Tốt nghiệp hoặc cao hơn _____

Hàng số hiện tại hoặc hàng số mới này nhất: _____

Chức vụ công việc _____ Mức lương hiện tại tính theo giờ (trước khi trừ thuế) _____

Số năm đã làm công việc hiện tại: _____ Ngày bỏ sa thải: _____

x x x x x x x x x

Tên: _____ Số Năm Thoải: _____ Số Năm Thoải Di Nông: _____

Nơi Chạy: _____

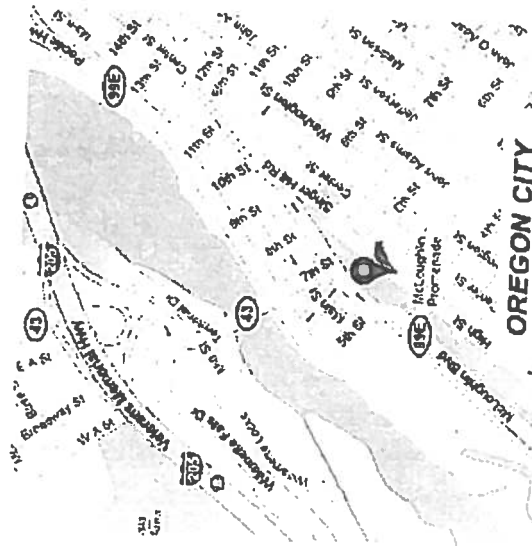


506 High Street
Oregon City, OR 97045
teléfono: (971) 673-6400
www.worksourceclackamas.org

WorkSource Clackamas provee:

- Ayuda para planear tu carrera
- Entrenamiento
- Servicios de empleo

¡Nuestros expertos de workforce preparan al trabajador para trabajos en alta demanda y los conectan con empleadores!



La avenida Molalla se convierte en la calle 7.
Doble a la izquierda en la calle Center.

Hay letreros indicando que el estacionamiento de WorkSource Clackamas esta detrás del edificio.

Lunes – viernes 8am – 5pm (12 a 1pm - Hay servicios limitados)



Solicitud de Empleo, Educación y Servicios de Capacitación

Para diligenciar esta solicitud por favor use un bolígrafo de tinta negra o azul

Escuela/Agencia:		Apellido	Nombre	Inicial 2º Nombre	
El suministro de su Número de Seguro Social es voluntario. Si lo suministra, su número se usará para mantener expedientes, hacer investigaciones y planificar. Su NSS no se divulgará al público general. Si decide no suministrar su NSS, no se le negará ninguno de los servicios proporcionados sólo bajo el Título 1B de la Ley de Inversión en Fuerza Laboral. <u>Por favor lea la declaración de revelación del NSS que describe cómo se usará su NSS.</u>					
Número de Seguro Social <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="checkbox"/> Negativa a Revelarlo			
Fecha de Nacimiento <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Edad Actual	Género <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino		
Idioma Nativo <input type="checkbox"/> Inglés <input type="checkbox"/> Español <input type="checkbox"/> Ruso <input type="checkbox"/> Otro, por favor especifique: _____					
Raza (Puede seleccionar más de una) <input type="checkbox"/> Indígena Americano o Nativo de Alaska <input type="checkbox"/> Asiático <input type="checkbox"/> Caucásico <input type="checkbox"/> Negro o Afro Americano <input type="checkbox"/> Nativo Hawaiano /Otro Isleño del Pacífico			Origen Étnico (opcional) <input type="checkbox"/> Hispano / Latino		
Estatus de Ciudadanía <input type="checkbox"/> Ciudadano de los Estados Unidos <input type="checkbox"/> Sin Ciudadanía Legal para Trabajar <input type="checkbox"/> Ninguno de los dos		Estatus de Veterano <input type="checkbox"/> Veterano <input type="checkbox"/> No Veterano	Estatus de Estudiante <input type="checkbox"/> Soy estudiante de escuela secundaria o un nivel inferior <input type="checkbox"/> Soy estudiante trabajando en mi GED (Grado Educativo General) <input type="checkbox"/> Soy estudiante universitario o de capacitación avanzada <input type="checkbox"/> No soy estudiante (desertor) <input type="checkbox"/> No soy estudiante (Culminé escuela secundaria o GED)		
Grado Más Alto /Educación Completada (marque una casilla) <input type="checkbox"/> Completé hasta el grado (enclerre sólo uno) 1 2 3 4 5 6 7 8 9 10 11 <input type="checkbox"/> Completé un año de Universidad <input type="checkbox"/> Completé mi GED <input type="checkbox"/> Obtuve Título de Escuela Secundaria <input type="checkbox"/> Completé 2 años de Universidad					
Estatus de Fuerza Laboral <input type="checkbox"/> Empleado <input type="checkbox"/> Desempleado <small>(Si es Desempleado, ¿recibe o ha recibido beneficios por desempleo? <input type="checkbox"/> Sí o <input type="checkbox"/> No)</small>			Estatus de Servicio Selectivo (Sólo hombres de 18 o más años) <input type="checkbox"/> Registrado <input type="checkbox"/> No Registrado <input type="checkbox"/> No Requiere Registrarse		
Dirección del domicilio			Ciudad	Estado	Código Postal
Dirección de Correo <input type="checkbox"/> Marque esta casilla si su dirección de correo es la misma de su domicilio			Ciudad	Estado	Código Postal
Números Telefónicos (por favor incluya el código de área) Casa: () Mensajes: () Celular: () Otro: ()					
Dirección de Correo electrónico			Número de Identificación Emitido por el Estado (Incluye tarjeta de identidad emitida por DMV, permiso o licencia de conducción)		
Características Económicas (Servicios de Asistencia Pública) Marque una de las siguientes casillas si aplica a usted o a alguien de su familia: <input type="checkbox"/> Asistencia General <input type="checkbox"/> Pell Grant <input type="checkbox"/> TANF <input type="checkbox"/> SSI <input type="checkbox"/> Asistencia a Refugiados <input type="checkbox"/> Estampillas de Alimentos en cualquier momento en los últimos 6 meses			Tamaño del Grupo Familiar (Incluyéndolo a usted)		Ingreso Familiar Semestral \$
Características Demográficas <input type="checkbox"/> Deficiente en Habilidades Básicas <input type="checkbox"/> Discapacidad (incluye discapacidades de aprendizaje) <input type="checkbox"/> Joven en Crianza <input type="checkbox"/> Joven Embarazada <input type="checkbox"/> Implicación en Justicia Juvenil <input type="checkbox"/> Hijo Temporal o en Protección del Estado <input type="checkbox"/> Asuntos de Drogas y/o Alcohol <input type="checkbox"/> Deserción Escolar <input type="checkbox"/> Indigente y/o Fugitivo <input type="checkbox"/> Padre Soltero <input type="checkbox"/> Cuidado para Niño con Carencias / Adulto Dependiente <input type="checkbox"/> Inglés Limitado <input type="checkbox"/> Otro (por favor especifique): _____					

El solicitante ha estado empleado en los últimos 6 meses: Sí o No Si respondió sí, especifique y escriba primero su empleo más reciente.

Empresa: _____ Cargo: _____
 Fecha Contratación: ____/____/____ Fecha Finalización: ____/____/____ Salario por Hora: \$ _____ Horas Semanales: _____
 Beneficios Sí o No

Empresa: _____ Cargo: _____
 Fecha Contratación: ____/____/____ Fecha Finalización: ____/____/____ Salario por Hora: \$ _____ Horas Semanales: _____
 Beneficios Sí o No

Contactos Alternativos

Por favor suministre dos contactos que sepan cómo comunicarse con usted en caso de que su(s) número(s) telefónico(s) esté(n) desactualizado(s).
Ambos contactos deben ser adultos que NO vivan en el mismo hogar del solicitante. Ejemplos abuelo, tía, tío, amigo de la familia, vecino, etc.

Nombre del Contacto (Apellido, Primer Nombre):	Nombre del Contacto (Apellido, Primer Nombre):
Número Telefónico: ()	Número Telefónico: ()
Relación:	Relación:

Revelación Publicitaria (por favor escriba sus iniciales en el renglón apropiado)

Sí _____ NO _____ otorgo permiso para que mi(s) (o el (los) de mi hijo, en caso de que sea menor) foto(s) o grabación (grabaciones) de video y nombre aparezca(n) en publicidad diseñada con el propósito de informar a las agencias administrativas federales, estatales y locales y a la comunidad sobre las actividades y programas de C-TEC Youth Services.

Certifico que esta información es cierta según mi mejor saber y entender. Sé que esta información será revisada y verificada y acepto suministrar documentos para apoyar esta solicitud. Estoy enterado de que si resulto inelegible después de la afiliación no se me permitirá continuar en el programa y puedo ser responsable de reembolsar a C-TEC el costo de los servicios que yo reciba. Autorizo a Clackamas Technical Education Consortium a compartir esta información como sea necesario para determinar mi elegibilidad para el programa y ayudarme a conseguir empleo. También autorizo al Departamento de Servicios Sociales a revelar esta información a C-TEC Youth Services para verificar la elegibilidad para los servicios de C-TEC. Al firmar debajo, reconozco que al solicitar los servicios estoy otorgando permiso para que el Clackamas Technical Education Consortium use mi Número de Seguro Social y los expedientes relacionados de acuerdo con sus normas, como se indica en el anexo "Derechos y Responsabilidades del Solicitante". También reconozco que he recibido y entiendo la declaración de Igualdad de Oportunidades y los procedimientos de quejas como están incluidos en "Derechos y Responsabilidades del Solicitante."

Firma del Solicitante: _____ Fecha: ____/____/____

Firma del Padre / Tutor: _____ Fecha: ____/____/____
 (Si el solicitante es menor de 18 años)

Para Uso Únicamente de la Agencia Escolar

(site provider MUST complete this section)

Keep appropriate documentation copies and the original application in the applicant's file.

Verified Social Security Number:
 No, applicant refused to disclose
 Social Security Card
 Social Security Administration Records
 School Records
 Agency Records (source: _____)

DOB Documentation (Age is between 14 and 21):
 Birth Certificate/Hospital Record of Birth
 Government Issued Photo ID
 Agency Records (source: _____)
 School Records
 Other (specify: _____)

Citizenship/Legal to Work Documentation :
 US Birth Certificate
 US Passport
 Naturalization Certificate
 Alien Registration Card indicating Right to Work
 Government Issued Photo ID & Social Security Card
 School Records (born in USA)
 Agency Records (source: _____)

Selective Service Registrant (Males age 18 and above):
 Not Required to Register (Female or Male under age 18)
 Selective Service Registration Card
 Registration verification printout from website
 Acknowledgement Letter

Comments: _____

Demographic/Economic Characteristic Documentation (check all that apply):

Characteristic	List Verification Method
<input type="checkbox"/> Basic Skills Deficient	_____
<input type="checkbox"/> Disability	_____
<input type="checkbox"/> Juvenile Justice Involvement	_____
<input type="checkbox"/> Foster Child	_____
<input type="checkbox"/> Pregnant Youth	_____
<input type="checkbox"/> Parenting Youth	_____
<input type="checkbox"/> Single Parent	_____
<input type="checkbox"/> School Drop Out	_____
<input type="checkbox"/> Homeless and/or Runaway	_____
<input type="checkbox"/> Drug and/or Alcohol Issues	_____
<input type="checkbox"/> Lacks Child or Adult Dependent Care	_____
<input type="checkbox"/> Limited English	_____
<input type="checkbox"/> Public Assistance:	_____
<input type="checkbox"/> Other:	_____

Address and Family Size Documentation:
 Applicant Statement
 Homeless; Applicant Statement
 Agency Records (source: _____)
 Lease/Landlord Statement
 Other (specify: _____)

Family Income Documentation:
 Check Stubs
 Benefits Letter
 Employer Letter
 W2 Form
 Agency Records (source: _____)
 Telephone or Email Verification (source: _____)
 Applicant Statement (zero or very little income)

Eligible Not Eligible (please comment)

I certify the documentation checked above was reviewed and verified to support this application and determine eligibility to the best of my ability. I have appropriate copies of documentation included in the applicant's file.

Eligibility Determined by Site Provider (signature): _____ Eligibility/Interviewer Date: ____/____/____

Reviewed by C-TEC Staff (signature): _____ Review Date: ____/____/____



C-TEC WIA YOUTH SERVICES

DERECHOS Y RESPONSABILIDADES DEL SOLICITANTE

I. Declaración de Revelación del Número de Seguro Social

El suministro de su Número de Seguro Social es voluntario. Si lo suministra, su número se usará para mantener expedientes y efectuar investigaciones y planificación. Su Número de Seguro Social no se divulgará al público general. Si decide no suministrar su Número de Seguro Social, no se le negará ninguno de los servicios proporcionados sólo bajo el Título 1B de la Ley de Inversión en Fuerza Laboral. Suministrar su Número de Seguro Social significa que usted conciente que el número se use en la manera descrita a continuación.

Las leyes estatales y federales protegen la privacidad de sus expedientes. La Ley de Inversión en Fuerza Laboral (WIA) es una ley federal que crea un sistema para los servicios de capacitación y empleo. Al combinar los servicios de capacitación y empleo, usted recibe un mejor servicio.

Las reglas estatales (OAR 151-020-0065) autorizan al Clackamas Technical Education Consortium (C-TEC) a solicitar que usted suministre voluntariamente su Número de Seguro Social para que sea usado en los siguientes propósitos:

- Como un número de identificación en el mantenimiento de los expedientes, y
- Como un número de identificación para recolectar información que se usará en la evaluación y planificación del programa, según lo exigido por la ley estatal y federal.

El Número de Seguro Social que usted suministre podría ser compartido y usado por C-TEC y otras organizaciones autorizadas a usar dicha información para las siguientes leyes federales y estatales:

- WIA secciones 136, 185 y 188 (29 USC 2871, 2935 y 2938)
- ORS 285A.455 y 285A.461

Cuando usted permite que C-TEC use su Número de Seguro Social, otros documentos que tenemos con su NSS en ellos pueden ser usados para los mismos propósitos establecidos arriba.

Al solicitar estos servicios, usted está otorgando permiso para que el Clackamas Technical Education Consortium use su Número de Seguro Social y los expedientes relacionados, en el Sistema de Información Compartida. (La autoridad para que su Número de Seguro Social sea usado por el Sistema de Información Compartida está dada en la Regla Administrativa de Oregon #123-70-240 (3) (d) y las Leyes de Oregon 1993, Capítulo 765, Sección 19a (3)). El Sistema de Información Compartida recolecta información de organizaciones en Oregon que proporcionan capacitación y servicios a la fuerza laboral. Esta información es resumida y usada por esas organizaciones y la legislatura con el fin de analizar y mejorar los programas para la fuerza laboral de Oregon. Ningún tipo de información, que pudiera identificarlo a usted o a otra persona, es entregado por el Sistema de Información Compartida. Además, la información generada por el Sistema de Información Compartida no se usará para tomar ninguna decisión ni para emprender acción alguna que pudiera afectar directamente a cualquier persona.

II. Igualdad de Oportunidades es La Ley / Declaración de Ausencia de Discriminación

C-TEC Youth Services y sus contratistas son Programas con Igualdad de Oportunidades y están comprometidos a proporcionar servicios de calidad a la fuerza laboral. Para C-TEC Youth Services es contra la ley, y sus contratistas tienen prohibido, discriminar con base en los siguiente: raza, color, religión, sexo, origen nacional, edad, expedientes juveniles suprimidos, discapacidad, relación familiar, afiliación política, creencia o asociación personal; y discriminar contra cualquier beneficiario de los programas apoyados financieramente bajo el Título I de la Ley de Inversión en Fuerza Laboral promulgada en 1998 (WIA), con base en la ciudadanía /estatus del beneficiario como inmigrante legalmente admitido y autorizado para trabajar en los Estados Unidos, o su participación en cualquier actividad o programa apoyado financieramente por el Título I de WIA. C-TEC Youth Services y sus contratistas no pueden discriminar en ninguna de las siguientes áreas: decidir quién será admitido o tendrá acceso a cualquier actividad o programa apoyado financieramente por el Título I de WIA; ofrecer oportunidades en, o tratar a cualquier persona con respecto a, dicho programa o actividad; o tomar decisiones de empleo en la administración de, o en relación con, dicho programa o actividad.



Si usted considera que ha estado sujeto a discriminación por parte de C-TEC Youth Services o sus contratistas, tiene una queja sobre los servicios de capacitación o empleo que recibe mientras se encuentra en cualquier programa o actividad de C-TEC WIA Youth Services, o está enterado de violaciones a las leyes federales, estatales o locales por parte de C-TEC Youth Services o sus contratistas, tiene derecho a presentar una queja. En caso de que usted presente una queja, C-TEC Youth Services trabajará para resolver el problema. Usted no será sancionado de ninguna manera por presentar una queja.

III. Procedimiento General para Quejas

Usted debe estar enterado de los procedimientos a su disposición antes de presentar una queja formal. Esto no le impide que presente una queja formal ante C-TEC Youth Services o ante la agencia estatal o federal apropiada, aunque con frecuencia puede ser muy útil para resolver con prontitud un problema.

- Primero, manifieste su problema a su asesor de servicio, supervisor del sitio de trabajo, maestro del salón de clase o supervisor del lugar de capacitación.
- Si no puede resolver el asunto en un tiempo razonable, llame a C-TEC Youth Services al 503-657-594-3964 y hable con el personal de quejas de C-TEC Youth Services.
- Si el personal de C-TEC Youth Services no puede negociar una solución para usted o usted no queda satisfecho con los resultados, puede solicitar una reunión con el personal de quejas de C-TEC Youth Services.
- Si no está conforme con los resultados de este proceso, puede presentar una queja formal por escrito. Debe presentar la queja en el curso de un año a partir de la ocurrencia del problema, a menos que su queja sea sobre fraude o actividad delictiva para lo cual no hay límite de tiempo. Los procedimientos, requisitos y contactos para quejas formales están disponibles por solicitud con el personal de quejas de C-TEC Youth Services.

IV. Qué Debe Hacer Si Considera Que Ha Sufrido Discriminación

Si usted considera que ha estado sujeto a discriminación bajo una actividad o programa apoyado financieramente por el Título I de WIA, puede presentar una queja en el curso de 180 días a partir de la fecha de la supuesta violación, ya sea ante: el Funcionario de Igualdad de Oportunidades del Concejo de Inversión en Fuerza Laboral del Condado de Clackamas (WICCO); o ante el Director, Centro de Derechos Civiles (CRC), Ministerio de Trabajo de los Estados Unidos, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

Si usted presenta su queja ante el WICCO, debe esperar hasta que el WICCO emita por escrito una Notificación de Acción Final, o hasta que hayan pasado 90 días (lo que suceda más pronto), antes de presentarla ante el Centro de Derechos Civiles (vea la dirección más adelante).

Si el WICCO no le entrega por escrito una Notificación de Acción Final en el curso de 90 días a partir de la fecha en que usted presentó su queja, no tiene que esperar a que el WICCO emita esa Notificación Final para presentar una queja ante el CRC; sin embargo, debe presentar su queja ante CRC en el curso de 30 días después del plazo de 90 días (en otras palabras, en el curso de 120 días después del día en que usted presentó su queja ante el WICCO).

Si el WICCO le entrega por escrito una Notificación de Acción Final sobre su queja, pero usted queda insatisfecho con la decisión o resolución, puede presentar una queja ante el CRC. Usted debe presentar su queja ante el CRC en el curso de 30 días a partir de la fecha en que recibió la Notificación de Acción Final.

PARA INFORMACIÓN O PARA PRESENTAR UNA QUEJA DE DISCRIMINACIÓN, COMUNÍQUESE
CON:

Workforce Investment Council of Clackamas County
EO Officer / Bridget Dazey
365 Warner Milne Rd, Suite 202
Oregon City, OR 97045
(503) 657-1727
Oregon Relay: 711

Socios de los Servicios para Jóvenes de C-TEC

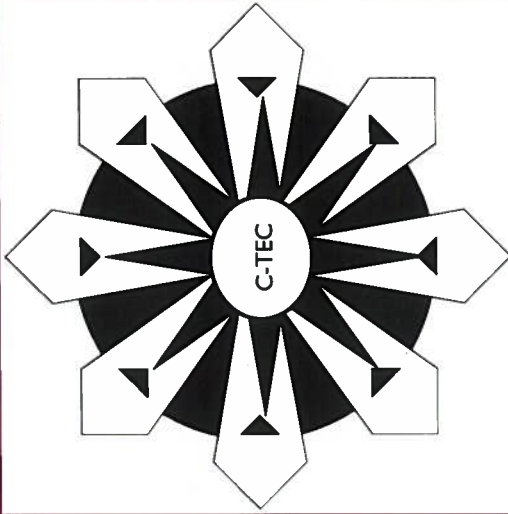
- Clackamas Community College
- Secundarias del Condado de Clackamas
- Departamento Juvenil del Condado de Clackamas
- Distrito de Servicios de Educación de Clackamas
- Soluciones para la Comunidad para el Condado de Clackamas
- Departamento de Servicios Humanos
- Employment Made Possible
- First Star Productions
- Agencia de Vivienda del Condado de Clackamas
- Programa de Vivienda Temporal Springwater
- McCauley Potter Fain Associates



Los Servicios para Jóvenes de C-TEC son patrocinados por el Consejo de Inversión Workforce del Condado de Clackamas (WICCO, por su sigla en inglés). Ayudas y servicios auxiliares están disponibles para individuos con discapacidades si los solicitan. Programas de Oportunidad para Igualdad en el Empleo

Servicios para Jóvenes de C-TEC

Una colaboración para apoyar a la juventud para que desarrollen habilidades para la fuerza de trabajo de hoy



www.clackamascareers.com

Teléfono: !

(503) 594-3959

SERVICIOS PARA JOVENES C-TEC

19600 Molalla Avenue
McLoughlin Hall 113
Oregon City, OR 97045

Teléfono: 503-657-6958 x5033
Oregon Relay 711
Fax: 503-722-5868

E-mail: ctecyouthservices@clackamas.edu



Acerca de los Servicios para Jóvenes C-TEC

Los proveedores de Servicios para Jóvenes del Consorcio de Educación Técnica de Clackamas (C-TEC, por su sigla en inglés) trabajan individualmente con los jóvenes para identificar necesidades educacionales o de entrenamiento, determinar intereses, y poner metas para el avance. Basándose en sus necesidades, intereses y metas, los jóvenes participan en alguna(s) de las siguientes actividades:



- Experiencia de trabajo con y sin paga.
- Oportunidades académicas para ayudar a completar un diploma de secundaria o un GED
- Opciones alternativas de educación
- Empleo en el verano
- Entrenamiento en habilidades ocupacionales
- Oportunidades de liderazgo
- Servicios de apoyo
- Consejería de parte de un adulto
- Orientación y consejería completa
- Servicios de apoyo y seguimiento por 12 meses después de haber completado las actividades del programa

Requisitos de Elegibilidad

El joven debe:

- Ser residente del Condado de Clackamas
- Tener de 16 a 21 años de edad
- Ser elegible legalmente para trabajar en los Estados Unidos
- Ser elige económicamente
- Estarse enfrentando a una barrera para conseguir empleo o para lograr éxito académico

Ejemplos de Servicios

Los Servicios para Jóvenes de C-TEC trabajan para satisfacer las necesidades individuales del joven a través de la planeación completa del caso; sin embargo, a todos los participantes del C-TEC se les ofrecen oportunidades variadas. Algunos ejemplos incluyen:



Entrenamiento de Habilidades Ocupacionales

Los Servicios para Jóvenes C-TEC coordinan una amplia selección de oportunidades de entrenamiento que

permiten que los jóvenes puedan obtener habilidades a nivel de entrada en varias industrias. Algunos ejemplos: Servicio al Cliente, CPR/Primeros Auxilios, Introducción a las Artes Culinarias, Asistente para Spa, Señalización en Tráfico y Conducir Montacargas, y Entrenamiento para Asistente Quiropráctico.

Employment Made Possible (EMP)

EMP ofrece un laboratorio semanal de empleo para jóvenes, asistencia para registrarse en la base de datos de empleo iMatch, apoyo en búsqueda de trabajo y asistencia con curriculum vitae / hojas de vida, entre otros servicios.

Summer Youth Academy (SYA)

SYA le ofrece al joven inscrito en C-TEC un programa de entrenamiento de ocho semanas que incluye habilidades básicas de preparación para el trabajo, entrenamiento en un campo en particular, y oportunidades y asistencia de trabajo en el verano.



eSchool

Los Servicios para Jóvenes C-TEC coordinan con varias secundarias del área para ofrecer un plan de estudios basado en el Internet como una alternativa para que el joven reciba créditos para secundaria, obtenga diplomas de secundaria, y se prepare para las pruebas del GED.

SERVICIOS PARA JOVENES C-TEC

19600 Molalla Avenue
McLoughlin Hall 113
Oregon City, OR 97045

Teléfono: 503-657-6958 x5033
Oregon Relay 711
Fax: 503-722-5868
E-mail: ctacyouthservices@clackamas.edu



Заявление на услуги по трудоустройству, обучению и подготовке

***Просьба использовать ручку с синими или черными чернилами для заполнения этого заявления и не применять корректирующую жидкость

Школа/Агентство:	Фамилия	Имя	Инициал второго имени
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Предоставление вашего номера социального обеспечения (SSN) является добровольным. Если вы его предоставите, он будет использоваться для ведения документации, ведения поиска и планирования. Ваш номер социального обеспечения не будет передаваться широкой публике. Если вы решите не давать ваш номер социального обеспечения, вам не откажут ни в каких услугах, оказываемых только в рамках Титула 1В Закона об инвестициях для трудовых ресурсов. Просьба прочитать форму заявления с раскрытием информации о номере социального обеспечения, в котором описывается то, как будет использоваться ваш номер социального обеспечения.

Номер социального обеспечения - - Отказываюсь сообщить

Дата рождения <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Возраст на сегодняшний день /	Пол <input type="checkbox"/> М <input type="checkbox"/> Ж
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Основной язык
 Английский Испанский Русский Другое, просьба указать:

Раса (можете выбрать больше одного пункта) <input type="checkbox"/> Не раскрывается <input type="checkbox"/> Американский индеец или уроженец Аляски <input type="checkbox"/> Азиат <input type="checkbox"/> Белый <input type="checkbox"/> Американец африканского происхождения <input type="checkbox"/> Уроженец Гавайев/Житель других о-ов Тихого Океана	Национальность (по желанию) <input type="checkbox"/> Испанец / латиноамериканец
--	--

Гражданство <input type="checkbox"/> Гражданин США <input type="checkbox"/> Не гражданин с разрешением на работу <input type="checkbox"/> Ни то, ни другое	Бывший военнослужащий <input type="checkbox"/> Да <input type="checkbox"/> Нет	Учебный статус <input type="checkbox"/> Учащийся: учится в старших классах школы или ниже <input type="checkbox"/> Студент: учится в колледже или на продвинутом курсе обучения <input type="checkbox"/> Учащийся: учится на подготовительных занятиях для получения диплома об общеобразовательной подготовке (GED) в: <input type="checkbox"/> Не учащийся: имею диплом, модифицированный диплом или диплом GED <input type="checkbox"/> Не студент: я не зачислен в учебное заведение
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Законченный класс/образование (отметьте одну клетку)

Закончил по следующий класс (обведите одно) 1 2 3 4 5 6 7 8 9 10 11 Имею диплом об окончании средней школы Окончил 1 год обучения в колледже
 Получил свой диплом GED Окончил 2 года обучения в колледже

Текущий рабочий статус <input type="checkbox"/> Работаю <input type="checkbox"/> Не работаю <input type="checkbox"/> Раньше не работал Получаете сейчас или получали раньше пособие по безработице? <input type="checkbox"/> Нет <input type="checkbox"/> Да	Воинская повинность (Только для мужчин в возрасте 18 лет и старше) <input type="checkbox"/> Зарегистрирован <input type="checkbox"/> Не зарегистрирован *Должен зарегистрироваться, чтобы соответствовать требованиям. Зайдите на сайт www.sss.gov , чтобы зарегистрироваться
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Домашний адрес	Город	Штат	Почтовый индекс
Почтовый адрес (если иной, чем указанный выше)	Город	Штат	Почтовый индекс

Номера телефонов (просьба включить код города)
Основной: () Сотовый: () Другой: ()

Адрес электронной почты

ПАРАМЕТРЫ СООТВЕТСТВИЯ ТРЕБОВАНИЯМ: Просьба отметить все параметры, которые касаются МОЛОДОГО КАНДИДАТА. Может потребоваться подтверждение.

<input type="checkbox"/> 1. Инвалидность (включая физическую инвалидность, пониженную обучаемость и психические болезни) <input type="checkbox"/> 2. Проблемы с употреблением наркотиков и (или) алкоголя <input type="checkbox"/> 3. Кандидат является родителем-опекуном <input type="checkbox"/> 4. Убежавший из дома <input type="checkbox"/> 5. Бездомный <input type="checkbox"/> 6. Приемный ребенок (без усыновления)/на попечении государственных органов <input type="checkbox"/> 7. В семье, получившей продовольственные талоны в любое время за последние шесть месяцев <input type="checkbox"/> 8. В семье, получающей временную помощь нуждающимся семьям (TANF) <input type="checkbox"/> 9. В семье, получающей дополнительный доход по социальному обеспечению (SSI) <input type="checkbox"/> 10. Помощь беженцам <input type="checkbox"/> 11. Лишенный основных умений и навыков (ниже уровня знаний 9-го класса согласно задокументированному факту по официальному оценочному) <input type="checkbox"/> 12. Кандидат бросил школу или не посещал школу длительный период времени	<input type="checkbox"/> 13. Ограниченное владение разговорным английским языком, чтение и понимание <input type="checkbox"/> 14. Беременная <input type="checkbox"/> 15. Вовлечен(-а) в уголовное судопроизводство (как несовершеннолетний или взрослый) <input type="checkbox"/> 16. Кандидат имеет родителя, сидящего в тюрьме <input type="checkbox"/> 17. Нуждается в дополнительной помощи для выполнения учебного плана (отметьте внизу) <input type="checkbox"/> Считается "имеющим риск бросить школу" работником школы <input type="checkbox"/> Имеет основной средний академический балл (GPA), составляющий 1,5 или ниже <input type="checkbox"/> Не зачислен сейчас в школу и не имеет диплом об окончании школы или GED <input type="checkbox"/> Не хватает, как минимум, 2 зачета школы, чтобы быть на уровне этапа обучения <input type="checkbox"/> 18. Нуждается в дополнительной помощи для устройства на работу (отметьте внизу) <input type="checkbox"/> Никогда не работал(-а) <input type="checkbox"/> Был уволен(-а) в течение последних 12 месяцев <input type="checkbox"/> Никогда не удерживался на работе на полную ставку дольше 13 недель <input type="checkbox"/> 19. Другое (укажите):
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ВЕЛИЧИНА СЕМЬИ: Обратитесь к "Параметрам соответствия требованиям" сверху. Следуйте инструкциям внизу, чтобы определить величину своей семьи.

<input type="checkbox"/> Если вы отметили любые параметры соответствия требованиям с 1 по 4, то величина вашей семьи равняется: Кандидат + супруг(-а) кандидата + иждивенцы кандидата (дети или взрослые)	Величина семьи:
<input type="checkbox"/> Если вы отметили любые параметры соответствия требованиям ТОЛЬКО с 5 по 19, то величина вашей семьи равняется: Кандидат + любые лица в семье кандидата, являющиеся родными по крови, браку или решению суда	

ДОХОД СЕМЬИ ЗА 6 МЕСЯЦЕВ: Обратитесь к "Величине семьи" и "Параметрам соответствия требованиям" сверху. Следуйте инструкциям внизу, чтобы определить свой доход семьи за 6 месяцев.

Если вы выбрали **ПОЧТИ** параметры соответствия требованиям с 5 по 19, то вы автоматически удовлетворяете экономическим | Доход семьи за 6 месяцев

Альтернативные контактные лица Просьба предоставить два контактных лица, которые будут знать, как с вами связаться, если ваш номер(-а) телефона(-ов) устареют. Оба контактные лица должны быть взрослыми, НЕ проживающими по тому же адресу, по которому живет кандидат. Несколько примеров включают дедушку или бабушку, тетю, дядю, друга семьи, соседа и т.д.	
Имя и фамилия контактного лица: Номер телефона: () Кем приходится:	Имя и фамилия контактного лица: Номер телефона: () Кем приходится:

Я подтверждаю, что, насколько мне известно, эта информация является верной. Я знаю, что эта информация будет рассмотрена и проверена, и я соглашаюсь представить документы в поддержку этого заявления. Я знаю, что если после зачисления в программу будет установлено, что я не соответствую требованиям, мне не будет разрешено продолжать находиться в программе, и с меня могут потребовать возместить ассоциации С-ТЕС стоимость полученных мною услуг. Я даю разрешение Службе для молодежи делиться этой информацией при необходимости, с целью определения моего соответствия требованиям на участие в программе и оказания мне помощи в получении трудоустройства. Я также даю разрешение департаменту социальных услуг Орегона (Oregon Department of Human Services) передавать информацию Службе для молодежи ассоциации С-ТЕС с целью определения соответствия требованиям на получение услуг С-ТЕС. Подписывая внизу, я признаю, что, подавая заявление на получение услуг, я даю разрешение Службе для молодежи ассоциации С-ТЕС использовать мой номер социального обеспечения и сопутствующую документацию в соответствии с ее правилами согласно указанному в прилагаемом документе "Права и обязанности кандидата" ("Applicant Rights and Responsibilities"). Я также признаю, что я получил(-а) и понимаю заявление об обеспечении равных возможностей и о процедурах подачи жалоб, которые включены в документ "Права и обязанности кандидата".	
Подпись кандидата: _____ Дата: ____ / ____ / ____	
Подпись родителя / опекуна: _____ (Если кандидат младше 18 лет)	

School/Agency Use Only (site provider MUST complete this section) Keep appropriate documentation copies and the original application in the applicant's file.	
<p>Verified Social Security Number:</p> <input type="checkbox"/> No, applicant refused to disclose <input type="checkbox"/> Social Security Card <input type="checkbox"/> Social Security Administration Records <input type="checkbox"/> Agency Records (source: _____) <p>DOB Documentation (Age is between 16 and 21):</p> <input type="checkbox"/> Birth Certificate/Hospital Record of Birth <input type="checkbox"/> Government Issued Photo ID <input type="checkbox"/> Agency Records (source: _____) <input type="checkbox"/> School Records <input type="checkbox"/> Other (specify: _____) <p>Citizenship/Legal to Work Documentation :</p> <input type="checkbox"/> US Birth Certificate <input type="checkbox"/> US Passport <input type="checkbox"/> Naturalization Certificate <input type="checkbox"/> Alien Registration Card indicating Right to Work <input type="checkbox"/> Government Issued Photo ID & Social Security Card <input type="checkbox"/> Agency Records (source: _____) <p>Selective Service Registrant (Males age 18 and above):</p> <input type="checkbox"/> Not Required to Register (Female or Male under age 18) <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> Registration verification printout from website <input type="checkbox"/> Acknowledgement Letter <p>Address and Family Size Documentation:</p> <input type="checkbox"/> Applicant Statement <input type="checkbox"/> Homeless; Letter from agency providing services or individual providing temporary residence <input type="checkbox"/> Agency Records (source: _____) <p>Family Income Documentation:</p> <input type="checkbox"/> Pay Stubs <input type="checkbox"/> Benefits Letter /Documentation <input type="checkbox"/> Food Stamps <input type="checkbox"/> TANF <input type="checkbox"/> SSI <input type="checkbox"/> Refugee Assistance <input type="checkbox"/> Employer Letter <input type="checkbox"/> W2 Form <input type="checkbox"/> Agency Records(source: _____) <input type="checkbox"/> Email Verification (source: _____) <input type="checkbox"/> Applicant Statement (zero or very little income) <p>Comments: _____</p>	<p>Economic Characteristic Documentation (must verify for all that are listed above):</p> <p>___ 1. Disability</p> <input type="checkbox"/> School records (including IEP or 504 Plan) <input type="checkbox"/> Letter from Drug or Alcohol Rehab Agency <input type="checkbox"/> Physician's statement (including Psychiatrist or Psychologist) <input type="checkbox"/> Social Security Administration disability records <input type="checkbox"/> Vocational Rehabilitation Letter <input type="checkbox"/> Worker's Compensation Record <p>___ 2. Drug and/or Alcohol Issues</p> <input type="checkbox"/> Letter from Drug or Alcohol Rehab Agency <input type="checkbox"/> Applicant statement/signed application <p>___ 3. Applicant is a Custodial Parent</p> <input type="checkbox"/> Copy of child's birth certificate or baptismal record <input type="checkbox"/> Court record <input type="checkbox"/> Applicant statement/signed application <p>___ 4. Runaway (attempt to inform parent must be documented prior to registration)</p> <input type="checkbox"/> Written statement from an individual providing residence <input type="checkbox"/> Written statement from an agency providing shelter or transitional housing <input type="checkbox"/> Written statement from a social service agency <input type="checkbox"/> Written statement from a school official that has knowledge of the situation <p>___ 5. Homeless</p> <input type="checkbox"/> Written statement form an individual providing temporary residence <input type="checkbox"/> Written statement from an agency providing shelter or transitional housing <input type="checkbox"/> Written statement from a social service agency <input type="checkbox"/> Written statement from a school official that has knowledge of the situation <p>___ 6. Foster Child/Ward of the State</p> <input type="checkbox"/> Department of Human Services (DHS) written verification <input type="checkbox"/> Oregon Youth Authority written verification <input type="checkbox"/> Copy of court order <p>___ 7. Food Stamps</p> <input type="checkbox"/> Public assistance record <input type="checkbox"/> Department of Human Services (DHS) written confirmation <p>___ 8. TANF</p> <input type="checkbox"/> Department of Human Services (DHS) written confirmation <p>___ 9. Social Security Income SSI</p> <input type="checkbox"/> Copy of SSI check <input type="checkbox"/> SSI statement or record/printout <input type="checkbox"/> Recent copy of letter authorizing applicant to receive SSI <p>___ 10. Refugee Assistance</p> <input type="checkbox"/> Copy of refugee assistance check <input type="checkbox"/> Refugee assistance record/printout <input type="checkbox"/> Recent copy of agency letter authorizing applicant to receive assistance <p>___ 11. Basic Skills Deficient</p> <input type="checkbox"/> Formal assessment, such as CASAS, Indicating reading, math, or writing below the 9 th grade level <p>___ 12. School drop out</p> <input type="checkbox"/> School records/transcripts <input type="checkbox"/> Documentation from last school attended stating applicant was withdrawn <p>___ 13. Limited English Speaking/Reading/Comprehension</p> <input type="checkbox"/> School records <input type="checkbox"/> Applicant statement/signed application <p>___ 14. Pregnant</p> <input type="checkbox"/> Applicant statement/signed application <p>___ 15. Criminal Justice Involvement</p> <input type="checkbox"/> Documentation from Juvenile Justice/Criminal Justice system <input type="checkbox"/> Applicant statement/signed application <p>___ 16. Applicant has Incarcerated Parent</p> <input type="checkbox"/> Applicant statement/signed application <p>___ 17. Needs additional assistance to complete education plan (CHECK BELOW)</p> <p>___ Has been deemed "at risk of dropping out" by a school official</p> <input type="checkbox"/> Written statement from school official <p>___ Has a core GPA of 1.5 or below</p> <input type="checkbox"/> School record/transcripts <p>___ Is not currently enrolled in school and is lacking a diploma or GED</p> <input type="checkbox"/> School record/transcripts from last school attended Looking at least 2 high school credits to be at grade level



СЛУЖБА ДЛЯ МОЛОДЕЖИ АССОЦИАЦИИ С-ТЕС СОГЛАСНО ЗАКОНУ ОБ ИНВЕСТИЦИЯХ ДЛЯ ТРУДОВЫХ РЕСУРСОВ (WIA)

ПРАВА И ОБЯЗАННОСТИ КАНДИДАТОВ

I. Раскрытие информации о номере социального обеспечения

Предоставление своего номера социального обеспечения является добровольным. Если вы его предоставите, ваш номер будет использован для ведения документации и выполнения поисков и планирования. Ваш номер социального обеспечения не будет передаваться широкой общественности. Если вы решите не давать свой номер социального обеспечения, вам не откажут ни в каких услугах, предоставляемых только в рамках Титула 1В Закона об инвестициях для трудовых ресурсов (WIA). Предоставление своего номера социального обеспечения означает, что вы соглашаетесь на то, чтобы этот номер использовался так, как описывается ниже.

Законодательство штата и федеральное законодательство защищает конфиденциальность вашей документации. Закон об инвестициях для трудовых ресурсов (Workforce Investment Act - WIA) – это федеральный закон, который создает систему для служб профессиональной подготовки и трудоустройству. При комбинации служб профессиональной подготовки и трудоустройства вы получаете более качественные услуги.

Правила штата (Административное законодательство штата Орегон [OAR], положение 151-020-0065) разрешают Ассоциации технического образования Клакамаса (Clackamas Technical Education Consortium - С-ТЕС) попросить вас о том, чтобы вы добровольно предоставили свой номер социального обеспечения для использования в следующих целях:

- В качестве идентификационного номера для ведения документации, и
- В качестве идентификационного номера для сбора информации, которая будет использоваться для оценивания и планирования программ в соответствии с требованиями законодательства штата и федерального законодательства.

Предоставленный вами номер социального обеспечения может передаваться и использоваться ассоциацией С-ТЕС и другими организациями, уполномоченными использовать такую информацию, для следующих федеральных законов и законов штата:

- Разделов 136, 185 и 188 Закона об инвестициях для трудовых ресурсов (29 Кодекс законов США [USC] положения 2871, 2935 и 2938)
- Свода Законов штата Орегон с дополнениями и изменениями (ORS), положения 285A.455 и 285A.461

Когда вы разрешаете ассоциации С-ТЕС использовать ваш номер социального обеспечения, могут использоваться другие имеющиеся у нас документы, в которых имеется ваш номер социального обеспечения, для тех же целей, которые указаны выше.

Подаявая заявление на получение услуг, вы даете разрешение Ассоциации технического образования Клакамаса использовать ваш номер социального обеспечения и сопутствующую документацию в системе совместно используемой информации (Shared Information System). (Разрешение на то, чтобы ваш номер социального обеспечения использовался системой совместно используемой информации, дается в правиле № 123-70-240 (3) (d) Административного законодательства штата Орегон и Главе 765, Разделе 19а (3) Законов штата Орегон 1993 года). Система совместно используемой информации собирает информацию от организаций в Орегоне, которые обеспечивают обучение рабочей силы и услуги по трудовым ресурсам. Эта информация суммируется и используется этими организациями и законодательными органами для анализа и усовершенствования программ трудовых ресурсов в Орегоне. Система совместно используемой информации не раздает никакую информацию, которая может идентифицировать вас или кого-то другого. Кроме того, информация, создаваемая системой совместно используемой информации, не будет использоваться для того, чтобы принимать какое-либо решение, или предпринимать какое-либо действие, которое непосредственно повлияет на кого-нибудь.



II. Равные возможности – это закон / Заявление о недопущении дискриминации

Служба для молодежи ассоциации С-ТЕС и ее подрядчики являются программами обеспечения равных возможностей и стремятся предоставлять услуги по трудовым ресурсам высокого качества. Для службы для молодежи ассоциации С-ТЕС и ее подрядчиков является противозаконным и запрещенным проявлять дискриминацию на следующем основании: расы, цвета кожи, религии, пола, национального происхождения, возраста, снятой судимости, имевшей место в период несовершеннолетия, инвалидности, семейных взаимоотношений, политической принадлежности, убеждений или личной связи; и в отношении любого получателя услуг программ, получающих финансовую помощь в рамках Титула I Закона об инвестициях в трудовые ресурсы 1998 года (WIA), на основании гражданства или иммиграционного статуса получателя как законно впущенного иммигранта, имеющего разрешение на работу в Соединенных Штатах, или его участия в любой программе или деятельности, получающей финансовую помощь в рамках Титула I закона WIA. Служба для молодежи ассоциации С-ТЕС и ее подрядчики не должны проявлять дискриминацию в любой из следующих областей: при решении по поводу того, кто будет принят или будет иметь доступ к любой программе или деятельности, получающей финансовую помощь в рамках Титула I закона WIA; при предоставлении возможностей в такой программе или деятельности или при обращении с любым лицом в отношении такой программы или деятельности; или при принятии решений по трудоустройству в администрации такой программы или деятельности или в связи с ней.

Если вы считаете, что подверглись дискриминации со стороны Службы для молодежи ассоциации С-ТЕС или ее подрядчиков, имеете жалобу об обучении или услугах по трудоустройству, которые вы получаете во время нахождения в какой-либо программе или деятельности Службы для молодежи ассоциации С-ТЕС в рамках закона WIA, или знаете о нарушениях федеральных или местных законов или законов штата Службой для молодежи ассоциации С-ТЕС или ее подрядчиками, вы имеете право подать жалобу. Если вы подадите жалобу, Служба для молодежи ассоциации С-ТЕС будет работать над тем, чтобы помочь вам решить эту проблему. Вы никоим образом не будете наказаны за подачу жалобы.

III. Процедура подачи общей жалобы

Прежде чем подавать официальную жалобу, вы должны знать о процедурах, имеющихся в вашем распоряжении. Это не препятствует вам подавать официальную жалобу в Службу для молодежи ассоциации С-ТЕС или соответствующую федеральную организацию или организацию штата, однако зачастую может оказаться очень полезным в быстром решении проблемы.

- Прежде всего, обговорите свою проблему с консультантом своей службы, супервайзером рабочего участка, учителем класса или супервайзером по месту учебы.
- Если вы не сможете решить эту проблему в течение разумно необходимого периода времени, позвоните консультанту программы Службы молодежи ассоциации С-ТЕС, Молли Алешайр (Molly Aleshire) по телефону 503-657-6958, добавочный 5033.
- Если консультант программы Службы молодежи ассоциации С-ТЕС не сумеет договориться о решении проблемы для вас, или если вы будете неудовлетворены результатами, вы можете запросить проведение встречи с консультантом программы Службы молодежи ассоциации С-ТЕС.
- Если вы будете недовольны результатами этого процесса, вы можете подать официальную письменную жалобу. Вы должны подать эту жалобу в течение одного года с момента возникновения проблемы, за исключением случаев, когда вы жалуетесь о мошенничестве или уголовных действиях, для которых ограничения исковой давности не существует. Информацию о процедурах подачи официальных жалоб, требованиях и контактах можно получить по требованию от консультанта программы Службы молодежи ассоциации С-ТЕС.



IV. Что предпринять, если вы считаете, что подверглись дискриминации

Если вы считаете, что подверглись дискриминации в рамках программы или деятельности, получающей финансовую помощь по Титулу I закона WIA, вы можете подать жалобу в течение 180 дней с момента заявленного нарушения либо официальному лицу по вопросам выполнения обеспечения равных возможностей Совета по инвестициям в трудовые ресурсы округа Клакамас (Workforce Investment Council of Clackamas County - WICCO), либо директору Центра по защите гражданских прав (Civil Rights Center - CRC) Министерства труда США (U.S. Department of Labor), расположенного по адресу: 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

Если вы будете подавать свою жалобу в WICCO, вы должны подождать либо до тех пор, пока WICCO выдаст письменное "Уведомление об окончательном решении", либо пока не пройдет 90 дней (в зависимости от того, что произойдет скорее), прежде чем подавать жалобу в Центр по защите гражданских прав (см. адрес выше).

Если WICCO не выдаст вам письменное "Уведомление об окончательном решении" в течение 90 дней со дня, когда вы подали свою жалобу, вам не требуется ждать, пока WICCO выдаст это уведомление, прежде чем подавать жалобу в Центр по защите гражданских прав (CRC); однако вы должны подать свою жалобу в центр CRC в течение 30 дней срока, составляющего 90 дней (иными словами, в течение 120 дней со дня, когда вы подали свою жалобу в WICCO).

Если WICCO выдаст вам письменное "Уведомление об окончательном решении" по вашей жалобе, но вы будете неудовлетворены этим решением или разрешением проблемы, вы можете подать жалобу в Центр по защите гражданских прав. Вы можете подать свою жалобу в центр CRC в течение 30 дней со дня, когда вы получили "Уведомление об окончательном решении".

- **ДЛЯ ПОЛУЧЕНИЯ ИНФОРМАЦИИ ИЛИ ДЛЯ ПОДАЧИ ЖАЛОБЫ О ДИСКРИМИНАЦИИ СВЯЖИТЕСЬ С:**
Джен Филгас (Bridget Dazey)/ лицом, следящим за выполнением обеспечения равных возможностей, по тел. 503-657-1727, Релейная служба Орегона: 711
- **ДЛЯ ПОЛУЧЕНИЯ ИНФОРМАЦИИ ИЛИ ДЛЯ ПОДАЧИ ЖАЛОБЫ ПО ПОДОЗРЕНИЮ НА МОШЕННИЧЕСТВО ИЛИ ПЛОХОЕ ОБРАЩЕНИЕ СВЯЖИТЕСЬ С:**
Департаментом по общественным колледжам и росту трудовых ресурсов по телефону 1-503-378-8648, Релейная служба Орегона: 711
- **ДЛЯ ПОЛУЧЕНИЯ ИНФОРМАЦИИ ИЛИ ДЛЯ ПОДАЧИ ОБЩЕЙ ЖАЛОБЫ СВЯЖИТЕСЬ С:**
Консультантом программы Службы для молодежи ассоциации С-ТЕС по телефону 503-594-3964, добавочный 5033, Релейная служба Орегона: 711

Партнеры Службы для молодежи Клакамаса С-ТЕС

- Общественный колледж Клакамаса
- Средние школы округа Клакамас
- Департамент по делам несовершеннолетних округа Клакамас
- Округ системы образования Клакамаса
- Решение задач местной обществуности
- Департамент социальных услуг
- Трудоустройство, сделанное доступным
- Образование первых звезд
- Жилищное управление округа Клакамас
- Программа временного проживания "Springwater"
- "McCauley Potter Fain Associates"
- Трудовые ресурсы Клакамаса



Служба для молодежи ассоциацией С-ТЕС финансируется Советом по инвестициям в трудовые ресурсы округа Клакамас (WICCO)
Для лиц с инвалидностью по заявке предоставляются вспомогательные средства и услуги.

Служба для молодежи С-ТЕС

Самостоятельная работа или оказание поддержки по телефону в сфере занятости, навыков и обучения для соответствующих трудовых ресурсов

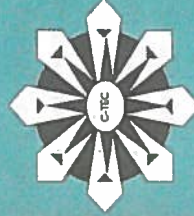


www.clackamascareers.com
Телефон: 503-594-3964

СЛУЖБА ДЛЯ МОЛОДЕЖИ С-ТЕС

19600 Molalla Avenue
McLoughlin Hall 113
Oregon City, OR 97045

Телефон: 503-594-3964
Oregon Relay 711
Факс: 503-722-5868
Эл. почта: csteyouthservices@clackamas.edu



Информация о Службе для молодежи С-ТЕС

Поставщики Службы для молодежи Ассоциации технического образования Клакамаса (Clackamas Technical Education Consortium—С-ТЕС) индивидуально работают с молодежью, чтобы выявить потребности в обучении или образовании, определить интересы и поставить цели на продвижение образования. На основании их нужд, интересов и целей молодежь вовлекают в любые из следующих видов деятельности:



- Оплачиваемая и неоплачиваемая работа
- Академические возможности помощи с получением диплома об окончании средней школы или диплома GED
- Варианты альтернативного образования
- Летняя работа
- Обучение профессиональным навыкам
- Возможности проявить лидерство
- Службы поддержки
- Наставничество взрослых
- Комплексная ориентация и консультирование
- Последующее наставничество и службы поддержки в течение 12 месяцев после окончания мероприятий программы

Критерии предоставления

Молодой человек должен быть:

- Жителем округа Клакамас
- В возрасте от 16 лет до 21 года
- Иметь законное разрешение на работу в США
- Соответствовать требованиям по экономическим критериям
- Иметь трудности с устройством на работу или успехом в учебе

Примеры услуг

Служба для молодежи С-ТЕС работает над тем, чтобы удовлетворить индивидуальные потребности молодежи через посредство комплексного планирования дел; однако всем участникам С-ТЕС предлагаются разнообразные возможности. Примеры включают следующие:

Обучение профессиональным навыкам

Служба для молодежи С-ТЕС координирует широкий диапазон возможностей обучения, позволяющих молодежи приобрести начальные навыки в



разнообразных отраслях, например, обучение по обслуживанию клиентов, искусственному дыханию и первой помощи, введению в кулинарное искусство, помощника в спа, сигнальщика на дорогах, вождению автопогрузчика и ассистента хиропрактика.

Трудоустройство, сделанное доступным (EMP)

EMP предлагает еженедельные занятия по трудоустройству для молодежи, помощь с регистрацией в базе данных по трудоустройству iMatch, помощь в поисках работы и с составлением резюме, кроме других услуг.

Летняя академия для молодежи (SYA)

SYA предлагает молодежи, зачисленной в С-

ТЕС, восьминедельную программу обучения, включающую навыки готовности к простой работе, подготовку в конкретной области и возможности устройства на летнюю работу и помощь.



Школа в Интернете (eSchool)

Служба для молодежи С-ТЕС координирует с несколькими районными средними школами с целью предложения учебного плана на базе Интернета в качестве альтернативы для молодежи получить зачеты средней школы, получить дипломы об окончании средней школы и подготовиться к экзаменам на GED.

СЛУЖБА ДЛЯ МОЛОДЕЖИ С-ТЕС

19600 Molalla Avenue
McLoughlin Hill 113
Oregon City, OR 97045

Телефон: 503-594-3964
Oregon Relay 711
Факс: 503-722-5808

Эл. почта:
ctecyouthservices@clackamas.edu

ATENCIÓN SOLICITANTES DE EMPLEO!



¿Usted tiene más de 18 años de edad?

¿Vive en el Condado de Clackamas ?

¿El Inglés no es su lengua native?



Nosotros podemos ayudarle con:

- ♦ Adelantamiento Profesional
- ♦ Oportunidades de Entrenamientos
 - ♦ Servicios de Apoyo
 - ♦ Búsqueda de Empleo

Póngase en contacto con:

Josie Majuri

971-271-6467 o 971-673-6456

josiem@irco.org

Este programa es financiado en su totalidad o en parte con fondos proporcionados a través de WICCO del Departamento de Trabajo de EE.UU. IRCO es un empleador que ofrece igualdad de oportunidades o programa. Ayudas y servicios auxiliares están disponibles a pedido de personas con discapacidad . Para realizar una llamada retransmitida gratis marque el 711.

ВНИМАНИЕ! ВЫ ИЩЕТЕ РАБОТУ?



*Пожалуйста, звоните:
Жосси Мажури*



971-673-6456

*Понедельник—Пятница
с 9:00 утра—12:00 дня*

МЫ МОЖЕМ ПОМОЧЬ ВАМ:

- ◆ Получить Профессию
- ◆ Пройти Специальные Курсы
- ◆ Получить Дополнительные Услуги
- ◆ Найти Работу

*Пожалуйста, звоните:
Жосси Мажури*

*971-673-6456 Понедельник—Пятница
с 8:30 утра—12:00 дня*

*971,271-6467 Понедельник—Пятница
с 1:00 дня—5:00 вечера*

josiem@irco.org

Эта программа получает финансирование через WICCO от Министерства Труда

IRCO как работодатель и программа оказывает равноправные услуги. Дополнительные объявления и услуги предъявляются по требованию для людей с ограниченными возможностями. Для бесплатного звонка по Орегону наберите 711.

اهتمام الباحثين عن العمل



هل انت عمرك اكثر من 18
عاما؟

هل انت تعيش في مقاطعة
كلاكاماس؟

ليست اللغة الانكليزية لغتك الام؟



يمكننا مساعدتك مع :

- التقديم الوظيفي
- فرص التدريب
- خدمات الدعم
- البحث عن فرص العمل

الرجاء الاتصال :

Josie Majuri

او 971-673-6456

6467-271-971

josiem@irco.org

هذا البرنامج الممول كلياً او جزئياً باموال مقدمة من خلال مجلس القوى العاملة والاستثمار من وزارة العمل في الولايات المتحدة .
الاركو هوة فرصة متساوية صاحب العمل -البرنامج . المساعدات والخدمات الاضافية متوفرة عند الطلب للافراد ذوي الاعاقات لوضع طلب مكاملة
تتابع حرة في ولاية اوريغون اتصال على الرقم 711

ATTENTION JOB SEEKERS!



*Are you over 18 years old?
Are you living in Clackamas
County?*



*Is English not your native
language?*

We can help you with:

- ◆ Career Advancement
- ◆ Training Opportunities
- ◆ Support Services
- ◆ Employment Search

Please Contact:

Josie Majuri

971-673-6456 or

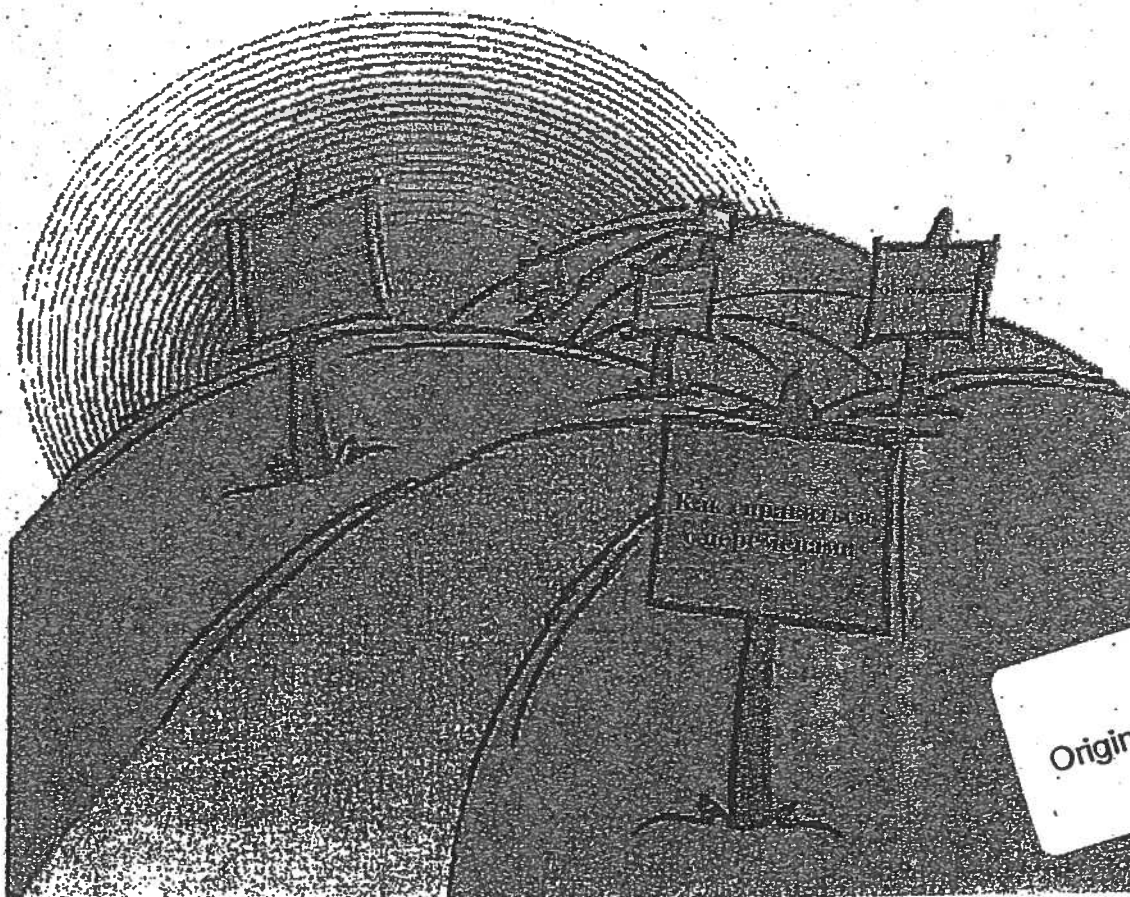
971-271-6467

josiem@irco.org

This program funded in whole or in part with funds provided through WICCO from the U.S. Department of Labor. IRCO is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711.

Начнём сначала...

Руководство «по выживанию» для работников и их семей,
уволенных по инициативе администрации.



Original is a 27 page brochure

Department of Community Colleges
and Workforce Development
255 Capitol Street NE
Salem, OR 97310-1600
503-378-8648
1-800-282-6514
TTY 1-800-735-2900
www.odccwd.state.or.us

Encuesta de Empleados de Dutchmen Manufacturing

La fecha de hoy: _____

Esta información nos ayudará a proporcionar los servicios que mejor satisfagan sus necesidades. Por favor, complete esta encuesta confidencial.

- 1) Nombre: _____ Posición _____
- 2) Fecha de despido: _____ Salario: \$ _____ hora/anual
- 3) Cuántos años trabajó para este empleador? _____
- 4) Usted trabajó: tiempo completo? medio tiempo ?
- 5) Dirección: _____
- 6) Ciudad _____ Código Postal (*donde vives*) _____
- 7) Teléfono _____ Correo electrónico _____
- 8) Es usted un veterano militar o el cónyuge/esposo(a) de un veterano? Sí no
- 9) Es el inglés su lengua materna? Sí no (*si "no", cuál es su primer idioma?*) _____
- 10) Eres el único asalariado en su hogar? Sí no
- 11) Algún miembro de su familia necesitara asistencia? Sí no
- 12) Edad: (utilizado sólo para fines demográficos) 18-30 31-40 41-50 51-60 más de 60 años
- 13) Educación: Cuál es el nivel más alto de su educación? _____
- 14) Qué certificados o licencias tiene? _____
- 15) Planes de carrera para el futuro: (*marque todos los que apliquen*)
- Quiero volver al trabajo tan pronto como sea posible con las habilidades que tengo
 - Necesito actualizar mis habilidades antes de buscar mi próximo plan de trabajo
 - Necesito ayuda para decidir mi futuro/capacitación/carrera
 - Estoy interesado en oportunidades entrenamiento y de aprendizaje
 - Planeo visitar WorkSource para aprovechar sus servicios
 - Pienso retirarme
- 16) Si usted está interesado en entrenamiento, incluido el aprendizaje, ¿qué clase de capacitación está considerando?
- _____
- 17) Talleres que asistiría a usted:
- Aplicaciones Ayuda para aplicar online-ayuda para llenar solicitudes de empleo
 - Crear un resumen/currículo – aprender a escribir un currículo efectivo para obtener entrevistas
 - Entrevistas – aprender consejos para obtener el máximo de entrevistas de trabajo
 - Estrategias de búsqueda de trabajo – descubrir técnicas para encontrar tu próximo empleo
 - Información del Mercado Laboral – qué industrias están contratando y cuáles no?
 - _____
- 18) Otra información le gustaría saber: _____
- _____

P-13 How are staff able to effectively communicate with persons with disabilities? Is program information available in alternative formats? Please provide samples. (29 CFR 37.9)

PY 2013 response is still applicable. Jan Filgas

WorkSource Clackamas has assistive technology available and this information is posted on the WorkSource Clackamas website and on information throughout the Center. WorkSource Clackamas also utilizes the 711 State Relay Service. Our goal is to provide equal access and reasonable accommodations for populations with disabilities to address communication barriers.

Our youth provider has established partnerships with agencies that specialize in serving youth with disabilities (examples include Department of Vocational Rehabilitation and Clackamas Community College's Disability Resource Center). These organizations provide access to alternative communication options as necessary to communicate with applicants or customers. In addition, school-based partners are required by law to provide equal access and reasonable accommodations for students with disabilities to address communication barriers.

POLICY #: P-13
On-the-Job Training (OJT)

ISSUED: January 17th, 2013

REVISED: August 6th, 2014



PURPOSE

The on-the-job training (OJT) program provides full-time unsubsidized employment and training for WIA eligible individuals. The OJT program departs from traditional practice in that it may be characterized as a “hire first, train later” program. An alternative to more traditional classroom-based learning for eligible and registered participants, an OJT is a training partnership with employers allowing participants to learn in their real work environment with a structured training plan, under the supervision of their employer, with a commitment of continued employment following successful completion of the OJT.

In consideration of the extra costs to the employer of hiring and training a new employee or promoted employee onsite, a portion of the employee's wages may be reimbursed for a limited duration. OJTs are not a wage subsidy to employers or an incentive to hire. OJTs are intended to encourage the development of in-company training programs that lead to transferrable skills for WIA eligible individuals who would not otherwise be hired or promoted to a given position.

The purpose of an OJT contract is to assist businesses in training and retaining skilled, productive workers. OJT’s may be used to help train newly hired employees or eligible current employees. This policy outlines how an OJT Agreement and subsequent Training Plans are to be developed by the Workforce Investment Council’s service providers.

In addition, all service providers are to follow the guidance provided in the OJT Development Manual which includes detailed information on OJT development and OJT rules and regulations.

REFERENCES

- Workforce Investment Act, Sections 101, 134, 195(4)
- 20 CFR Parts 663.300 through 663.320; 663.440; 663.700 through 663.730; 667.260 through 667.275; 667.400 through 667.410

POLICY

Aligning OJTs in Clackamas County and Portland/SW Washington Metro Service Areas

Because the Portland Metro, Clackamas County and SW Washington service areas comprise one labor market, area employers may work with a number of OJT brokering agencies and several workforce regions. It is desirable from a customer service and marketing standpoint to keep OJT paperwork and rules as simple and standard as possible throughout the greater Portland/SW Washington labor market.

To that end, these standards define an OJT process that is similar to Multnomah, Washington, Clark, Cowlitz, and Wahkiakum Counties.

Regional Program Requirements

1. OJT Structure

OJT Agreements are signed by employers and Workforce Investment Council service providers. OJT Agreements are non-financial. When a Trainee is identified and determined eligible, a Training Plan is completed and, at that point, funds are obligated.

The OJT payment to the employer is divided into two parts:

- 1) Training completion and expected continued employment at thirty (30) or more hours per week; and
- 2) Continued employment through the ninety (90) day retention period and expected continued employment at thirty (30) or more hours per week.

The total OJT reimbursement amount may never exceed 50% of the Trainee's gross earnings during the training period, or \$5,000 **whichever is less**, unless special circumstances apply in discretionary grants. Up to half the OJT reimbursement is paid at the end of the training if all conditions for a Training Payment are met (see #9 below).

The remainder of the OJT reimbursement is paid at retention, if all conditions for a retention payment are met (see #9 below). The total OJT reimbursement obligation – the sum of the training payment and retention payment amounts – should be calculated and shown on the top of the Training Plan and is the amount obligated for the training activity.

2. OJT Trainees

OJTs may be written for newly hired employees (during the first 2 weeks from the hire date or 4 weeks for OJTs originating with staffing services) or for current employees who require additional training to advance in their salary structure to a new position or to a position eligible for benefits.

3. National Career Readiness Certificate

Participants who receive OJT funding, for whom a National Career Readiness Certificate (NCRC) is appropriate, must obtain an NCRC. Employers who are being reimbursed with OJT funds must sign a letter of support to prefer the NCRC. Exceptions to participants getting an NCRC or employers signing a letter of support must be brought before the Workforce Investment Council of Clackamas County's Program Manager for review and consideration prior to funding.

4. OJT Forms and Paperwork

The following standard OJT forms will be used. The forms are provided as Word Document Forms and are designed to be created on a computer and printed for signature.

- ♦ On-the-Job Training Employer Checklist
- ♦ On-the-Job Training Agreement and Rules
- ♦ On-the-Job Training Plan and Instructions

- ♦ On-the-Job Supplemental Training Plan
- ♦ On-the-Job Training Plan Modification
- ♦ On-the-Job Training Invoice – Training Period
- ♦ On-the-Job Training Invoice – Retention Period
- ♦ On-the-Job Training Exception Request

If the OJT is written with a staffing agency, the following staffing agency forms will be used along with the standard Employer Checklist, and Supplemental Training Plan and Modification (if needed).

- ♦ On-the-Job Training Agreement and Rules – with Staffing Agency
- ♦ On-the-Job Training Plan and Instructions – with Staffing Agency
- ♦ On-the-Job Training Invoice – Training Period – with Staffing Agency
- ♦ On-the-Job Training Invoice – Retention Period – with Staffing Agency

5. On-the-Job Training Employer Checklist

Complete the Employer Checklist when an employer is interested in entering into an OJT Agreement. OJT agreements cover both new hires and eligible, current employees. The checklist should be updated when the business is sold; transferred; or when any other major changes affecting training, hiring or job retention occur. Every employer must have a completed, current and signed checklist on file.

The first twelve items on the Employer Checklist are informational and designed to trigger discussion around the employer’s business and workforce needs. The second eight items are regulatory and may prevent writing the OJT if an irresolvable problem surfaces (refer to the OJT Development Manual for additional details). When the employer representative signs the form, they are attesting to the validity of the regulatory information. The Employer Checklist becomes a part of the OJT Agreement by reference.

6. On-the-Job Training Agreement and Rules

An OJT Agreement is completed after the Employer Checklist has been finalized, and any issues that may have surfaced have been resolved.

Note: If the employer has entered into OJT’s in the last two (2) years, the retention rate must either be adequate or an acceptable corrective action plan must be in place. A 75% retention rate is presumed to be adequate. If a lower retention rate has occurred (See Checklist item #20), a reasonable explanation or a corrective improvement must be documented. If fewer than five OJT’s have completed in the last two years, the small sample size should also be considered. This calculation is to take into consideration all OJTs written within the Region. If an employer indicates they have used OJTs in the past, check with the Workforce Investment Council Program Manager to determine regional experience (if any). Any OJT’s written for businesses that are located in other regions must be coordinated with that region and cleared with the Workforce Investment Council Program Manager. Refer to the OJT Development Manual for further detail and information.

The Agreement will cover any positions that have been identified for which the employer expects to need help filling and which are likely to require On-the-Job training; as well as positions which are now filled by eligible adults, dislocated workers or youth who need training to retain employment and advance.

The Agreement and OJT Rules should be reviewed and discussed with the employer (and any involved staffing agency) to assure they understand the intent of the Agreement as well as the restrictions that apply. The employer, staffing agency (if involved), and the service provider sign the OJT Agreement (see Employer Checklist item #4).

7. On-the-Job Training Plan and Instructions

The On-the-Job Training Plan is the document which obligates training funds for a trainee and outlines the planned training activities to be accomplished during the training period. Instructions for making the skill assessments are included on the form.

All trainees must be determined WIA eligible, been newly hired by the employer (OJTs must be written within two weeks of the hire date or 4 weeks for OJTs originating with staffing services) and determined to require training in order to meet the employer's entry-level standards for the position. The trainee may also be a current employee who has been determined WIA eligible and needs training to advance to a new position.

"Skills Objectives" should be documented in the Training Plan. Write the skills in plain English, basing the score primarily upon the supervisor's judgment. Training is presumed to be needed when the Skills to be Learned "Starting Capability" scores are either a "1" (beginning) or a "2" (intermediate) and can be raised to "3"s (skilled) by the end of the training period. Exceptions may be granted on a case-by-case basis through the Workforce Investment Council's Program Manager.

For new hires, the job should provide at least thirty (30) hours of work each week. The wage in the training plan should be at least \$10.00 per hour plus a benefit package that includes at least medical insurance with an employer contribution toward premiums.

A current employee must also, as a result of successfully completing the OJT:

- a. Expect a wage gain of \$0.50 or more by the end of the training period; or
- b. Expect an upgrade to a new position; with the vacancy created for the employee's previous position "backfilled" with a new hire made through the service provider after training is complete.

Case-by-case exceptions may be granted. Examples of exceptions might include (but are not limited to) a worker who:

- a. Has a disability and requires retraining; or
- b. Will gain medical benefits and regular employment status as a result of the training;
or
- c. Would avoid a layoff through retraining.

Training need, training completion, and training length are determined trainee-by-trainee using the OJT Training Plan Instructions.

The duration of the training period should be estimated as follows:

- a. The service provider representative, working with the employer, determines the job title for the position to be trained for by referencing the Occupational Network (O-Net).
- b. From O-Net, specific vocational preparation (SVP) parameters are obtained. It is within these parameters that the length of training is set (see OJT Development Manual Section VI.D).
- c. The service provider representative should consider the training needs of each participant.
- d. An OJT must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of the contract, consideration must be given to the skill requirements of the occupation in conjunction with the academic and occupational skill level of the participant, their prior work experience, and any disability they may have.
- e. No OJTs should be written with a training period of less than four weeks or more than 25 weeks (see OJT Commitment Obligation Calculator). Exceptions may be made on a case-by-case basis through the Workforce Investment Council's Program Manager.
- f. A current employee may receive an OJT if they are determined eligible and additional skills and abilities are needed. The OJT "Starting Capability" score and planned gain by the end of the training period document the need for additional skills and abilities and justify the writing of an upgrade OJT.

8. On-the-Job Supplemental Training Plan

Supplemental training tied to training on-the-job may be negotiated using the OJT Supplemental Training Plan. An example is a computer class that is scheduled during the trainee's normal work hours that would help the trainee better complete their job duties. The employer might agree to release the trainee for that time period if that trainee agrees to take, attend and make satisfactory progress in the class. Supplemental training is highly encouraged when appropriate and may be paid for, in whole or in part, by the employer, the service provider or by the trainee. WIA training funds may be used for supplemental training required as a part of the Training Plan.

9. On-the-Job Training Plan Modification

Modifications to the OJT may be executed as needed. The most common modification is extension of the training period. The second most common modification is a changed training plan. Work conditions often shift or trainee skills may require new work duties or a position change.

10. OJT Invoices

There are two pay points for On-the-Job Training Plan obligations – at the completion of training and at the end of the retention period. The total OJT payment may not be more than 50% of the wages earned during the training period, or \$5,000, whichever is less (unless special circumstances apply in discretionary grants). One-half of the payment is made at the completion of training and the remainder paid 90 days later at the successful retention of the trainee.

OJT Invoice – Training Period: Once all of the “Skills Objectives” listed in the Training Plan have been scored a “3” (“skilled”), an invoice may be submitted for the training period. The standard for scoring a “3” is “Meets the employer’s standard for the task.” Scoring should consider the employer’s normal expectation for an employee in the same position at the same pay grade and with similar job tenure. Exceptions may be made on a case-by-case basis.

The trainee must still be employed and expected to work at least thirty (30) or more hours each week in the normal course of business after the training period and retention period. No material compliance issues may be outstanding.

Complete all components of the training period invoice and use the calculation on the invoice to compute the appropriate billing amount.

OJT Invoice – Retention Period: The remainder of the OJT reimbursement (no more than 50% of gross wages in the Training Period, minus the Training Payment) may be requested after an additional ninety (90) days has elapsed after training completion and the trainee has retained employment which is expected to provide thirty (30) hours of paid work a week or more.

When a trainee voluntarily switches jobs to increase their pay rate or gain other significant benefits, payment may be made to the employee’s last day worked. If the trainee quits or is fired for cause, disqualifying them from receiving unemployment compensation, payment may also be granted, particularly if the employer has a good retention track record and continues to hire through the WorkSource system.

Total OJT reimbursements for an individual trainee should not exceed the amount obligated as shown on the top of the Training Plan, or any subsequent modifications.

11. Trainees Leave Prior to Completion of Retention

If the Trainee leaves during the training period, the employer will be reimbursed only for 50% of the wages earned during training, prior to separation.

If the Trainee leaves on their own or is terminated for cause during the retention period, the employer should be reimbursed for all training costs (both the training payment and the retention payment). A meeting with the employer should try and determine if the trainee actually went to another employer at an equal or better salary as a result of the training

received. Are there circumstances that need to be addressed in future referrals? Can a replacement re-fill the position, with or without another OJT?

If the Trainee is laid off during the retention period, the employer does not qualify to receive the retention payment.

12. Writing a Second OJT for the Same Individual

When training and retention is completed, there may be opportunity to see if an “upgrade” is possible (increasing pay \$.50 an hour or more) and if a “backfill” and a new hire can be negotiated. If “upgrade” is possible, consider writing a second OJT for the same trainee. Significant additional training, as documented in a new Training Plan, must be needed.

13. On-the-Job Training Exceptions

From time-to-time a participant or work conditions may not fit the “OJT” model outlined in this procedure. Exceptions should not become the norm but may be made when appropriate. Examples of possible exceptions include:

- a. The trainee is not expected to be fully skilled (all “3”s on the Ending Capability score) at the end of the training period, but substantial training has occurred and the trainee is expected to be retained and trained further by the employer. The trainee should have gained a significant number of score points overall: “1”s to “2”s and some “2”s to “3”s, for example. An extension of the training period past the 25 weeks may be warranted or the employer may deem the participant “trained” to a satisfactory level to maintain employment in the position.
- b. A trainee’s individual circumstances should also be considered. For example, the OJT length or amount may be adjusted to reasonably accommodate a learning or other disability.
- c. The trainee is placed in a job that is less than 30 hrs per week because physical or mental challenges limit their ability to work a 30 or more hour work week.
- d. The trainee is placed in a job that does not provide health insurance coverage.

All exceptions should be documented using the On-the-Job Training Exception Request form and submitted to the Workforce Investment Council Program Manager to bring before Workforce Investment Council’s Business Services Committee for consideration and review.

Approved:

Workforce Investment Council Board Chair

Date

P-14 Please provide samples of brochures and media communication which demonstrates that applicable EO language (EO employer/program, auxiliary aids/services available), TDD/TTY, and other required information is included. (29 CFR 37.34)

See attached.

ATTENTION JOB SEEKERS!



*Are you over 18 years old?
Are you living in Clackamas
County?*



*Is English not your native
language?*

We can help you with:

- ◆ Career Advancement
- ◆ Training Opportunities
- ◆ Support Services
- ◆ Employment Search

Please Contact:

Josie Majuri

971-673-6456 or

971-271-6467

josiem@irco.org

This program funded in whole or in part with funds provided through WICCO from the U.S. Department of Labor. IRCO is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711.



- HOME
- ABOUT US
- BUSINESS & INDUSTRY
- JOB SEEKERS
- CONTACT US
- CALENDAR

WORKFORCE SERVICES

Job Seekers
Our workforce experts prepare job seekers for high demand jobs which connect them to employers through career planning, training and placement services. [Start here](#)

Business & Industry
We fill the workforce pipeline needs of businesses to support economic development of Clackamas County. [Start here](#)

Career Workshops
Check out our Job Search in the 21st Century Workshop and more! [View workshop calendar](#)

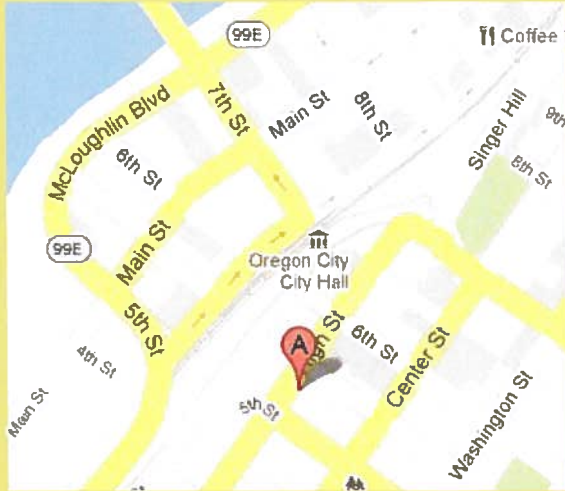
National Career Readiness Certificate (NCRC)
Identify, document and improve your career readiness skills. It can set you apart from the competition. [Start today](#)

WorkSource Clackamas

WorkSource Clackamas

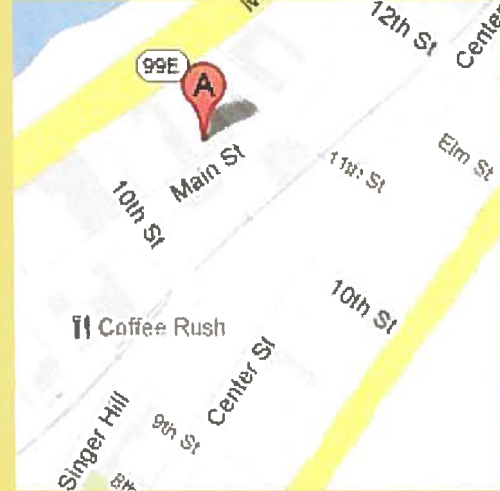
506 High Street, Oregon City, OR 97045
971.673.6400

www.WorkSourceClackamas.org



WorkSource Clackamas (Annex)

104 11th Street, Oregon City, OR 97045
503.655.8801

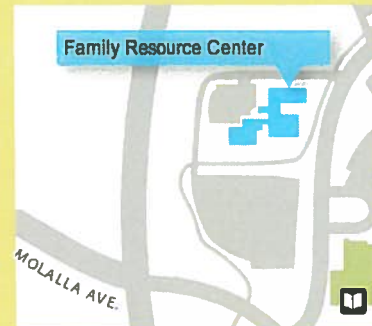
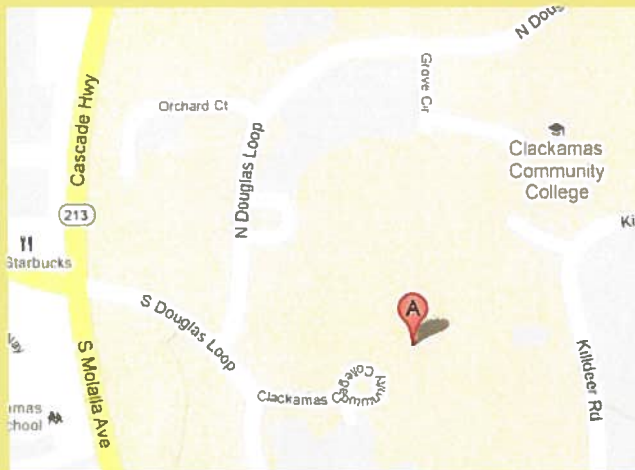


Workforce Services @ Clackamas Community College

19600 Molalla Ave.
Oregon City, OR 97045
503.594.6426

www.WorkSourceClackamas.org

Location: **Family Resource Center**



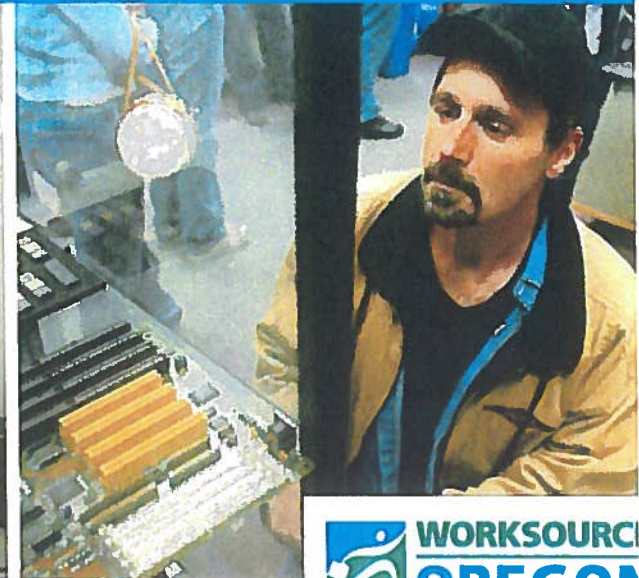
WorkSource Oregon is an equal opportunity employer/program.
WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades.



WorkSource Clackamas



You Hire | You Train | We Pay | You Win!



CLACKAMAS
COMMUNITY COLLEGE
19600 Molalla Avenue
Oregon City, OR 97045

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Addressing the needs of business for skilled workers!

Lower your costs per hire ~

- Company reimbursed up to **\$5000** to offset training expenses **per new hire**
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Limited Funds Available | Get Started Right Away!

Tom Brown
503.594.3956
thomasb@clackamas.edu
<http://www.clackamas.edu/WorkforceServices>

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WorkSource Oregon is an equal opportunity employer/program

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/ТДД: 7-1-1 toll free relay service. Access free online relay service at www.sprinkleryonline.com. Empleo/programa que respalda la igualdad de oportunidades. Servicios auxiliares disponibles a pedido para discapacitados. Programa равноправных возможностей по трудоустройству. По запросу для клиентов инвалидность предоставляется дополнительными услугами. Sponsored by the Workforce Investment Council of Clackamas County www.wicoo.org

Job Seeker Services



WorkSource Clackamas

Building skills and growing businesses

Job Seeker Services | No Cost

CONNECT TO OUR WORKFORCE EXPERTS

In today's highly competitive job market, skills are the best marketing tool that a job seeker can have to get a job or advance his/her career. Our job services are an incredible resource for job seekers in Clackamas County. Because our workforce experts are part of a large network, we can connect you with the right services that fit your specific needs.

OUR SERVICES

Skills Review

Understanding your current skill set is critical to mapping out a plan of action for finding a job, and for creating a long-term plan to address skill gaps. We offer a no-charge online skill assessment tool that maximizes your time in finding a job that you love and 'certifies' your skills to better sell your self to employers.

- One-on-One consultation to plan next steps
- Spanish & Russian services available

Job Search and Job Match

Our network of workforce experts can provide a comprehensive workforce consultation to uncover your best career path, and help you enroll in iMatchSkills® to match you with employers needing your skills.

- Learn about hot job openings and how to stand out in today's job market
- Online Applications, Technology tips, making the most of your life experience.
- Resume, interviewing & cover letter writing workshops
- Free use of computers, phones and fax machines
- Get help filling out job applications that catch an employer's eye
- Job placement assistance

More Skills Equal Higher Wages

Higher skills equate to a higher pay scale. A 20-year Oxford University study showed that nonmanagerial workers who mastered "very important" skills received 7 percent higher pay than colleagues in the same field who had not mastered such skills. Let us show you our flexible job training and education options to help you get the wages you want.

- Free computer workshops (Beginner or Advanced)
- Short term training for high demand jobs & careers
- Brush up on workplace reading, writing & math
- Learn budgeting tips while job searching
- ESL - (English as a Second Language) & GED - (General Educational Development) classes

Laid Off Worker Resources

If you've been laid off, we can help with filing unemployment insurance, accessing training options, and landing a new job.

www.worksourceclackamas.org



Attend our Job Seeker Orientation session or call us to schedule a consultation.

Worksource Clackamas: (971) 673-6400 | Workforce Services: (503) 594-6246

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services are available to individuals with disabilities and language services to individuals with limited English proficiency, free of cost upon request. TTY/ТДДидел: 7-1-1 toll free relay service. Access free online relay service at: www.srnlitelaidonline.com. Employer/programa que respalda la igualdad de oportunidades. Servicios auxiliares disponibles a pedido para discapacitados. Programa равенственных возможностей по трудоустройству. По просьбе лиц, имеющих инвалидность, предоставляются дополнительные услуги. Sponsored by the Workforce Investment Council of Clackamas County www.wlscso.org

Laid Off Worker Services



WorkSource Clackamas

Building skills and growing businesses

Laid Off Worker Services | No Cost

TOUGH TIMES CALL FOR THE RIGHT GAMEPLAN

Losing your job through no fault of your own is a tough experience. The uncertainty of your next move can be an overwhelming experience. Our team of experts specialize in helping those affected by layoffs to get reconnected to work and other short-term resources. If you've been laid off, we can help. Whether it's filing for unemployment insurance or landing a new job, our workforce experts are here for you.

OUR SERVICES

Job Search and Job Match

A comprehensive consultation with one of our workforce experts can get you back on your feet quickly after a layoff.

- One-on-One consultation to plan next steps
- Learn about job openings and how to stand out in today's job market
- Online job applications
- Job placement assistance
- Get help completing job applications that catch an employer's attention
- Unemployment Insurance information and assistance

Job Hunting Resources

Use our free resources to find a job that matches your unique talents.

- Free use of computers, phones and fax machines
- Short-term training for high demand jobs and careers
- Resume, interviewing and cover letter writing workshops
- Learn budgeting tips while job searching.

Polishing Workplace Skills

Keep your workplace skills up-to-speed with our many resources.

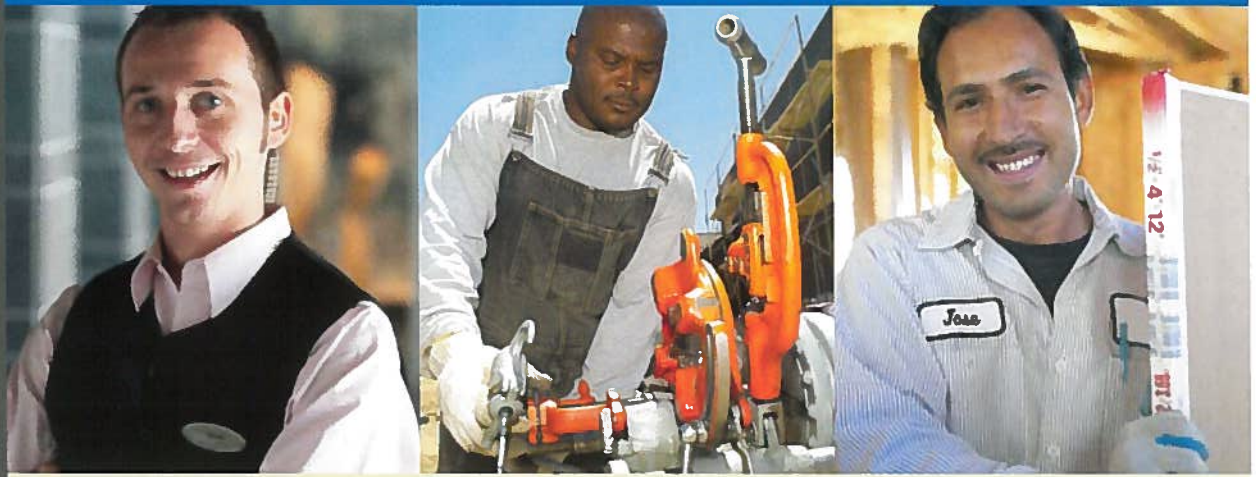
- ESL - (English as a Second Language) & GED - (General Educational Development) classes
- Brush up on workplace reading, writing and math
- Spanish and Russian services available
- Free computer workshops (Beginner or Advanced)

CONTACT OUR RAPID RESPONSE OUTPLACEMENT SERVICES TEAM FOR MORE INFORMATION.

Rapid Response Coordinator
503.594.3114

Mary Nelson – Business & Employment Services Team
971.673.6414
Mary.A.Nelson@state.or.us

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CLACKAMAS



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Employer Services | No Cost

THE CHALLENGE: Workforce Skills

As the baby boom generation slowly exits the workplace, a survey of leaders from a consortium of business research organizations concluded that the incoming generation is sorely lacking in much needed workplace skills - both basic academic and technical skills. The findings reflect employers' growing frustrations over the preparedness of new entrants and its current workforce and their expectation for workers to have the knowledge needed to grow their businesses.

THE SOLUTION: Our Team of Experts

Our employment and training services are an incredible resource for employers in Clackamas County. We focus on preparing and developing a skilled workforce that meets the competitive needs of our local businesses. Because our workforce experts are part of a large network, we can connect you with customized services that fit your specific needs.

OUR SERVICES: Cost-Effective and Reliable

Recruitment

As part of the WorkSource Oregon network, WorkSource Clackamas provides our local employers with an outstanding recruitment tool called iMatchSkills®. We can prescreen applicants, coordinate large recruitments, and provide on-site interview space for you.

Training

Let our workforce experts assess your workforce training needs. Ask about customized training for your new hires and current workers to keep you competitive.

Downsizing

It's never an easy decision to decide to reduce staff. Our Rapid Response Outplacement Team offers customized services to companies experiencing layoffs. Our goal is to lessen the impact to you and your workers by delivering services to your workforce in advance of, and after, the layoff including: resume development, interview practice, skill upgrades, and job placement assistance.



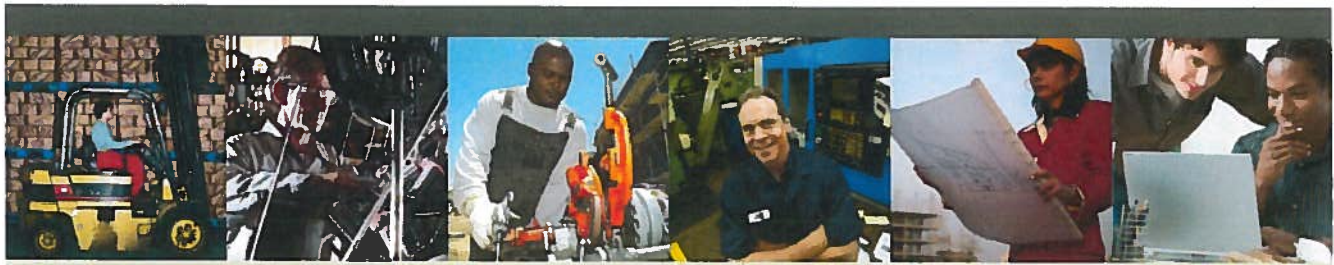
Contact us today for a complimentary workforce needs assessment

Worksource Clackamas: (971) 673-6400 | Workforce Services:

(503) 594-6246

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Employer Services



WorkSource Clackamas

Building skills and growing businesses

Approved Candidate: _____ JSID: _____

Approval Date: _____

The above **WorkSource** Customer has been determined eligible for **On-the-Job** Training funds through WorkSource Clackamas. Eligibility is not a guarantee of funding or placement.

WorkSource Clackamas's On-the-Job Training (OJT) resource reimburses qualifying business for their training investment. The program reimburses up to 50% of wages paid to the new hire during the training period (1 to 6 months.) The average training reimbursement to businesses is about \$3,500 per hire. This program is funded through grants from the U.S. Department of Labor and Oregon's Back-to-Work Initiative.

Pre-Approved Candidate Profile:

- WorkSource customer who has completed a screening process and participated in a series of WorkSource services to enhance their employability.
- Have strong skill sets in their targeted occupations but may need some brush-up of those skills. Those skills can be provided on the job by the employer.
- Have been working with WorkSource professionals to remain as marketable as possible in the job market.
- Many have recently completed training programs funded by WorkSource Clackamas.
- Have successfully earned a National Career Readiness Certificate. www.oregonworkready.com

Eligible Business / Position Profile:

- Business must be located in Clackamas County.
- Eligible positions can range from entry-level to high-level executive; wages must be at least \$10 an hour.
- Permanent / Regular employment which provides a minimum of 30 hours of work per week and is anticipated to last at least one year.
- Medical benefits offered with an employer contribution towards premiums. *Note* Exceptions may be made on a case by case basis.
- No employees can be in layoff status for the position in which they are being hired.
- Company cannot have relocated to the area in last 120 days leaving laid-off employees behind.
- Special funding is available for businesses who hire technical positions, such as engineers, technicians and computer specialists.

If you are interested in hiring this candidate or you would like to find out more about the OJT Program, please contact **Tom Brown, 503.594.3956, thomasb@clackamas.edu**

Sponsored by the Workforce Investment Council of Clackamas County www.wicco.org

Worksource Oregon is an equal opportunity employer/program.



Job seeker ID:

On the Job Training (OJT) Candidate Letter Checklist

When job seekers and employers qualify for an OJT, the employer could be reimbursed up to \$5,000.00 for the cost of training the new employee.

Getting started

Before receiving a candidate letter, customers must be able to show documentation for:

- Legal to work in the US – document(s) from I-9 document chart
- If male, registration with Selective Service - www.sss.gov
- Complete at least one job search workshop

Workshop name _____

Instructor signature _____

- Updated resume
- Earn the NCRC - provide scores

Receiving a candidate letter

Once the above boxes are checked bring this check list and resume to the;

The Skills Advancement Team at WorkSource Clackamas

506 High Street Oregon City, OR 97045

or

Workforce Development Staff at Clackamas Community College Family Resource Center

19600 Molalla Ave Oregon City, OR 97045

When to use the candidate letter

- ◇ Networking
- ◇ Conducting informational interviews
- ◇ Attending job fairs
- ◇ During a formal interview

Questions, please call: (503) 594-6246

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Un empleador/programa de igualdad de oportunidades. Ayudas auxiliares y servicios están disponibles a petición de las personas con discapacidad.

WorkSource Clackamas – Job Search Workshop Descriptions

Career Gateway (3 hours) CCC

*If interested in career change or training.

Get a good look at your skills, and find out which jobs need them! Learn what skills you'll need to switch to a new career! Learn to create your own training plan.

Job Search Tools

Shortcuts to Apply On-line (3 hours)

Do you believe your on-line applications get lost? Are you tired of filling out applications from scratch – OR – have you just started your job search? Come to this workshop to learn about using on-line resources to simplify your application process. You will leave with a master application to be used over and over again, basic computer tools, and what to add to an application to make it stand out.

Resumes (3 hours)

In this workshop, you will learn how to tailor your resume to specific job announcements to make you stand out. Discover the importance of keyword usage and techniques for simplifying the resume process. You will learn to understand resume formats and how to utilize a resume template.

Resume Critique (3 hours) CCC – F117 *Lab

Need help with your resume or cover letter? This workshop will allow you to receive more assistance in an individual setting.

Please bring a copy of your resume hard copy, or via email or flash drive.

Interviewing (3 hours)

In this workshop, you will learn valuable interviewing tips. Learn techniques for communicating with a prospective employer; who you are, what you know, and what you have to offer.

Interview Coaching (3 hours)

This workshop is a perfect place to practice answering the interview questions employers are asking. Get the coaching you need to prepare, and improve for your next big interview.

Job Search in the 21st Century (3 hours) CCC – F113

Learn the importance of understanding changes utilizing the Internet to maximize your search; researching companies and salaries; the importance of networking; AND receive two valuable tools to aid in your search.

LinkedIn and More (3 hours) CCC – F113

Today we are able to connect more than ever. Social Networking is vital to your job search in order to truly find the job you want. We will discuss several Social Networking sites and will also spend lab time working on your LinkedIn profile.

NCRC Prep (2 hours) CCC – F113

Want to obtain your National Career Readiness Certificate and need to pretest, practice, or ask questions? Attend this brief workshop to feel better prepared. Testing sign-up will be available for attendees who are ready.

Employer Spotlight (2 hours) Annex

Every month a speaker is chosen from area employers to talk about the needs and expectations that hiring managers look for when conducting interviews. Job seekers are allowed to ask questions about what interviewers want.

Note: This is NOT an opportunity to ask about specific jobs at the company being represented. Come with 3-5 questions you have about applying for jobs.

**Reserve/Cancel: Visit your www.imatchskills.org profile
(Reservations are required) Have questions? Call (503) 594-3091**

Workshop Locations

WorkSource Clackamas Annex (Annex) Oregon City 108 11th St - Room 104,108

WorkSource Clackamas (WSC) Oregon City, 506 High St

**Clackamas Community College Oregon City, 19600 Molalla Ave, Family Resource Center
(F106, F113, F117)**

WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact (503) 594-3091.

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con (503) 594-3091.

WORKSHOP DESCRIPTIONS

- **C-TEC EMP - Youth Employment Lab:** Open entry, no appointment necessary. For youth age 14 to 21. Assistance with job search, job leads, interviewing skills, and increasing your employability. All youth will be screened for extended C-TEC Youth Services.
- **GED Practice Test:** GED Practice Test consists of taking five subject assessments in these areas: Social Studies, Science, Writing, Reading, and Math. Time to complete all five may vary according to an individual's reading & knowledge skill level. Allow at least two hours for your tests and get a copy of your scores. You may have to split the assessment into two days. Results are given immediately. Registration is not necessary. Summer hours are limited. Contact Barb Simington at (503) 594-3395 CCC to make arrangements.
- **Microsoft Word and Excel: Community Computer Class (Pioneer Pacific):** Interested in learning more about Microsoft Office? Do you have basic computer skills, but want to brush up on this much used software? Join Pioneer Pacific on Fridays for two hours to learn: Basic Windows, Word, and Excel.

Classes alternate in 4-week cycles. They are free and limited to 30 students. Pre-registration is required. To register for any of the Community Computer Classes or the Job Search series, contact **Pioneer Pacific College at (503) 688-2126** or email Dawn.bielitz@pioneerpacific.edu. Pioneer Pacific is located at 27375 SW Parkway Avenue, Wilsonville, OR 97070.

- **Explaining Employment Barriers: (Bring your lunch.)** Learn how to explain your **Barriers** to employers in the most positive way possible! If you have Criminal Background Issues, Terminations, no driver's license, or have limited education. Learn job search approaches and options for presentations. Register with Shauna Kennedy, (503) 722-6014. Located at 104 11 St., Oregon City (WorkSource Annex)
- **Love, Inc. Job Seeker Coaching Group:** Uplifting interactive support group focusing on networking, interview skills and resumes. Staffed by experienced volunteer mentors in partnership with Love In the Name of Christ of Clackamas County. Meets at Prince of Life Lutheran Church: 13896 S. Meyers Rd, Oregon City (West of Hwy 213, across from CCC, behind Haggen Market). Every non-holiday Monday 9:00–11:00 AM No reservations required. 503-657-3100
- **Vocational Rehabilitations (VR) Services Orientation:** *The Mission of the Office of Vocational Rehabilitation Services is to assist Oregonians with disabilities to achieve and maintain employment and independence.* Orientation occurs on Thursday's at 9:00am and provides an overview of VR services including eligibility, roles and the basic rehabilitation process. Please call 971-673-6130 to confirm orientation time and location. The Clackamas Vocational Rehabilitation office is located at 4382 SE International Way Ste. B Milwaukie, OR 97222.
- **Microsoft Word - Basics:** The class covers file management, menus, navigating the page, and shortcuts for cutting/pasting. Even if you have never used a computer, you can take this class. We skip what you don't need and focus on doing things the easiest way. Please bring a flash drive.
To register, call Maureen Sunderland at 971-673-6448.
- **Microsoft Word - Beyond the Basics:** This class will teach you editing shortcuts and cover paragraphs, formatting and insertions. You can spiff up your resume and gain new skill in MS Word. Bring a flash drive with your resume and any other documents you might want to work on.
To register, call Maureen Sunderland at 971-673-6448.
- **Microsoft Excel - Basics:** Learn the basics of Excel. We will start from the very beginning. This class is designed for someone who has never used Excel before or those who have had trouble learning excel. We will cover worksheet basics, rows and columns, cell basics, formatting cells, saving and printing. Please bring a flash drive.
To register, call Maureen Sunderland at 971-673-6448 or Suzanne Curtis at 971-673-6431.
- **Microsoft Excel – Intermediate:** Get more comfortable with MS Excel. We will review the basics of MS Excel and learn all about formulas, formatting, sorting, outlining and creating graphs. Please bring a flash drive.
To register, call Maureen Sunderland at 971-673-6448 or Suzanne Curtis 971-673-6431.
- **ACT-On:** Information session provides overview of Clackamas Community College's ACT-On program for those interested in a future in retail management. Information session covers topics such as: ACT-On program services, college admissions, retail management courses, applying for financial aid, class registration, textbooks as well as access to Career Coaches. No reservations required. Class location is 506 High St., Oregon City, OR 97045. For more information contact Heather Damghani at 503-594-6188 or email heather.damghani@clackamas.edu.

WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact (971) 673-6400 x22473. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con (971) 673-6400 x22473. Marque al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas obtenga acceso gratis en Internet por medio del siguiente sitio: www.sprintrelayonline.com

H15

Employment Solutions



A partnership between Community Solutions for Clackamas County and the Workforce Investment Council



An opportunity for job seekers facing challenges to employment!

Our program works well for Job Seekers who could benefit from individualized employment support.

Who is Eligible?

Individuals residing in Clackamas County who:

- ◆ Are Long term unemployed (18 months or longer)
- or
- ◆ Have a criminal history and/or
- ◆ Self disclosed mental health condition

This program will provide the skills and tools Job Seekers need to become successfully employed.

Participants Receive:

- ◆ Intensive Job Readiness Training
 - *iMatchSkills
 - *Resume Preparation
 - *Effective Interviewing
 - *Completing Job Applications
- ◆ Weekly Networking
- ◆ Intensive Case Management
- ◆ Job Placement and Retention Assistance

www.WorkSourceClackamas.org

WorkSource Oregon is an equal opportunity program/employer. Contact WorkSource Clackamas for assistance. Auxiliary aids and services are available upon request to individuals with disabilities.

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Para solicitar dichos servicios, contáctese con WorkSource Clackamas.

Pam Harshberger
Phone: 503.867.7500

Shamyia Becerra
Phone: 971.303.3353

Contact:
Job Development Specialist
pharshberger@clackamas.us

Job Development Specialist
sbecerra@clackamas.us



C-TEC Youth Services' Partners

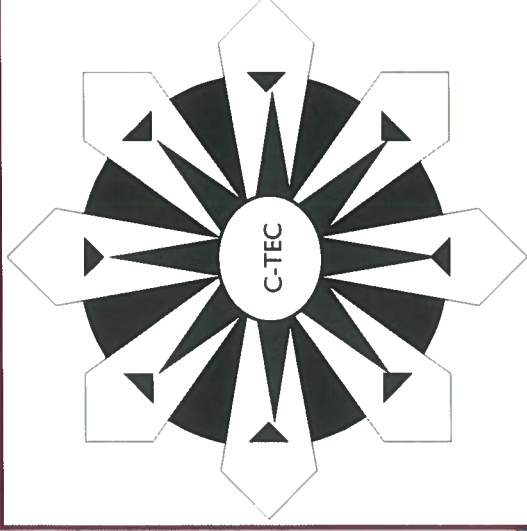
- Canby School District
- Clackamas Community College
- Clackamas County Juvenile Department
- Department of Human Services
- Estacada School District
- First Star LLC
- Housing Authority of Clackamas County
- North Clackamas School District
- Oregon City School District
- Oregon Youth Authority
- Springwater Transitional Living and Home Safe Program
- Ant Farm of WOAPE
- West Linn-Wilsonville School District
- WorkSource Clackamas



C-TEC Youth Services is funded by the Workforce Investment Council of Clackamas County (WICCO). Auxiliary aids and services are available upon request to individuals with disabilities. Equal Employment Opportunity Programs

C-TEC Youth Services

A collaboration to support youth in developing skills for today's workforce



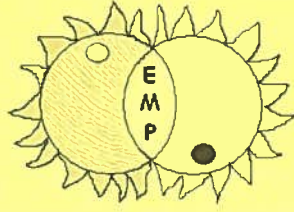
www.clackamascareers.com
Phone: 503-594-3959

C-TEC YOUTH SERVICES

19600 Molalla Avenue
McLoughlin Hall 113
Oregon City, OR 97045

Phone: 503-594-3959
Oregon Relay 711
Fax: 503-722-5868





Employment Made Possible

Presents

EMP Youth Employment Labs

Tuesdays & Wednesdays

4:00 – 5:00 PM

(No appointment necessary, Drop-In Services Only)

Open to all Youth 14-21 years old

Learn Pre-Employment Training Skills that can support you getting a job
Learn how to identify and demonstrate your Top 3 Strengths with potential employers
Receive support in learning how to conduct an effective job search online or within the community
Find out how to register with Worksource Clackamas's I-Match Skills System & get registered while onsite
Learn how to make sure your skills match with jobs listed in the I-Match Skills System
Learn more about volunteer opportunities that can help you prepare for paid employment
Ask about community resources that are available for youth ages 14-21 years old in Clackamas County
Practice your computer skills using various tutorials available onsite



... Sneak a peek at our special EMP Eyes & Ears Youth Job List(s) – "Hot Off the Press" on Wednesdays @ 4pm



EMP is located in the Worksource Clackamas Building - 506 High Street, Oregon City, OR 97045

C-TEC Youth Services is funded by the Workforce Investment Council of Clackamas County (WICCO)

C-TEC Youth Services is an equal opportunity employer/program with auxiliary aids and services available upon request to individuals with disabilities. Oregon Relay System 711



Application for WIA Employment, Education, and Training Services

***Please use a black or blue ink pen to complete this application and do not use White Out

School/Agency:	Last Name	First Name	Middle Initial
Providing your Social Security Number is voluntary. If you provide it, your number will be used for keeping records, doing research and planning. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any services provided solely under Title 1B of the Workforce Investment Act. <u>Please read Applicant Rights & Responsibilities/SSN Disclosure Statement</u> which describes how your SSN will be used.			
Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Refuse to Disclose	
Date of Birth <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Age Today	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Primary Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other, please specify: _____			
Race (Please check all that apply to you) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Not disclosed <input type="checkbox"/> Black or African American <input type="checkbox"/> Hawaiian Native/Other Pacific Islander			Ethnicity (optional) <input type="checkbox"/> Hispanic / Latino
Citizenship Status <input type="checkbox"/> United States Citizen <input type="checkbox"/> Non-Citizen Legal to Work <input type="checkbox"/> Neither	Veteran Status <input type="checkbox"/> Veteran <input type="checkbox"/> Not a Veteran	Student Status <input type="checkbox"/> Student—Attending high school or less <input type="checkbox"/> Student—Attending college or advanced training <input type="checkbox"/> Student—Attending GED Prep classes at: _____ <input type="checkbox"/> Not a student—I have a Diploma, Modified Diploma, or GED <input type="checkbox"/> Not a student—I am not enrolled in school	
Highest Grade/Education Completed (check one box) <input type="checkbox"/> Completed through grade (circle one) 1 2 3 4 5 6 7 8 9 10 11 <input type="checkbox"/> Completed my High School Diploma <input type="checkbox"/> Completed 1 year of College <input type="checkbox"/> Completed my GED <input type="checkbox"/> Completed 2 years of College			
Current Labor Force Status <input type="checkbox"/> Employed <input type="checkbox"/> Not Employed <input type="checkbox"/> No Previous Employment Are you or have you received unemployment benefits? <input type="checkbox"/> No <input type="checkbox"/> Yes		Selective Service Status (Males ages 18 and over only) <input type="checkbox"/> Registered <input type="checkbox"/> Not Registered *Must register to be eligible. Visit www.sss.gov to register	
Home Address		City	State
Mailing Address (if different than above)		City	State
Telephone Numbers (please include area code) Primary: () Cell: () Other: ()		Email	
ELIGIBILITY & DEMOGRAPHIC CHARACTERISTICS --Please check all characteristics that apply to you. Verification may be requested.			
___1. Disability (includes physical/learning disabilities and mental health conditions) ___2. Drug and/or Alcohol Addiction ___3. Custodial Parent ___4. Runaway ___5. Homeless ___6. Foster Child/Ward of the State ___7. In a family that has received SNAP (food stamps) anytime in the last six months ___8. In a family receiving TANF ___9. In a family receiving Supplemental Security Income ___10. Refugee Assistance ___11. Basic Skills Deficient (below and EFL of 7 as determined with a formal assessment) ___12. Dropped out of school or have not been attending for an extended period of time		___13. Limited English ___14. Pregnant ___15. Criminal Justice Involvement (as a juvenile or adult) ___16. Have an Incarcerated Parent(s) ___17. Need additional assistance to complete education plan (CHECK BELOW) <input type="checkbox"/> Have been deemed "at risk of dropping out" by a school official <input type="checkbox"/> Have a core GPA of 1.5 or below <input type="checkbox"/> Not currently enrolled in school and is lacking a diploma or GED <input type="checkbox"/> Lacking at least 2 high school credits to be at grade level ___18. Need additional assistance to enter employment (CHECK BELOW) <input type="checkbox"/> Have never been employed <input type="checkbox"/> Have been fired within the last 12 months <input type="checkbox"/> Have never held a full-time job for longer than 13 weeks	
FAMILY SIZE --Please refer to 'Eligibility Characteristics' above. Follow directions below to determine your family size.			
<input type="checkbox"/> If you checked any eligibility characteristics #1-4, then your family size equals: You + Your Spouse (if you have one) + Your Dependent Children/Adults (if you have any)			Family Size:
<input type="checkbox"/> If you ONLY checked eligibility characteristics #5-19, then your family size equals: You + Any people in your household that are related by blood, marriage, or court order			
6 MONTH FAMILY INCOME --Please refer to 'Family Size' and 'Eligibility Characteristics' above. Follow directions below to determine your 6 month family income.			
<input type="checkbox"/> If you selected ANY eligibility characteristic #5-10, then you automatically meet the economic standard for eligibility. Please write "n/a" in the 6 Month Family Income box.			6 Month Family Income
<input type="checkbox"/> Otherwise, please refer to your 'Family Size' above. Your 6 Month Family Income will include ALL income received by each member in the Family Size over the last 6 months. Please note:			



WORKSOURCE CLACKAMAS

Sponsored by the Workforce Investment Council of Clackamas County
www.wsource.org

WORKFORCE SERVICES

Building skills and growing businesses!



Workforce Services

WorkSource Clackamas is the leading source for employment and training solutions in Clackamas County. Our goal is to develop a highly skilled workforce that creates economic prosperity in Clackamas County. One of our areas of expertise is helping laid off workers, and those businesses that are in need of tapping a skilled pool of talent to remain competitive.

As part of the WorkSource Oregon network of workforce experts across the state, we are committed to providing excellent employment and training services for Clackamas County businesses and job seekers. Our workforce experts prepare job seekers for high demand jobs and connect them to employers through career planning, training and placement services.

Mission

Our workforce experts prepare job seekers for high demand jobs which connect them to employers through career planning, training and placement services.

Vision

We fill the workforce pipeline needs of businesses to support economic development of Clackamas County.

Career Workshops

View our selected workshops designed to aid job seekers return to work faster. Join a workshop to practice innovative techniques to find employers, develop a resume, improve networking, interview better and improve your job search. Check out our Job Search in the 21st Century Workshop and more! View [workshop calendar](#)

National Career Readiness Certificate

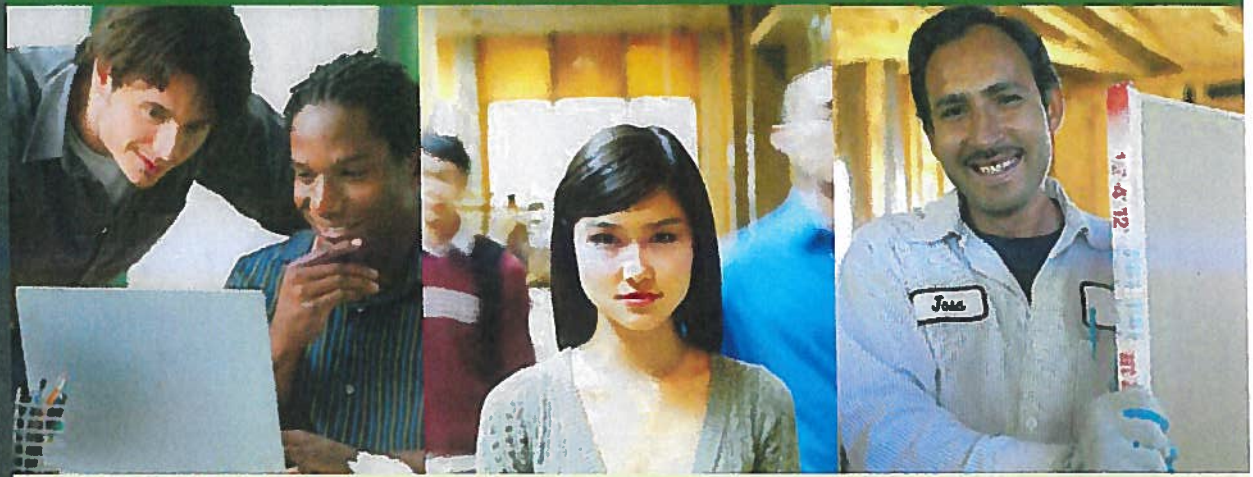
Oregon's National Career Readiness Certificate (NCRC) helps you identify, document and improve your career readiness skills. It can set you apart from the competition. Start today! [Link](#)

Home
What's New
About Us
Business and Industry
Job Seekers
Youth
Resources
Contact Us
Site Map

Workforce Services :: www.worksourceclackamas.org :: [Site Map](#)
Contact Us :: Phone: 971.673.6400
Contact Webmaster :: Site Design by Swisher Web Solutions

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD: dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com





WorkSource Clackamas

Building skills and growing businesses

Job Seeker Services | No Cost

CONNECT TO OUR WORKFORCE EXPERTS

In today's highly competitive job market, skills are the best marketing tool that a job seeker can have to get a job or advance his/her career. Our job services are an incredible resource for job seekers in Clackamas County. Because our workforce experts are part of a large network, we can connect you with the right services that fit your specific needs.

OUR SERVICES

Skills Review

Understanding your current skill set is critical to mapping out a plan of action for finding a job, and for creating a long-term plan to address skill gaps. We offer a no-charge online skill assessment tool that maximizes your time in finding a job that you love and 'certifies' your skills to better sell your self to employers.

- One-on-One consultation to plan next steps
- Spanish & Russian services available

Job Search and Job Match

Our network of workforce experts can provide a comprehensive workforce consultation to uncover your best career path, and help you enroll in iMatchSkills® to match you with employers needing your skills.

- Learn about hot job openings and how to stand out in today's job market
- Online Applications, Technology tips, making the most of your life experience.
- Resume, interviewing & cover letter writing workshops
- Free use of computers, phones and fax machines
- Get help filling out job applications that catch an employer's eye
- Job placement assistance

More Skills Equal Higher Wages

Higher skills equate to a higher pay scale. A 20-year Oxford University study showed that nonmanagerial workers who mastered "very important" skills received 7 percent higher pay than colleagues in the same field who had not mastered such skills. Let us show you our flexible job training and education options to help you get the wages you want.

- Free computer workshops (Beginner or Advanced)
- Short term training for high demand jobs & careers
- Brush up on workplace reading, writing & math
- Learn budgeting tips while job searching
- ESL - (English as a Second Language) & GED - (General Educational Development) classes

Laid Off Worker Resources

If you've been laid off, we can help with filing unemployment insurance, accessing training options, and landing a new job.



Attend our **Job Seeker Orientation session** or call us to schedule a consultation.

Worksource Clackamas: (971) 673-6400 | Workforce Services: (503) 594-6246

Job Seeker Services

WorkSource Clackamas is an equal opportunity employer/program. Auxiliary aids and services and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost, upon request. TTY/TDD call 7-1-1 toll free relay service. Accessible online relay service at www.sprinklr.com. Employment programs that respond to qualified opportunities. Services auxiliares disponibles a pedido para discapacitados. Programмы помощи/поддержки доступны по запросу. Доступность: Тел. 800.877.8339. Доступность: Интернет: www.worksourceclackamas.org. Спонсор: Совет по вопросам инвестиций округа Клакэмайс. www.wicco.org



WorkSource Clackamas

Building skills and growing businesses

Laid Off Worker Services | No Cost

TOUGH TIMES CALL FOR THE RIGHT GAMEPLAN

Losing your job through no fault of your own is a tough experience. The uncertainty of your next move can be an overwhelming experience. Our team of experts specialize in helping those affected by layoffs to get reconnected to work and other short-term resources. If you've been laid off, we can help. Whether it's filing for unemployment insurance or landing a new job, our workforce experts are here for you.

OUR SERVICES

Job Search and Job Match

A comprehensive consultation with one of our workforce experts can get you back on your feet quickly after a layoff.

- One-on-One consultation to plan next steps
- Learn about job openings and how to stand out in today's job market
- Online job applications
- Job placement assistance
- Get help completing job applications that catch an employer's attention
- Unemployment Insurance information and assistance

Job Hunting Resources

Use our free resources to find a job that matches your unique talents.

- Free use of computers, phones and fax machines
- Short-term training for high demand jobs and careers
- Resume, interviewing and cover letter writing workshops
- Learn budgeting tips while job searching.

Polishing Workplace Skills

Keep your workplace skills up-to-speed with our many resources.

- ESL - (English as a Second Language) & GED - (General Educational Development) classes
- Brush up on workplace reading, writing and math
- Spanish and Russian services available
- Free computer workshops (Beginner or Advanced)

CONTACT OUR RAPID RESPONSE OUTPLACEMENT SERVICES TEAM FOR MORE INFORMATION.

Rapid Response Coordinator

503.594.3114

Mary Nelson – Business & Employment Services Team

971.673.6414

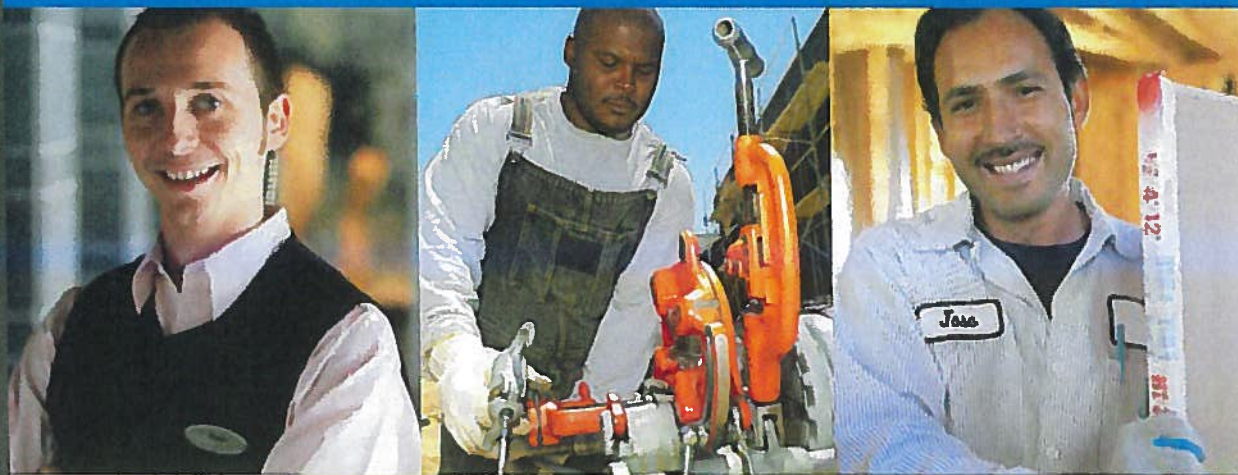
Mary.A.Nelson@state.or.us

www.worksourceclackamas.org



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Laid Off Worker Services



WorkSource Clackamas

Building skills and growing businesses

Employer Services | No Cost

THE CHALLENGE: Workforce Skills

As the baby boom generation slowly exits the workplace, a survey of leaders from a consortium of business research organizations concluded that the incoming generation is sorely lacking in much needed workplace skills - both basic academic and technical skills. The findings reflect employers' growing frustrations over the preparedness of new entrants and its current workforce and their expectation for workers to have the knowledge needed to grow their businesses.

THE SOLUTION: Our Team of Experts

Our employment and training services are an incredible resource for employers in Clackamas County. We focus on preparing and developing a skilled workforce that meets the competitive needs of our local businesses. Because our workforce experts are part of a large network, we can connect you with customized services that fit your specific needs.

OUR SERVICES: Cost-Effective and Reliable

Recruitment

As part of the WorkSource Oregon network, WorkSource Clackamas provides our local employers with an outstanding recruitment tool called iMatchSkills®. We can prescreen applicants, coordinate large recruitments, and provide on-site interview space for you.

Training

Let our workforce experts assess your workforce training needs. Ask about customized training for your new hires and current workers to keep you competitive.

Downsizing

It's never an easy decision to decide to reduce staff. Our Rapid Response Outplacement Team offers customized services to companies experiencing layoffs. Our goal is to lessen the impact to you and your workers by delivering services to your workforce in advance of, and after, the layoff including: resume development, interview practice, skill upgrades, and job placement assistance.



Contact us today for a complimentary workforce needs assessment

Worksource Clackamas: (971) 673-6400 | Workforce Services: (503) 594-6246

Employer Services

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency. Line of cost upon request. TTY: (503) 594-6246. Relay service: Access free online relay service at www.springshare.com. Employer program que respecta la igualdad de oportunidades. Servicios auxiliares disponibles a pedido para discapacitados. Programa para individuos con poca habilidad de comunicación por teléfono. (503) 594-6246. Procedure: Para individuos con discapacidades, proporcionar servicios de accesibilidad y servicios de idiomas. Procedimiento: Para individuos con poca habilidad de comunicación por teléfono, proporcionar servicios de accesibilidad y servicios de idiomas. Sponsored by the Workforce Investment Council of Clackamas County. www.wcco.org

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Employment Solutions



Partnership between Community Solutions for Clackamas County and the Workforce Investment Council



An opportunity for job seekers facing challenges to employment!

Our program works well for Job Seekers who could benefit from individualized employment support.

Who is Eligible?

Specifically those individuals who have:

- ◆ Long term unemployment
(18 months or longer)
or
- ◆ A criminal history
and/or
- ◆ A mental health condition

This program will provide the skills and tools Job Seekers need to become successfully employed.

Participants Receive:

- ◆ Intensive Job Readiness Training
 - *iMatchSkills
 - *Resume Preparation
 - *Effective Interviewing
 - *Completing Job Applications
- ◆ Weekly Networking
- ◆ Intensive Case Management
- ◆ Job Placement and Retention Assistance

www.WorkSourceClackamas.org

WorkSource Oregon is an equal opportunity program/employer. Contact WorkSource Clackamas for assistance. Auxiliary aids and services are available upon request to individuals with disabilities.

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Para solicitar dichos servicios, contáctese con WorkSource Clackamas.

Contact:

Pam Harshberger

Phone: 503-867-7500

pharshberger@clackamas.us

Or

Ken Bietschek

Phone: 503-502-3411

kenbie@clackamas.us



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An On-the-Job Training agreement may be valuable and a great way to save money.



An OJT is a training partnership with employers allowing participants to learn in their real work environment with a structured training plan, under the supervision of their employer.

Health, Housing & Human Services

CLACKAMAS COUNTY



To hire your next employee using On-the-Job Training, contact

Pam Harshberger
Ken Bietschek
Employment Solutions Coordinator

108 11th Street
Oregon City, OR 97045
Phone: (503)-650-8903
Cell: (503) 502-3411
Fax: (503) 655-8841
pharshberger@clackamas.us
kenbie@clackamas.us

TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com
Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas
Obtenga acceso gratis en Internet por medio del siguiente sitio: www.sprintrelayonline.com

www.WorkSourceClackamas.org

WorkSource Oregon is an equal opportunity program/employer. Contact WorkSource Clackamas for assistance. Auxiliary aids and services are available upon request to individuals with disabilities.



On-the-Job Training



EMPLOYMENT SOLUTIONS

A program of Community Solutions for Clackamas County

ATTENTION JOB SEEKERS!



*Are you over 18 years old?
Are you living in Clackamas
County?*



*Is English not your native
language?*

We can help you with:

- ◆ Career Advancement
- ◆ Training Opportunities
 - ◆ Support Services
 - ◆ Employment Search

Please Contact:

Josie Majuri

971-673-6456 or

971-271-6467

josiem@irco.org

This program funded in whole or in part with funds provided through WICCO from the U.S. Department of Labor. IRCO is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711.

P-15 Please provide a copy of the EO/ADA complaint process. (29 CFR 37.76)

Attached is Policy P-04, Nondiscrimination and EO Requirements.



POLICY #: P-04
Nondiscrimination and Equal Opportunity Requirements and Attachments for Posting

ISSUED: January 17th, 2013

PURPOSE:

To implement the requirements of the Nondiscrimination and Equal Opportunity (EO) provisions of the Workforce Investment Act of 1998 (WIA), which are contained in section 188 of WIA. Section 188 prohibits discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIA Title I financially assisted program or activity.

The Workforce Investment Council of Clackamas County will utilize this policy to:

1. Notify regional sub grant recipients of federal funds that the required "EO is the law" language needs to be included on communications (brochures, publications, broadcasts, and websites) for applicants and on recruitment materials for individuals applying to a recipient to work in the One Stop system.
2. Notify regional sub grant recipients they need to place designated posters with specific EO language regarding processing complaints in all One Stop locations referenced in the local and regional workforce plans, and in affiliated sites.
3. Notify regional sub grant recipients of federal funds in Oregon of the state's Methods of Administration, which describes how the state will administer the WIA equal opportunity provisions.
4. Provide regional sub grant recipients of federal funds with program operating standards and guidance on matters related to nondiscrimination and equal opportunity requirements.

REFERENCES:

- Public Law 105-220, Section 188
- 20 CFR Part 667.275, WIA Nondiscrimination and EO Provisions
- 20 CFR Part 31, 32, and 37, WIA Nondiscrimination and EO Provisions
- 28 CFR Part 36, ADA Standards for Accessible Design
- Americans with Disabilities Act of 1990, Title II, Subpart A
- Titles VI and VII of the Civil Rights Act of 1964, as amended
- Age Discrimination Act of 1975, as amended
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973

- USDOL TEIN No. 16-99
- Oregon Administrative Rule (OAR) 151-010-0015 (EO Nondiscrimination)
- State of Oregon Methods of Administration

DEFINITIONS:

Complaint: For purposes of this policy, means an allegation of a violation of the nondiscrimination and equal opportunity provisions.

Recipient: Taken from title 29 CFR Part 37, means any entity to which financial assistance under WIA Title I is extended, either directly from the Department of Labor (DOL) or through the Governor or another recipient (including any successor, assignee, or transferee of a recipient), but excluding the ultimate beneficiaries of the WIA Title I-funded program or activity. In addition, One-Stop partners, as defined in Section 121(b) of WIA, are treated as “recipients” and are subject to the Nondiscrimination and Equal Opportunity requirements of Title 29 CFR Part 37, to the extent that they participate in the One-Stop system.

POLICY:

The Workforce Investment Council is dedicated to a policy of Nondiscrimination and committed to a spirit of Affirmative Action in the administration of programs and the provision of services. In the operation of any program, no person shall be discriminated against or denied benefits as a participant, administrator or staff person by Workforce Investment Council or its recipients on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. In addition, no WIA Title IB participants or beneficiaries shall; on the basis of citizenship or status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity; be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any WIA Title I funded program or activity.

Appropriate efforts shall be made by Workforce Investment Council for outreach to training, placement, and advancement of disabled individuals in employment and training programs. Auxiliary aids and services will be made available upon request to persons with disabilities.

Workforce Investment Council Administrative Office Responsibilities:

1. Copy guidelines and reference materials related to Nondiscrimination and Equal Opportunity laws and regulations to regional sub grant recipients.
2. Forward to Region 15 sub grant recipients information regarding minority owned businesses and organizations serving disabled and minority individuals in their region.
3. Notify the state of Oregon Equal Opportunity Officer and the US department of Labor Civil Rights Center (CRC) of any lawsuits or administrative enforcement actions alleging WIA-

related discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political, and for beneficiaries only, citizenship or participation in the WIA Title I.

Region 15 Contractor and Subcontractor Responsibilities:

1. Assure that each applicant receives a copy of the Nondiscrimination/Equal Opportunity is the law notice in appropriate written format, or appropriate format for individuals with visual impairments. Record the receipt of nondiscrimination and equal opportunity information in the applicant file.
2. Comply with Workforce Investment Council policy in the notification of the Workforce Investment Council administrative office of documented complaints, lawsuits or administrative enforcement action alleging discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation, and for beneficiaries only, citizenship or participation in WIA.

Workforce Investment Council and Subcontractors Responsibilities:

1. Appoint an EEO Coordinator that will be responsible managing WIA contracts and grants.
2. Include an assurance of nondiscrimination/equal opportunity with respect to the operation of WIA-funded programs or activities on each application for federal financial assistance and WIA, and procurement contracts.
3. Encourage the provision of equitable services among substantial segments of the WIA Title I eligible population.
4. Ensure that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program.
5. Make program services and information available in languages other than English as appropriate and required under 29 CFR 37.35.
6. Maintain an up-to-date Accessibility Self-Evaluation report.
7. Provide initial and updated EEO and Nondiscrimination policy updates to sub grantees regarding WIA applicants/registrants, applicants for employment, and members of the public.
8. Provide signage at a primary entrance to each of its facilities. The international symbol for accessibility shall be used at each primary entrance of an accessible facility.
9. Include appropriate taglines on publications, broadcasts, and other communications about programs and activities funded with WIA.

ENGLISH

WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact _____.

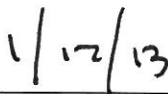
SPANISH

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con _____.

10. Prominently display current EEO notices in both English and Spanish at WorkSource Clackamas centers and affiliated sites. The posters will include the name, address, and contact information for the EEO Coordinator.
11. Provide an orientation to new participants and/or new employees that include a discussion of nondiscrimination and EEO rights and processes.
12. Disseminate internal memoranda and other written or electronic information regarding nondiscriminatory practices.
13. Encourage partnerships with public and private agencies serving disabled and minority persons to encourage referrals to WIA services.
14. Include the State of Oregon's listing of minority and female vendors and organizations representing the disabled on bidders' lists for contracts issued pursuant to Workforce Investment Council procurement policy. See:
<http://www.oregon4biz.com/Grow-Your-Business/Business-services/Minority-Owned-Business-Certification/>
<http://www4.cbs.state.or.us/ex/dir/omwesb/>
15. Comply with State requirements regarding the collection, maintenance, and confidentiality of data for each applicant/registrant, terminee, applicant for employment and employee.
16. Comply with Workforce Investment Council policy and the Oregon Methods of Administration in adopting standards and procedures for providing services and for responding to complaints of discrimination.

Approved:





Workforce Investment Council Board Chair

Date

Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title I- financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

What to Do If You Believe You Have Experienced Discrimination.

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

FOR INFORMATION OR TO FILE A COMPLAINT, CONTACT:

Name: Bridget Dazey

Address: 365 Warner Milne Road, Suite 202, Oregon City, OR 97045

Phone: (503) 657-1727

Equal opportunity employer with equal opportunity programs.

Auxiliary aids and services are available upon request to individuals with disabilities.

IGUALDAD DE OPORTUNIDADES ES LA LEY

Es contra la ley para este recipiente o agencia de asistencia financiera federal discriminar basado en lo siguiente: Contra cualquier individuo en los Estados Unidos por razones de raza, color, religión, origen nacional, edad, incapacidad, afiliación política o creencia; y contra cualquier beneficiario de programas de asistencia financiera bajo el Título I del Acta de Inversión en la Fuerza Laboral de 1998 (Workforce Investment Act of 1998, WIA), por razones de ciudadanía/estado legal del beneficiario como un inmigrante legalmente admitido y autorizado para trabajar en los Estados Unidos, o su participación en cualquiera de los programas o actividades de asistencia financiera del Título I del Acta de Inversión en la Fuerza Laboral (WIA).

El recipiente o agencia no debe de discriminar en ninguna de las siguientes áreas:
Decidiendo quien va a ser admitido, o tener acceso, a cualquier programa o actividad financiados por el Título I del Acta de Inversión en la Fuerza Laboral; o proveyendo oportunidades en, o negociando con, cualquier persona con relación a tal programa o actividad; o haciendo decisiones de empleo en la administración de, o en conexión con, tal programa o actividad.

QUE HACER SI CREE QUE HA EXPERIMENTADO DISCRIMINACION

Si usted cree que ha sido sujeto a discriminación en algún programa o actividad financiados bajo el Título I del Acta de Inversión en la Fuerza Laboral (WIA), usted puede someter una queja dentro de 180 días desde la fecha en que ocurrió la violación que alega, con cualquiera de los dos:

El(la) Oficial de Igualdad de Oportunidades (Equal Opportunity Officer) del recipiente o agencia (o la persona que el recipiente o agencia ha designado con este propósito); o El (La) Director(a), Centro de Derechos Civiles (Director, Civil Rights Center, CRC), US Department of Labor, 200 Constitution Ave. NW, Room N-4123, Washington, D.C. 20210.

~ Si usted presenta una queja con el recipiente o agencia, usted debe esperar hasta que el recipiente o agencia le de por escrito un aviso de acción final, o hasta que hayan pasado 90 días (cualquiera que ocurra primero), antes de presentar una queja con el Centro de Derechos Civiles (vea la dirección arriba). ~ Si el recipiente o agencia no le da un aviso de acción final por escrito, dentro de los 90 días desde el día en que usted presentó su queja, usted no debe de esperar hasta que el recipiente o agencia le de el aviso antes de presentar su queja al Centro de Derechos Civiles. Sin embargo, debe presentar su queja al Centro de Derechos Civiles dentro de 30 días después de la fecha límite de 90 días. (en otras palabras, dentro de 120 días después del día en que usted presentó su queja con el recipiente o agencia). ~ Si el recipiente o agencia le da un aviso escrito de acción final de su queja, pero usted no está satisfecho(a) con la decisión o resolución, usted puede presentar una queja con el Centro de Derechos Civiles. Usted debe presentar su queja dentro de 30 días desde la fecha en que recibió el aviso de acción final.

PARA OBTENER INFORMACION O PRESENTAR UNA QUEJA, CONTACTE A:

Name: Bridget Dazey

Address: 365 Warner Milne Road, Suite 202, Oregon City, OR 97045

Phone: (503) 657-1727

Igualdad en programas y oportunidades de empleo

Equipo y servicios auxiliares para personas con impedimentos estan disponibles al pedirlos

P-16 Which staff person maintains the EO/ADA complaint log? (29 CFR 37.37)

Amy Evans, Program Manager and WorkSource Liaison

P-17 Please provide copies of the written procedures for internal staff and contractors that provide guidance on timely data entry procedures, and deadlines for inputting data after collection.

PY 2013 response is still applicable. Jan Filgas

All staff are trained and required via contract to follow I-Trac data management system user requirements which state that all required information must be entered into I-Trac within five business days of the event that generated the information.

Sample language included in all A/DW service provider contracts includes:

“Contracted service provider will collect program participant data using two internet-based management information systems: I-Trac, which is a system built and maintained by Worksystems, Inc, and WOMIS, which is a system built and maintained by the State of Oregon. All participant data must be input into I-Trac within 5 business days of the activity.”

The Workforce Investment Council and service providers monitor service gaps in case files regularly to ensure up to date case management and job development services are case noted and entered timely into I-Trac.

P-18 Retired this element because internal reports are now handled by I-Trac staff.

P-19 Retired this element because reconciliation of data and reports are now handled by I-Trac staff.

P-20 Please provide information that demonstrates safeguards for data such as:

- Written procedures for data security
- Frequent back-up of data base (how often)
- Storage of back-up data off site that maintains confidentiality as well as data security.
- Business continuity plan in case of fire, acts of God, etc.

Per the Workforce Investment Council's I-Trac data management system contract with WSI, WSI will provide storage for the Workforce Investment Council's client tracking data. The data will be stored with WSI's client data. The data will be differentiated via a range of fund numbers allocated to the Workforce Investment Council. The data storage and protection will meet WSI's internal standards. These protection standards comprise various methods including but not limited to: Firewall; Hardware Fault Tolerance; Software Fault Tolerance; and Daily Backup to a second location. The Workforce Investment Council's data will be stored in the same system as WSI's data. Based on back-ups and protections in place, apart from a catastrophic event outside WSI control, data entered and saved in the previous 24 hours is the maximum that would be lost.

Regarding Workforce Investment Council's records and data, the Workforce Investment Council server is backed up to an external IDE Drive using Symantec System Recovery software. The backup is performed in full each weeknight and 5 backups are performed per week. Backups are monitored directly each night by ACS. Backup comprises all files and all operating system data on the server. All email and exchange configuration data is also backed up in full daily. The backup data can be accessed independently of the server if required. And the server can be restored from a blank state if needed using the system recovery CD.

The Workforce Investment Council is continuing to develop a business continuity plan and will be looking at developing a system for offsite backups. The Workforce Investment Council will also be attending a "Business Resilience" seminar in March to learn more about how to continue operations if affected by adverse physical conditions, such as a storm, fire or crime.

P-21 Please provide copies of processes used to ensure that participants who have not received any partner services (WIA or non-WIA services) for 90 days and are not scheduled for future services (except for follow-up services) are terminated from WIA as of the last date of receipt of services (TEGL 33-12; 17-05).

PY 2013 response is still applicable. Jan Filgas

Both youth and adult and dislocated worker service providers enter new services/payments into customer records within 5 business days of the event. Service providers review I-Trac exit management reports at least monthly to identify cases with the “most recent service between 60 and 90 days ago.” Gaps in service are identified during this review and addressed to minimize exits that are not planned.

Customer records without a service in the last 90 days are automatically exited through the I-Trac MIS. A/DW services cannot be provided unless the customer re-registers through the Customer Registration process in WOMIS.

P-22 How do program providers ensure that participants employed in programs and activities funded under the Act meet wage and labor standards at Section 181(a)(1)? (20 CFR 667.272)

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement. This requirement is also stipulated in Workforce Investment Council's OJT documents. Staff who are setting up OJTs are trained to ensure that each placement meets these requirements.

P-23 How do program providers ensure that WIA funds are not spent on:

- the wages of incumbent employees during their participation in economic development activities provided through a statewide workforce investment system. (Section 181(b)(1) and 20 CFR 667.264 (a)(1))

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement.

P-24 How do program providers ensure that participants in programs or activities do not:

- displace any currently employed employee (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits). (Section 181(b)(2)(A) and 20 CFR 667.270(a))
- cause impairment of existing contracts for services and existing collective bargaining agreements, unless the employer and the labor organization concur in writing? (Section 181(b)(2)(B) and 20 CFR 667.270(b))

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement. This requirement is also stipulated in Workforce Investment Council's OJT documents. Staff who are setting up OJTs are trained to ensure that each placement meets these requirements.

P-25 How do program providers ensure that a participant in a specified activity shall not be employed in a job if:

- any other employee or individual is on layoff from the same or substantially equivalent job;
- the employer has terminated the employment of any regular employee or otherwise reduced the workforce with the intention of filling the vacancy with the participant;
- the job is created in a promotional line that infringes upon the promotional opportunities of currently employed individuals. (Section 181(b)(3) and 20 CFR 667.270 (c))

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement. This requirement is also stipulated in Workforce Investment Council's OJT documents. Staff who are setting up OJTs are trained to ensure that each placement meets these requirements.

P-26 Describe how programs ensure:

- that the health and safety standards and working conditions provided to participants are comparable to those provided to other employees. (Section 181(b)(4) and 20 CFR 667.274 (a))
- that to the extent that workers' compensation law applies, workers' compensation is provided to participants on the same basis as other individuals in similar employment. (Section 181(b)(4) and 20 CFR 667.274 (b))

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement. This requirement is also stipulated in Workforce Investment Council's OJT documents. Staff who are setting up OJTs are trained to ensure that each placement meets these requirements.

P-27 How do program providers ensure that WIA funds are not used:

- to encourage or induce to relocate a business or part of a business if such relocation would result in a loss of employment at the original location. (Section 181(d)(1) and 20 CFR 667.268)
- to provide specified services to an employer who has relocated, for at least 120 days after the employer begins operation at the new location, when the relocation resulted in the loss of employment of any employee at the original location. (Section 181(d)(2) and 20 CFR 667.268)
- for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, and similar activities that are not directly related to training for eligible individuals under Title IB. (Section 181(e) and 20 CFR 667.262(a))

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement. This requirement is also stipulated in Workforce Investment Council's OJT documents. Staff who are setting up OJTs are trained to ensure that each placement meets these requirements.

P-28 Do program providers use WIA funds for participant drug testing? If yes, are these funds charged to WIA statewide activities administration? (Section 181(f))

PY 2013 response is still applicable. Jan Filgas

No.

P-29 How do program providers ensure that participants are not employed in the construction, operation or maintenance of any religious facility? (Section 188(a)(3) and 20 CFR 667.266)

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement. This requirement is also stipulated in Workforce Investment Council's OJT documents. Staff who are setting up OJTs are trained to ensure that each placement meets these requirements.

P-30 How do program providers ensure that funds provided under the Act are used only for activities that are in addition to those that would otherwise be available in the local area in the absence of such funds? (Section 195 (2))

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement.

Region 15 LWIB also works in partnership with other agencies (including Oregon Department of Human Services, Office of Vocational Rehabilitation Services, Easter Seals, Community Solutions for Clackamas County, Clackamas County Social Services, Clackamas Community College, Job Corps, C-TEC, IRCO, Housing Authority of Clackamas County, and Clackamas County Community Corrections) that may have funding available for services/activities to leverage funds whenever possible. Both youth and adult and dislocated worker service providers are present during our monthly partner meeting discussions to ensure funds are leveraged when possible and services are not duplicated.

P-31 How do programs ensure that no person or organization charges an individual a fee for placement in or referral to a workforce investment activity? (Section 195 (5))

PY 2013 response is still applicable. Jan Filgas

WIA participants and potential participants are informed via multiple communication tools that services are available at no cost. No provider has authority to reimburse or fund any fee for placement or referral.

P-32 How do program providers ensure that funds are not used for public service employment? (Section 195 (10) and 20 CFR 667.264 (2))

PY 2013 response is still applicable. Jan Filgas

Service providers are required per their service contracts to meet this requirement.

P-33 How do program providers ensure that individuals referred to training are:

- assessed as being in need of training services in order to obtain or retain employment and as having the skills and qualifications needed to successfully complete the selected training program? (20 CFR 663.310 (b))
- selecting a program of training that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate? (20 CFR 663.310 (c))
- unable to obtain grant assistance from other sources to pay the costs of such training including Pell grants or required WIA assistance in addition to other sources of grant assistance? (20 CFR 663.310 (d))

PY 2013 response is still applicable. Jan Filgas

Adults and dislocated workers who enroll in services at WorkSource Clackamas and who express an interest in pursuing training after registration talk to a Skills Advancement Team member who registers them into Career Exploration Gateway, a 4 hour workshop designed to assist job seekers in the career exploration process (including computer assessments). Those participants where training may an appropriate step to gaining employment then meet individually with a Workforce Advisor who works with them to develop an employment plan. The participant's history of learning is considered along with relevant assessments including college placement tests to determine a participant's skills and qualifications needed to complete a training program.

In order to be more intentional with Region 15's ITA funds, annually we contract with OED to provide a more detailed examination of occupations considered in-demand or with significant annual openings or vacancies in the Portland Metro region resulting in the Workforce Investment Council's Strategic Occupations List. Provider staff work with participants to guide them towards training for occupations on this list. Customer choice is still valued. Knowing that the occupations on the list are in demand; matching a person's interest, experience and profile to one of the occupations on the list benefits the participant. Relationships with employers and the WorkSource Clackamas Business and Employment Services Team are used after training completion to ensure employment goals are met.

All participants requesting training are required to apply for Federal Financial Aid (if the program is eligible). The participant's budget and individual circumstances are taken into consideration when deciding how to fund the individual's training.

P-34 Describe how programs coordinate with Higher Education financial aid programs, including Pell grants and waiver requests when appropriate, so that WIA funds supplement other sources of training grants. (20 CFR 663.320)

PY 2013 response is still applicable. Jan Filgas

Per Workforce Investment Council's Individual Training Accounts policy, the adult and dislocated worker program provider must coordinate with Higher Education financial aid programs, including Pell grants, so that WIA funds supplement other sources of training grants.

Coordination with financial aid is conducted by our adult and dislocated service providers to ensure that WIA funds are used to supplement/leverage other sources. Participants are required to complete a FAFSA application to support their training costs. This is documented in the Employment Plan that is in case notes in the I-Trac MIS. Staff also assist customers by providing resource information applicable to their program of study and to their individual eligibility status for additional financial aid.

P-35 Do programs provide On-The-Job-Training? (20 CFR 663.700) If no, please provide information on why OJTs were not provided. If yes, please provide information for P-36 through P-39. Review team may test aspects of the local OJT policy/procedures. In addition, please provide a table that captures the number of WIA formula funded number of OJT completed for current program year, number of OJTs in contract but not completed and remaining planned OJT for remainder of the year. Furthermore, please provide the total dollars for each category. Finally, for each of the above categories, provide the number of OJT contracts that included existing eligible employed workers with their current employer. (Revised)

Yes, the Workforce Investment Council's adult and dislocated worker program providers do provide OJT services.

For the current program year (7/14 – 6/15) as of 9/12/14:

OJT TYPE	NUMBER	TOTAL DOLLARS
Completed	3	\$14,720.00
In progress	5	\$13,980.00
Planned	51	\$204,000.00
Incumbent	0	0

Note: OJT service count was determined by PY14 OJT end date.

P-36 How do programs ensure that the following OJT conditions are met?

- Participant wages are at the same rate, including periodic increases, as similarly situated employees or trainees, and not less than the highest of the Federal or State minimum hourly wage. (20 CFR 667.272 (a))
- Reimbursement to the employer is for no more than 50% of the participant's regular wages paid over the period of the contract. (20 CFR 663.700 (a))
- OJT contracts are not written with an employer who has exhibited a pattern of failing to provide continued long-term employment for participants trained in previous OJTs. (20 CFR 663.700 (b))
- OJT contracts are written for eligible employed workers only when the training relates to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by local policy, and when it is determined that the worker is not earning a self-sufficient wage in their current employment. (20 CFR 663.705 (c))

The Workforce Investment Council's OJT policy, P-13, and supporting documents ensure all of the above conditions and those that follow in questions P-37 to P-39 are met. OJT development staff and the WorkSource Clackamas Business and Employment Services Team all have been trained in this policy and the procedures on how to develop and document OJT plans to ensure compliance with WIA, CCWD and Workforce Investment Council's regulations.

Attached are all of Workforce Investment Council's OJT policy documents:

- P-13 On-the-Job Training (OJT) policy
- On-the-Job Training (OJT) Development Manual
- On-the-Job Training Employer/Worksite Checklist
- On-the-Job Training Agreement and Rules
- WICCO OJT Commitment Obligation Calculator
- On-the-Job Training Plan and Instructions
- On-the-Job Training Exception Request
- On-the-Job Training Supplemental Training Plan
- On-the-Job Training Plan Modification
- On-the-Job Training Invoice – Training Period
- On-the-Job Training Invoice – Retention Period
- On-the-Job Training Agreement and Rules – with Staffing Agency
- On-the-Job Training Plan and Instructions – with Staffing Agency
- On-the-Job Training Invoice – Training Period – with Staffing Agency
- On-the-Job Training Invoice – Retention Period – with Staffing Agency



SERVICE PROVIDER ORGANIZATION:
OJT NO.:
FUND:

ON-THE-JOB TRAINING AGREEMENT – WITH STAFFING AGENCY

This On-the-Job Training (OJT) Agreement is between (Employer), (Staffing Agency) and (Service Provider). Funding is made available to assist businesses in training and retaining a skilled, productive workforce. This agreement is effective on and shall remain in effect until all Training Plans initiated are completed.

Employer will provide training and will be paid up to per Trainee or 50% of each Trainee’s gross earning during the Training Period, **whichever is less**. One half of the total OJT payment will be paid to Employer within thirty (30) calendar days of the completion of the training plan if the Trainee is working as a permanent/regular employee of the Employer and expected to work at least thirty hours each week. The remainder of the payment will be made to the Employer at the end of the Retention Period, which is three months after completion of the Training Period, if the participant remains working as a permanent/regular employee of the Employer. Service Provider must approve all Trainees and the Training Plans prior to the beginning of the training period. Payments may be requested on the day Training is completed – as long as the hiring requirements listed above have been met – and when the Retention Period is completed. Payments must be requested within thirty (30) calendar days after the end of the Training or Retention Period, using the OJT Invoice form. The Staffing Agency will be required to provide documentation of wages paid during the training period from which the reimbursement payment will be based. Late invoice submission may void payment rights. Service Provider staff will help prepare invoices.

OJT rules are on the reverse side of this agreement and are included by reference. The OJT Checklist and any Training Plans are also included in this agreement by reference. This agreement may be modified, in writing, at any time.

Material deviations from this agreement, Training Plans or OJT rules may void the right to reimbursement or require repayment by the Employer or Staffing Agency of funds previously received from Service Provider.

The Employer, Staffing Agency and Service Provider agree to all the terms in this OJT agreement by signing below.

FOR THE EMPLOYER:

Company Name:
Address:

FOR SERVICE PROVIDER:

Organization Name:
Address:

Authorized Signature Date

Authorized Signature Date

Printed Name and Title

Printed Name and Title

Contact Person Name and E-mail Address
Phone No.

Contact Person Name and E-mail Address
Phone No.

FOR THE STAFFING AGENCY:

Company Name:
Address:

Authorized Signer Printed Name and Title

Authorized Signature Date

Contact Person and E-mail Address
Phone No.

OJT Rules

KEY PAYMENT DEFINITIONS

Training Completion: Training is complete when the Training Period is over and the Trainee meets the Employer's standard for each "Skill Objective" as shown in the Training Plan. Service Provider staff will help with training design and scoring.

Trainee Hired as Permanent/Regular Employee: The Trainee is a permanent/regular employee of the Employer when the Employer that has provided the training becomes the Trainee's employer of record and the Trainee is no longer employed with the Staffing Agency. If the Trainee is not hired by the Employer as a permanent/regular employee within thirty (30) calendar days of training completion a reimbursement will not be made.

Trainee Gross Pay: These are the amounts earned by the Trainee for work performed during the training period. Pay does not include fringe benefits which are not included in the pay check.

Retention Period: Retention occurs ninety (90) days after training completion, if the Trainee is still working as a permanent/regular employee, at least thirty (30) hours per week.

Contact the Service Provider representative if a Trainee quits or gets fired. Staff will work with you to find a qualified replacement and prevent a reoccurrence. You may also qualify for partial or full payment.

APPLICABLE LAWS AND RULES

1. The Employer and Staffing Agency shall comply with all applicable Federal, State, and local laws, rules and regulations, which deal with or relate to employment, including but not limited to the Fair Labor Standards Act, as amended.
2. Training positions covered by this OJT agreement have not been created by relocating the business and displacing former employees within the last four (4) months.
3. The Employer or Staffing Agency have not been debarred, suspended, declared ineligible or voluntarily excluded from Federal contracting.
4. No Trainee shall be illegally discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, or his or her status as a Trainee.
5. This OJT will not result in the displacement of employed workers nor impair existing contracts for services nor result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
6. If the Employer or Staffing Agency has not established a grievance procedure regarding the terms and conditions of employment, the grievance procedure of Service Provider will be utilized. The Employer shall inform Trainees of the grievance procedure to be followed.
7. The Employer and Staffing Agency shall notify Service Provider in writing prior to the sale, closure or transfer of its business. Failure to notify shall void the right to payment under this OJT agreement.

TRAINEES

1. Only those persons determined eligible by Service Provider will be trained under this OJT agreement.
2. No OJT Trainee may assist, promote or deter union organizing or engage in political activities during work hours.
3. OJT Trainees shall not be employed in the construction, operation or maintenance of any facility which is used for religious instruction or worship.
4. No OJT Trainee will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary, hazardous or dangerous to the Trainee's health or safety.

TRAINEE WAGES AND BENEFITS

1. Hourly wages paid to a Trainee shall not be less than the hourly wage specified in the Training Plan.
2. Appropriate worker's compensation insurance protection will be provided to all Trainees.
3. Each Trainee shall be provided pay, benefits and working conditions at the same level and to the same extent as other employees similarly employed.

RECORDS

1. The Employer and Staffing Agency shall maintain, preserve and make available records to support OJT payments until seven (7) years after final payment under this OJT agreement. If any litigation, audit or claim has been initiated, the records will be maintained until a final determination has been made.
2. The Employer and Staffing Agency agree that authorized representatives of Service Provider shall be given reasonable access to facilities and records.
3. The Employer and Staffing Agency will report OJT hires and terminations to Service Provider.

CONTRACT TERMINATION

The performance of work under this contract may be terminated by Service Provider, Employer or Staffing Agency for good cause or convenience.



SERVICE PROVIDER ORGANIZATION:
OJT NUMBER.:
FUND:

ON-THE-JOB TRAINING AGREEMENT

This On-the-Job Training (OJT) Agreement is between _____ (Employer) and _____. Funding is made available to assist businesses in training and retaining a skilled, productive workforce.

This agreement is effective on _____ and shall remain in effect until all Training Plans initiated are completed.

The Employer will be paid up to _____ per Trainee or 50% of each Trainee's gross earnings during the Training Period, whichever is less. One half of the total OJT payment will be paid when training is completed if the Trainee is still employed and is still expected to work at least thirty hours each week. The remainder of the payment will be made at the end of an additional Retention Period of three months. _____ must approve all Trainees and the Training Plans prior to the beginning of the training period. Payments may be requested on the day Training is completed and when the Retention Period is completed. Payments must be requested within thirty (30) calendar days after the end of the Training or Retention Period, using the OJT Invoice form. Late invoice submission may void payment rights. _____ staff will help prepare invoices.

OJT rules are on the reverse side of this agreement and are included by reference. The OJT Checklist and any Training Plans are also included in this agreement by reference. This agreement may be modified, in writing, at any time.

Material deviations from this agreement, Training Plans or OJT rules may void the right to reimbursement or require repayment by the Employer of funds previously received from _____.

The Employer and _____ agree to all the terms in this OJT agreement by signing below.

FOR THE EMPLOYER:

FOR _____ :

Company Name:
Address:

Name:
Address:

Authorized Signature Date

Authorized Signature Date

Printed Name and Title

Printed Name and Title

Contact Person and E-mail Address
Phone No.

Contact Person and E-mail Address
Phone No.

OJT Rules

KEY PAYMENT DEFINITIONS

Training Completion: Training is complete when the Training Period is over and the Trainee meets the Employer's standard for each "Skill Objectives" as shown in the Training Plan. staff will help with training design and scoring.

Trainee Gross Pay: These are the amounts earned by the Trainee for work performed during the training period, excluding holiday, vacation and sick pay. See OJT Development Manual for restrictions regarding overtime hourly pay calculations.

Retention Period: Retention occurs ninety (90) days after training completion, if the Trainee is still working at least thirty (30) hours per week.

Contact your representative if a Trainee quits or gets fired. We'll work with you to find a qualified replacement and prevent a reoccurrence. You may also qualify for partial or full payment.

APPLICABLE LAWS AND RULES

1. The Employer shall comply with all applicable Federal, State, and local laws, rules and regulations, which deal with or relate to employment, including but not limited to the Fair Labor Standards Act, as amended.
2. Training positions covered by this OJT agreement have not been created by relocating the business and displacing former employees within the last four (4) months.
3. The Employer has not been debarred, suspended, declared ineligible or voluntarily excluded from Federal contracting.
4. No Trainee shall be illegally discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, or his or her status as a Trainee.
5. This OJT will not result in the displacement of employed workers nor impair existing contracts for services nor result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
6. If the Employer has not established a grievance procedure regarding the terms and conditions of employment, the grievance procedure of will be utilized. The Employer shall inform Trainees of the grievance procedure to be followed.
7. The Employer shall notify in writing prior to the sale, closure or transfer of its business. Failure to notify shall void the right to payment under this OJT agreement.

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2. No OJT Trainee may assist, promote or deter union organizing or engage in political activities during work hours.
3. OJT Trainees shall not be employed in the construction, operation or maintenance of any facility which is used for religious instruction or worship.
4. No OJT Trainee will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary, hazardous or dangerous to the Trainee's health or safety.

TRAINEE WAGES AND BENEFITS

1. Hourly wages paid to a Trainee shall not be less than the hourly wage specified in the Training Plan.
2. Appropriate worker's compensation insurance protection will be provided to all Trainees.
3. Each Trainee shall be provided pay, benefits and working conditions at the same level and to the same extent as other employees similarly employed.

RECORDS

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2. The Employer agrees that authorized representatives of shall be given reasonable access to facilities and records.
3. The Employer will report OJT hires and terminations to .

CONTRACT TERMINATION

The performance of work under this contract may be terminated by or the Employer for good cause or convenience.



On-the-Job Training (OJT) Development Manual

July 2014

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OJT Forms:

- On-the-Job Training Employer/Worksite Checklist
- On-the-Job Training Agreement and Rules
- On-the-Job Training Agreement and Rules – with Staffing Agency
- On-the-Job Training Plan
- On-the-Job Training Plan - with Staffing Agency
- On-the-Job Training Supplemental Training Plan
- On-the-Job Training Plan Modification
- On-the-Job Training Invoice – Training Period
- On-the-Job Training Invoice – Training Period -with Staffing Agency
- On-the-Job Training Invoice – Retention Period
- On-the-Job Training Invoice – Retention Period - with Staffing Agency
- On-the-Job Training Exception Request

I. Introduction and Overview to On the Job Training



WorkSource Clackamas, in Oregon's Workforce Investment Region 15 – Clackamas County - utilizes a number of training tools to systematically develop the employability of eligible youth, dislocated workers and adults and, when appropriate, to place them into jobs. To accomplish this goal Region 15 uses customized training with employers, individual training accounts that participants use to manage their training services, and On-the-Job Training (OJT) Agreements. When properly implemented, OJTs serve these system goals very effectively, since a trainee is hired into a job or upgraded within their existing job and is then trained in the requisite skills.

While the WIA contains a number of provisions that broadly define OJT and prohibit various practices, many of the parameters of this activity have been left to local definition. Region 15 establishes OJTs through its LWIB policy, P-13 On-the-Job Training.

Additionally, because Clackamas County, the Portland Metro, and SW Washington service areas comprise one labor market, area employers may work with a number of OJT brokering agencies and several workforce regions. It is desirable from a customer service and marketing standpoint to keep OJT paperwork and rules as simple and standard as possible throughout the greater Clackamas/Portland/SW Washington labor market. To that end, these procedures define an OJT process that is in place in Clackamas, Multnomah, and Washington counties in Oregon and Clark, Cowlitz, and Wahkiakum counties in SW Washington and the City of Portland, Oregon.

This manual, along with the On-the-Job Training policy, P-13, provides guidance for WIA Service Providers in the development, negotiation, implementation, and monitoring of OJT contract packages.

II. The Fundamentals of OJTs



A. On-the-Job Training (OJT)

The basic purpose of an OJT is to allow an employer to hire an individual, or upgrade an eligible employed worker, who would not otherwise qualify for the job and to teach the skills needed to perform at the entry level for the position (or at the appropriate level for the promotion). The activity is based upon a contractual exchange between the employer and the Workforce Investment Council of Clackamas County's Service Provider. The Service Provider provides the employer with a partial wage reimbursement for an agreed-upon training time period in exchange for the provision of training by the employer and a commitment to retain the individual when the training is successfully completed. This commitment is enforced by the "pattern of failure" requirements specified in Section V.C. Retention Record of Participating Employer.

OJT is a "hire-first" training program. The trainee is actually an employee of the company that has agreed to provide the training. It is very important that everyone involved understands that it is not a subsidized employment program. OJT training payments to employers are deemed to be compensation to the employer for the extraordinary costs associated with training participants and the costs associated with the lower productivity of the participants during the training period. Employers are not required to document such extraordinary costs [WIA reg. 663.710(c)]. Employers may be reimbursed up to 50 percent of the wage rate of an OJT participant for the costs of providing the training and additional supervision related to the OJT (except under special circumstances outlined in discretionary grants) [WIA reg. Sec.673.710; WIA.101(31)B]. The Workforce Investment Council limits the training duration to not less than four weeks and not more than 25 weeks. Training duration must be in line with Specific Vocational Preparation (SVP) estimates (refer to section VI.D. Determining Training Duration).

Because all new employees undergo some form of training, it is essential to differentiate the initial "training and orientation" routinely provided by the employer to qualified new hires from the additional training that is to be provided for the OJT trainee. The employer should only be compensated for training that is in addition to what is normally provided to a qualified new employee.

During the course of the OJT, the trainee must be treated as a regular employee and should receive wages and benefits at the same level as similarly employed workers. Not all jobs are appropriate for OJT. The emphasis on training automatically eliminates all jobs that require no more than a brief initial orientation period. Similarly, because reimbursements are intended to compensate the employer for decreased productivity, jobs that pay by commission or piecework are generally considered inappropriate. Additionally, seasonal and temporary jobs should likewise be avoided because the desired outcome is long-term retention into full time employment at the completion of training.

The individual employment plan assessment process is used to substantiate that each trainee has a need for the training that is to be provided and has the capability to benefit from this training. The decision to assign a participant to OJT should be based on consideration of the individual's employability skills, skill deficiencies, and interests.

OJT can also be inappropriate for a variety of other reasons. As with consideration of any participant for a training service, the potential trainee should generally possess at least the threshold level of basic and work readiness skill proficiency to ensure the possibility of success. Placement into OJT before a trainee is ready can negate earlier achievements and undermine motivation and self-confidence. Additionally, the placement of trainees who fail to meet even basic employer expectations will diminish the credibility of the Service Provider and the Region 15 Workforce Investment System within the business community. The initiation of an OJT for an unemployed participant is generally delayed until the trainee:



- has identified interests and aptitudes that match the prospective training;
- has expressed an occupational preference based upon sound and current labor market information;
- understands and/or exhibits the attitudes and behaviors that employers require;
- appears motivated and committed to give a best effort; and
- has sufficient basic work readiness and occupational skills to learn the job skills.

Although the primary focus of OJT is training in job-specific skills, it is necessary to build in activities that simultaneously address any needed basic and/or work readiness skill deficiencies as part of the overall training plan.

Trainees who already possess a substantial portion of the skills required to perform the job also should not be placed into OJT positions. The responsibilities that accompany the use of public funds demand that expenditures for training activities be confined to situations where there is a documented need for training; mere subsidies for business or financial incentives to hire are avoided. Thus, the selection of trainees for OJT should be carefully governed by a well-thought out process. The skills already possessed by the participant must be considered along with the skills required to do the job.

B. Economic Development Restrictions

Employment generating activities, economic development, and other similar activities are not allowed unless they are directly related to training for eligible individuals. Activities regarded as directly related to training for eligible individuals include:

- employer outreach and job development activities including contacts with potential employers for the purpose of placement of WIA participants;
- the development of OJT activities.

C. Demand for Occupation in Labor Market

OJT positions must be in demand in the local labor market. Local labor market information can be used to establish that the OJT training is for a demand occupation. OJTs that occur in small businesses where the OJT training covers a relatively broad range of functions that draw from

several occupations are generally considered as a unique occupation for labor market demand purposes. With these unique occupations, the fact that an opening exists for the occupation at the business presupposes the existence of a demand for the occupation.



III. Selection of Trainees



A. Recruitment

Sometimes an unfulfilled demand for skilled workers by an employer or among a group of employers may result in a targeted effort by the Workforce Investment Council (working through the WorkSource system) to recruit appropriate trainees. Candidates may also be identified through system employer relationships, from the pool of applicants who have registered in iMatchSkills, or those who have been fully registered in WIA.

B. Employer Referrals

An employer may sometimes refer an applicant for a vacant position in order to determine whether the applicant is eligible for WIA and appropriate for training through an OJT training plan. This practice is allowed under WIA. Staff should assess the circumstances to determine whether an OJT is appropriate in the same way they would assess an individual participant.

Upon completing this assessment, an applicant who is referred to the Service Provider by an employer can be registered into an OJT only after eligibility for WIA has been verified and after the assessment process has documented a need for and ability to benefit from the training offered by the employer. Documentation of discussions with the referring employer can best provide this information.

The OJT arrangement should be explained as an "investment" that the local workforce development system is making in both the business and the trainee. Like any sound business decision, the placement of a trainee must be based upon enough information to insure a reasonable likelihood of success. Despite the training reimbursement, the employer is also committing valuable time and money to the preparation of a new employee and should not risk the expense of rapid turnover resulting from a mismatch. Hence, the timely assessment of the applicant's interests, attitude, skills, and abilities will work to the benefit of the business. Similarly, the applicant's best interest is also served by avoiding the failure that will inevitably result from a hasty and inappropriate placement. See Section IV.C. Previous Employer of Applicant and Section IV.D. Currently Employed Workers; Upgrade.

IV. Assessment

A. Documenting Need

An individual's need for OJT is established by documenting their deficiency in occupational skills during the assessment process. Although the primary focus of OJT is the acquisition of job specific skills, deficiencies in basic and work readiness skills may, for some, also be addressed simultaneously. Regardless of the method used for recruitment, the decision to place a participant in OJT must be based upon an individual employment plan assessment of the skills, knowledge, attitudes, and behaviors. An individual may be placed in OJT only when assessment, testing, and/or individual counseling indicate a need for and ability to benefit from the training specified in the OJT agreement. This is no different than the processes used to determine any participant's ability to benefit from training services – an OJT is simply another training vehicle.



In addition, consideration must be given to the chosen occupational classification to determine whether OJT is an appropriate training modality. Further discussion of this issue is presented in Section V Qualifying the Business.

A review of the individual's employment history and educational background provides an appraisal of whether the applicant has relevant skills. A deficiency in occupational skills (job-specific skills) is adequately documented where application and assessment materials show that the individual:

- has minimal previous work experience in the occupation; and
- has not substantially completed a skills training program in the occupation for which training will be given.

A presumptive need for training may thus be established. See Section VI.D. Determining Training Duration for guidance in determining the length of training and adjustments for previous experience.

B. Participants with Previous Experience in the Occupation

An individual who possesses knowledge or skills essential to the full and adequate performance of the specific occupation for which the OJT is proposed may not be placed into an OJT in that occupation. While strict compliance with this principle is inherent in the concept of OJT, in reality many jobs are unique and do not present an exact match of the skills required for jobs with other employers, even where the job title is identical. Thus, even where an individual has some relevant experience or training, the need for OJT may still be substantiated through the assessment process. In addition, a lack of contemporary application of skills or a change in technology may necessitate additional training.

Where need cannot be established through satisfaction of the presumptive conditions listed in the previous subsection, then a deficiency must be demonstrated through:



- A pre-test administered by the Service Provider or by an occupational skills training provider within two weeks of enrollment into a program activity that provides occupational skills training; or
- a comparison of employers' job descriptions and/or institutional training curricula that provide substantive evidence of the need for training in the prospective OJT; or
- a comparison of the employer's job description or a task analysis with the applicant's job specific skills.

An interview, however, does not constitute a pre-test and does not substitute for actual written job descriptions or training curricula. Pre-testing may be accomplished by use of standardized paper and pencil tests, computer-interactive techniques, worksite simulations, simulation formats conducted by educational institutions or civil service boards, or on the job.

The training plan that is part of the OJT Agreement is discussed further in Section VI. The OJT Contract Package may be used as an assessment instrument to determine skills a trainee already possesses and to document the need for further training. A preliminary two-week OJT Training Plan is created. During this period the trainee is exposed to the range of skills required to perform the job and given hands-on opportunity to demonstrate abilities. The employer rates performance for each skill identified in the training plan. On the basis of the skill evaluation, the OJT Training Plan is then modified to specify what skills must be learned and specify the time period required to achieve the appropriate level of skill.

C. Previous Employer of Applicant

As with employer referrals, where a candidate for training is a previous employee of the business wishing to provide OJT, Service Providers must carefully examine whether the proposed training involves skills and duties that are substantially the same as the previous job. This lack of new or upgraded skills is a valid reason to prohibit an OJT.

If, however, there is adequate reason to enter into the agreement, e.g., a new job or upgraded job at a higher rate of pay, then OJT can be justified for a proportionately reduced duration. Additionally, regular monitoring must substantiate that training is occurring and that the trainee is not spending excessive time performing the duties of the previously held job.

D. Currently Employed Workers; Upgrades

A currently employed worker may be placed into an OJT with the same employer when they meet WIA eligibility. Additionally, the employer must meet OJT employer requirements.

Where the employer proposes to upgrade the employee by training for a job that requires substantially different or higher-level skills, the current employee must also, as a result of successfully completing the OJT:

- Expect a wage gain of \$0.50 or more by the end of the training period; or

- expect an upgrade to a new position, and the “backfill” with a new hire for the employee’s previous position is made through the Service Provider when training is complete.



An exception may be granted by the Workforce Investment Council’s Business Services Committee through the Workforce Investment Council’s Program Manager. Examples of exceptions might include (but are not limited to) a worker who has a disability and requires retraining, medical benefits and regular employment status are gained as a result of the training, or a layoff can be averted through retraining.

Additionally, programs must evaluate whether the funding source that will be used to write the OJT allows for services to be provided to employed participants. For example, an OJT funded by Dislocated Worker (DW) funds could only be written for an employed worker if that worker was a WIA DW participant when enrolled and is still engaged in services.

V. Qualifying the Business

A. The Initial Discussion

The contracting process begins with a systematic exchange of information between the prospective employer and the Service Provider. The Service Provider must make an on-site visit to the interested employer to:

- explain the program;
- learn about the business;
- identify and describe the job(s) to be filled;
- observe the work setting and environment; and
- review the administrative systems and the business' capacity to insure fiscal integrity.

If initial discussion indicates that the business may be appropriate for an OJT, it is necessary to gather and record detailed information that insures that the business can comply with the required administrative standards, in effect to "qualify" the business for OJT services. The process entails an interview with the owner or manager, inspection of documents or forms, and observation of the premises and work setting. Additionally, the requirements of the OJT Agreement, rules and training plan requirements should be discussed with the employer.

The information that is gathered is summarized and recorded on the On-the-Job Training Employer Checklist. The purpose of this process is to determine whether:

- the business is solvent;
- it has the capacity and resources to adequately train;
- successful training will provide a long-term job;
- the business's turnover rate is reasonable;
- the health, safety, and working conditions are reasonably safe and sanitary;
- adequate Workers' Compensation or accident insurance coverage is in effect;
- adequate payroll and record keeping systems are in place;
- any positions are covered by collective bargaining agreements, and if so, whether the bargaining agent approves of and will concur in writing with the delivery of OJT services under the Agreement and subsequent training plans;





- there is a need to avoid an OJT because other employees are currently in layoff status, currently employed workers will be displaced by a trainee, the OJT would infringe on promotional opportunities of currently employed workers, or the company has relocated leaving dislocated workers at any other sites (this requires a 120 day waiting period before OJT services can be provided;
- the rate of pay, and fringe benefits, and working conditions offered to the trainee are the same as similarly situated employees in similar positions in the local labor market; and
- there is any evidence of discrimination or other unlawful practices.

The Service Provider must also determine if a relocation results in any employee losing his or her job at the original location, since WIA funds may not encourage or induce a business, or part of a business, to relocate from any location in the United States. If an employee has lost his or her job at the original location, no OJT or customized training funds can be used at the new location until the business has operated at the new location for 120 days.

The Employer Checklist includes a section of Assurances and Compliance Items for discussion. In the event that any of the above circumstances exist, further discussion with the employer and appropriate documentation of issue resolution is needed to determine if they can be qualified as an OJT employer.

B. Appropriate Businesses

The review process described above is used to determine whether a business is appropriate for OJT. OJT Agreements with organizations represented on the Workforce Investment Council's Workforce Investment Board are subject to the same policies and approval procedures as any other employer.

All OJT Agreements must comply with the WIA, its implementing regulations, discretionary grants (if applicable) and their implementing regulations, State of Oregon policies, and the Workforce Investment Council's policies, including:

- The business is not involved in a labor dispute, has employees in layoff status, or is in violation of Davis-Bacon Labor practices that govern prevailing wage rates for government construction contracts.
- An OJT Agreement must not impair existing contracts for services or collective bargaining agreements. When an OJT Agreement would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the OJT can begin.
- The OJT Agreement would not assist, promote or deter union organizing.

- The OJT employer does not illegally discriminate in training or hiring practices because of race, color, national origin, sex, religion, physical or mental disability, political beliefs or affiliations, or age.
- The OJT employer has adequate payroll record keeping systems that track hours worked, gross pay, deductions, and net pay.
- The OJT employer is registered with the Internal Revenue Service and has an account with the Oregon Employment Department for Unemployment Insurance and carries Workman's Compensation Insurance.
- The OJT training does not violate the sectarian prohibition [WIA 188(a)(3)].
- OJT trainees are compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills, and such rates shall meet the higher of the federal or state minimum wage rate.
- OJT employees are provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
- The prospective OJT employer meets the existing “pattern of failure” requirements outlined in Section V.C. Retention Record of Participating Employer.
- The OJT employee would not be engaged in partisan political activities.
- The OJT Agreement would not displace any currently employed worker (including partial displacement such as reduction in non-overtime hours, wages, or benefits) or infringe upon the promotional opportunities of any current employee. Regular employees and program participants alleging displacement may file a complaint by following the process outlined in the Workforce Investment Council’s Grievance Policy – A-11.
- No individual is on layoff from the same or any substantially equivalent job; the employer has not terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy so created with an OJT participant; or the job is not created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).
- The OJT does not encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States unless 120 days have lapsed since the date on which such business commences operations at the new location.





- The OJT site has necessary equipment, materials, and supervision to provide adequate training.
- The OJT employer forecasts sufficient work to provide long-term regular employment for the OJT participant.
- The OJT site has safe and healthy working conditions, without previously reported health and safety violations that have been reported but have not been corrected. (Note that the Service Provider should be attentive to this issue during the initial visit - and subsequent visits - to the training site and should inquire about safety records and inspections. The Service Provider is not an OSHA inspector, however, and is only expected to question reasonably apparent potential hazards.) To the extent that the State workers' compensation law applies, workers' compensation must be provided to OJT employees on the same basis as the compensation provide to other individuals in the State in similar employment.
- No fee has been charged to the participant to be referred or placed into the OJT training position.

C. Retention Record of Participating Employer

The decision to enter into an OJT should also take into consideration the track record of employers who have previously undertaken OJTs. The Service Provider must not enter into an Agreement with an employer who has previously exhibited a "pattern of failing" to provide OJT 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 [663.700(b); WIA195(4)]. Only businesses with a history of successful training and retention of OJT employees should be used as repeat OJT sites. Employers that use OJT to subsidize short-term "revolving door" positions will be decertified as OJT sites. For the purposes of re-contracting and "pattern of failure" considerations, additional OJT agreements and/or training plans should not generally be negotiated with any business that, having had five or more previous OJT training plans:

- Does not meet an employment (retention) rate of 75%. The employment rate is the percentage of all exiters from the applicable program (OJTs with a particular employer) who has unsubsidized employment in the 3rd quarter after exit. The employment rate calculation is:

of exiters from the applicable program employed in the 3rd quarter after exit
of exiters from the applicable program during the reporting period

Exception: When an employer does not meet the employment rate of 75% for five or more exiters, but agrees to a corrective action plan that addresses the identified problems, additional OJT training plans can be approved on an interim basis after the corrective action plan has received administrative approval from the Workforce Investment Council's Business Services Committee through the Workforce Investment Council's Program Manager. Absent an approved corrective action plan,

a business that has been determined to exhibit a pattern of failure to retain trainees will be decertified as an OJT site for a limited duration of two years.



Such recontracting/corrective action decisions take into account the circumstances of trainees who have failed to complete training. A pattern of failure determination is generally not made until at least five OJT training plans have expired and the trainees have completed the follow-up period for performance. Efforts should be made to determine why trainees failed to complete.

D. Disproportionate Share of the Work Force

To effectively implement an OJT agreement it is necessary that the employer have adequate supervisory staff or other skilled workers who are available to instruct the trainee. The number of trainees participating at any business should, therefore not represent a disproportionate share of the employer's work force. Although a reasonable ratio may vary with circumstances such as the size and nature of the business, as a general guideline, the number of trainees placed into OJT positions should not exceed:

- One trainee for businesses with five or fewer employees; and
- 50% of the work force for businesses with six or more employees.

This guideline may be exceeded with administrative approval if sufficient benefit to the trainee can be documented. Submit an exception request to the Workforce Investment Council's Program Manager for review and consideration prior to entering into an agreement with the employer.

E. Work Opportunity Tax Credit (WOTC)

Participants who meet WOTC eligibility requirements may from time-to-time be hired into positions using an OJT. The WOTC may not be used at the same time as the employer is receiving reimbursement for wages with the OJT, but may be applied once the OJT has been completed and closed and the Service Provider is no longer reimbursing for wages.

When OJT participants also qualify under the WOTC, all WOTC paperwork must be completed for the trainee's hire date into the company – this is very important in order for the employer to access the tax credit. The employer should let their tax accountant know that the OJT is in place and assure that the tax credit is not applied against OJT reimbursed wages.

Questions can be referred to the Oregon Employment Department at 1-800-237-3710 ext. 71670 or review their web information at:

[http://www.oregon.gov/EMPLOY/ES/BUS/pages/tax_incentive_programs.aspx#Work Opportunity Tax Credit](http://www.oregon.gov/EMPLOY/ES/BUS/pages/tax_incentive_programs.aspx#Work_Opportunity_Tax_Credit)

VI. The OJT Contract Package

In Region 15, OJT contract packages are comprised of two central documents: the OJT Agreement and the individual participant OJT Training Plans.



The **OJT Agreement** is a contractual arrangement between the Service Provider and the employer in which the employer agrees to abide by the rules governing OJTs for all positions that have been discussed and identified as appropriate for OJT as the training vehicle. The Employer Checklist, which includes the position discussion and assurance and compliance items, is made a part of the Agreement by reference (so a current and complete copy – including signature – must be in the employer file). The Agreement is *non-financial* but does outline how the payments will be made and the maximum allowable per OJT training plan.

The **OJT Training Plan** is the financial component of the OJT contract package, as well the document that defines the training parameters – in essence, what we are “purchasing” from the employer. The training plan obligates funding for the identified trainee and outlines the skills that will be developed through the training. The importance of a clearly written and concise but thorough training plan cannot be overemphasized. Refer to Section VI.E. The Training Plan for further detail on development of training plans.

A plan and associated training duration must be developed for each individual trainee, taking into consideration the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant’s individual employment plan. O-Net Specific Vocational Preparation (SVP) parameters are to be used to guide training duration decisions (refer to Section VI. D. Determining Training Duration for additional detail).

A. Appropriate Jobs and Conditions

Types of employment to avoid for OJT placements include:

- employment on a part-time, temporary, or seasonal basis (note that some seasonal jobs may only have a brief lay-off period and thus afford economic self-sufficiency despite this characterization and may therefore be acceptable for OJT);
- the principal method of payment is by commission or piecework;
- working conditions do not comply with program requirements;
- there is no need for training other than a brief period of orientation; or
- a professional license or other certification requiring institutional training is necessary.

An individual's need for training is determined through the assessment process. Whether a job warrants training is determined by the time it takes an average employee with no previous experience to learn to perform at the entry level for that position. This average duration is provided by the Specific Vocational Preparation (SVP) code for each occupation listed in the Dictionary of Occupational Titles (DOT). In general, any job that requires less than 30 days of

training for the previously inexperienced employee is not appropriate for an OJT. Exceptions to this guideline may be justified by documentation of special circumstances such as basic skill deficiencies or disabilities that substantiate the need for training or for longer training periods and must be sent to the Workforce Investment Council's Program Manager for Business Services Committee's review and consideration.



B. Starting Wage

To insure that WIA resources are utilized in a manner that provides participants with high quality training placements leading to long term job retention and financial independence, the Workforce Investment Council periodically reviews the minimally acceptable starting wage rate for OJT sites. OJT training plans will have a minimum starting wage rate of \$10.00 per hour plus a benefit package that includes at least medical insurance with an employer contribution toward premiums. In addition, for new hires the job must be anticipated to last at least one year and provide for at least 30 hours of work per week.

Written exceptions may be issued by the Workforce Investment Council's Business Services Committee through the Workforce Investment Council's Program Manager based on special circumstances, e.g.:

- Special client needs such as disability, criminal history, or limited English.
- The employer provides a good benefit package; for example, adequate employer-paid health and dental insurance, paid sick leave, retirement benefits, etc.

C. Limitations on Annual Training Costs

In order to control costs of OJT contracting, the Workforce Investment Council periodically reviews and updates limits to individual OJT training plans. The training cost limitation of \$5,000 applies to each OJT training plan (unless special circumstances apply in discretionary grants) and only includes the training cost reimbursement to the employer. Supplemental training costs such as the participant attending outside classes to enhance basic skills are over and above the \$5,000 limit and are allowable. The regional cap of 25 weeks for an OJT applies.

Written exceptions may be issued based on special circumstances such as the need for additional training for special needs populations such as disabled persons and limited English communicators.

D. Determining Training Duration

An OJT training plan 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. In determining the appropriate length of the training plan, consideration is given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan [WIA 101(31)C].

Training duration is negotiated with the employer on the basis of the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without

the need for OJT. An upper limit for training duration is established using the Specific Vocational Preparation (SVP) estimates for occupations in the U.S. Department of Labor. The following definitions for SVP levels are contained in the Dictionary of Occupational Titles (DOT):



Level	Time
1	Short demonstration only (usually not appropriate for OJT)
2	Anything beyond short demonstration up to and including 1 month
3	Over 1 month, up to and including 3 months
4	Over 3 months, up to and including 6 months
5	Over 6 months, up to and including 1 year
6	Over 1 year, up to and including 2 years
7	Over 2 years, up to and including 4 years
8	Over 4 years, up to and including 10 years
9	Over 10 years

Using the O*Net Online website (<http://online.onetcenter.org>), a Summary Report should be pulled for the occupation being considered for the trainee. In addition to tasks, knowledge, skills and abilities, the Specific Vocational Preparation (SVP) Code for job training is provided. Match the code with the definition above to determine maximum training length.

Remember, however, the Workforce Investment Council limits an OJT training plan to a minimum of 4 weeks and a maximum of 25 weeks. Thus all jobs with SVP codes of 1 or 2 would usually not be appropriate for an OJT without an exception, and jobs with codes of 4 or higher will likewise be limited to 25 weeks of training without an exception.

Again, the SVP codes represent upper limits of OJT training duration for an "average" trainee. Sometimes these limits can be exceeded where adequate documentation supports the need for longer training. Reasons to exceed these "average" durations frequently include:

- basic educational skill deficiencies that affect the rate of training (including English-as-a-second Language (ESL), reading, writing, and oral communications, mathematics);
- identified problems with required work attitudes and behavior that will be addressed as part of the OJT;
- complexity of the job exceeds the DOT description; and

- other relevant factors such as disabilities (if the job is not restructured as "reasonable accommodation" to the condition).



Shorter training periods are often established on the basis of the agency's successful experience using shorter time periods, an employer's estimate of necessary time, job descriptions that vary from the DOT description, or a participant's prior experience that makes some of the training unnecessary. Occasionally, adjustments for a trainee's prior experience may be negotiated by varying the reimbursement rate instead of the training duration.

Because the length of training is determined through a process of negotiation, it is good procurement practice to provide written justification for the agreed-upon duration. Written documentation serves to satisfy procurement regulations and also records the rationale employed in the negotiation.

E. The Training Plan

A well-stated training plan is the heart of the OJT contract package. Because OJT reimbursements are intended to compensate the employer for the extraordinary costs of training, the OJT Training Plan serves as the work statement of the Agreement. Contractually it:

- specifies what is being "purchased" from the employer;
- serves as an instrument to monitor whether what has been "purchased" has been "delivered;" and
- obligates the training funds.

The training plan provides structure and context to insure thorough and comprehensive training. Service Provider staff should assist employers in the development of a training plan that will satisfy program requirements, serve as a meaningful guide for both the trainer and the trainee, and result in a valuable, skilled employee for the business. It helps to think the plan through in several steps:

- **Job description.** A comprehensive job description is a critical start place in developing training plan components. Written job descriptions for the positions that may be covered under an OJT Agreement should be collected at the time the Employer Checklist is completed and kept in the Employer OJT file. Tasks and requisite skill requirements that employees must be able to perform should come from the related job description.
- **Identify component skills.** When developing the training plan, list the skills needed to perform the job to the standards specified by the Employer. Skills should be stated as specifically and briefly as possible, identifying the skill to be learned.
- **Assess the trainee's starting capability for each skill identified.** This provides the basis for measuring successful completion of a training plan and documentation of skill deficiencies which will be addressed through the training. Record the date of the

“starting capability” assessment. The “starting” and “ending capability” scores are based upon observation and/or an interview with the trainee’s supervisor or by utilizing another skill assessment method used by the employer (refer to Section IV.A. Documenting Need), based on the following rating scale:



1	Beginning	Can do only simple parts of the task
2	Intermediate	Can do most parts of the task
3	Skilled	Meets the employer’s standard for the task

- **Assess the trainee’s ending capability for each deficient skill.** For each skill that had a starting capability of less than “3” re-assess following training activities to document proficiency using the same scale. When each skill to be learned on the training plan is scored a “3-Skilled” the training is complete.
- **Plan a schedule for achievement.** Training quality can be improved by logically sequencing the skills to be learned. Although a schedule should not be inflexible, it generally keeps training on track with the goal. A clear timetable also helps to inform the employer and trainee about progress.

A training plan structured in this manner has the added benefit of helping to motivate the trainee by clearly defining expectations and goals and providing built-in opportunities for feedback. Thus, by thinking through and defining the training process, the employer can be helped to fulfill his or her contractual responsibilities, but more importantly, it permits the development of an effective employee.

The development of a training plan requires that a job analysis be performed. This is best accomplished with as much input as possible from the prospective OJT employer. Do not, however, rely exclusively upon or require the employer to do this task independently.

Job analysis entails a systematic procedure for gathering, documenting, and analyzing information about a job. Because the training plan is structured around the skill requirements of the job, it is necessary to first identify the tasks that must be performed and to then factor and translate those tasks into the skills that must be acquired and demonstrated.

At a minimum, each training plan should identify at least five to eight job-specific skills that must be demonstrated to perform the job at the entry level for the position and encompass safe operation of all tools and equipment that are utilized.

After skill requirements have been specified, it is necessary to identify the method of measurement by which it will be determined if the trainee has acquired the skill. The most typical methods of measurement include oral or written questions and answers (testing), observation of the trainee as he or she performs a process, or review and inspection of a work product. Depending upon the skill, one of these methods will most likely be utilized by the supervisor to determine whether the skill has been acquired to a satisfactory level. Wherever possible the employer should identify an objective standard against which performance will be measured.

Learning is often most effective when several methods of instruction are used for reinforcement. For example, when demonstration and practice is supplemented with written materials, comprehension and retention are improved. Employers should be encouraged to organize written materials that provide background information and supplement the demonstration method. Use of more than one expert as trainer (if a business is large enough to have many available) can speed progress and enhance the quality and thoroughness of the training.



F. Supplemental Training and Support Services

In addition to work-based instruction in job-specific skills, it may be necessary to supplement the basic OJT design with additional activities and services to insure that all assessed skill deficiencies and barriers are addressed. This can include:

- counseling that focuses on work-related attitudes and behaviors that are needed to keep the job;
- participation in off-site workshops conducted by Service Provider staff or professionals that address work readiness skills;
- participation in basic skills and General Equivalency Degree (GED) preparation;
- provision of case management and support services to solve problems not related to work that interfere with effective and consistent work performance; or

Additionally, some employers may not be able to provide all the needed job-specific skills training or may wish to augment the on-site skills instruction. Supplemental training in job-specific skills can be arranged through:

- a class at a community college, technical college or other school outside of work hours or during work hours if the employer is willing to pay wages during class time;
- a short, intensive seminar or training session to teach a specific technical skill (note that both of these options can be paid for by the Service Provider if it is training that is not normally provided to new employees); and/or
- a formal in-house program offered by the company to its employees. (Note that if such an in-house program is ordinarily offered to new employees in similar positions it should not be part of reimbursed OJT time. However efforts could be made to work such training into the training plan when it would not normally be available to the trainee during the training period).

Basic and work readiness skills or any supplementary classroom occupational skills training may be incorporated into the training plan using the Supplemental Training Plan form. Many employers will agree to allow limited leave time for skills instruction. Some may even agree to pay for all or part of the leave time or training expenses.

Prior to initiating any of the above-listed supplemental training activities, the Service Provider must determine:



- the costs and other available funding sources;
- related supportive service needs such as transportation lodging, necessary books and tools and agreement with the employer regarding cost sharing; and
- admissions and academic requirements such as basic skill levels needed for classroom success.

All supplemental training activities should be carefully reviewed with the employer and trainee in advance and must be specified in the Supplemental Training Plan, which is signed by all parties.

G. Participant File Documentation

All documentation relative to the development of the participant's OJT training plan should be included in the hard copy participant file, including:

- All assessments and/or relevant training justification case notes
- Job description and related OLMIS/O*Net reports to support training duration and skills to be learned.
- Training Plan, plus any Supplemental Training Plans and/or Training Plan Modifications.
- Copy of Training Period Invoice and related documentation.
- Copy of Retention Period Invoice.

The individual employment plan, OJT, payments and detailed case notes must be documented in I-Trac.

H. Collective Bargaining

Whenever OJT is proposed for a job that is covered under a collective bargaining agreement, it is necessary to get written concurrence on the OJT Agreement from the appropriate union representative.

There is no standard approach to obtaining union concurrence. Depending upon the relationships that exist, the employer may wish to take the lead in contacting the union and securing the written concurrence. From time to time it may be incumbent upon the Service Provider to make the necessary contact. If that occurs, contact the appropriate official, explain the purpose of the program, review the specifics of the proposed training including the wage rate, and obtain written concurrence.

Contact may sometimes be limited to telephone and email due to the location of the union official. Whenever possible, however, a face-to-face meeting should be arranged if no previous relationship has been established. Note that the WIA requires that the Workforce Investment Council and the local Workforce Investment Board or its Service Providers must neither promote nor deter union organizing. If a proposed OJT Agreement surfaces issues of disagreement or dispute between the union and the employer, the Workforce Investment Council's Program Manager must be informed before proceeding.



I. Approval of Contract Packages

The Workforce Investment Council requires Service Providers to establish procedures for the initiation of OJT Agreements, including the steps of Agreement and Training Plan identification (numbering), approval and monitoring. No reimbursement of wages may be made for periods prior to the training period start date, as established in the executed Training Plan document.

J. Modifications

It is not uncommon for circumstances to change after an OJT has commenced. Training plans may be modified to best suit the respective and mutual needs of the employer, the Service Provider, and the trainee. All modifications must be in writing, using the On-the-Job Training Plan Modification form and signed and dated prior to the effective date of the modification. Oral modifications of OJT training plans are not valid.

OJT training plans may require modification for a variety of reasons. These can include:

- Changes to the training plan to more accurately reflect the training that will be provided. This may entail a "planned" modification at the end of a two-week assessment period, or an unplanned change in the training due to business necessity, learning difficulties, or newly discovered aptitudes.
- Wage increases for the trainee that the employer agrees to implement during the training period that were not provided for in the original plan. (Note that a wage increase will result in a reduction to the training duration if the total financial obligation is not increased.)
- Extension of the training plan end date to accommodate a brief period of illness, layoff, or other unexpected contingency that interrupted the training, or for shortening of the training plan to reflect a reduction in the number of training hours.
- Supplemental training that was not identified in the initial training plan and has subsequently been identified as necessary and reasonable that changes the original Plan's duration or skills to be learned.

OJT modifications must follow the Service Providers' established procedures. The Training Plan Modification form must be completed along with a revised Training Plan or Supplemental Training Plan form when necessary.

K. Termination

An OJT training plan may terminate because:

- It has been successfully completed and the trainee is retained as an employee.
- It expires at the ending date or the completion of the specified training duration although the trainee is not retained.



Note that when a trainee's failure to achieve the employer's expectations suddenly emerges at the conclusion of the training plan, it is a significant factor in the analysis and potential decision not to re-contract with the employer. Usually unsuccessful performance will be identified earlier in the training period, corrective action identified and taken, and/or the training plan should be cut short if efforts to intervene are to no avail.

- The trainee quits or is fired.

Efforts should be made to contact both the trainee and the employer to determine the reason(s). The employer should not fire a trainee without first contacting the Service Provider for assistance in correcting the problem unless the trainee has exhibited particularly egregious behavior. This may impact OJT payment, refer to Section VIII. Reimbursement Process.

An OJT training plan may also be terminated if:

- the trainee is determined to be ineligible for WIA upon verification of information presented at intake or otherwise;
- the Service Provider experiences a reduction in grant funds prior to the ending date of the training plan;
- the employer fails to provide the training that was specified in the training plan; or
- the employer violates a material term of the Agreement such as displacement of a non-WIA employee, violation of regulations governing employment of a minor, significant safety violations, or failure to pay the trainee at the agreed-upon wage rate.

Service Providers' OJT procedures should include a provision for reporting and correcting violations. All suspensions should be reported to the Workforce Investment Council's Program Manager. An OJT that is terminated as a result of serious violations of the Agreement may result in referral to Federal authorities for investigation where there is an indication that fraud may have occurred.

L. Nepotism

No person participating in the OJT program shall be “hired by” and/or “supervised” by a relative of that person. For the purpose of this rule, relative is defined to include: mother, father, son, daughter, grandfather, grandmother, grandson, granddaughter, sister, brother, uncle, aunt niece, nephew, cousin, step-parent, step-child, foster parent, foster-child, mother-in-law, father-in-law, sister-in-law and brother-in-law.



An individual who “hires and/or supervises” refers to an individual who exercises authority to hire for the position, provides day-to-day training or direction, or keeps time and attendance records. In addition, owners are included as supervisors/hiring managers since they have general authority to supervise, hire and dismiss.

Individual owners of organizations, cooperatives and corporations with more than 20 owners shall not be considered an owner in regard to this rule.

VII. Staffing Service Relationships



A. Overview

While OJTs are designed to be “hire first” and provide training opportunities in jobs that are expected to last a minimum of one year, positions that originate through a staffing service can be valid entry points into long-term permanent/regular employment. Many advanced manufacturing companies, a Region 15 targeted industry, only bring on their new workers through staffing service engagements.

All OJT rules defined in the OJT Development Manual apply to OJT contracts written with the involvement of a Staffing Service agency except as noted within this Staff Services Relationship section.

B. Structure

OJT Agreements for positions that originate with staffing services are signed by the staffing agency, employer and Service Provider. (See On-the-Job Agreement – with Staffing Agency form.) OJT agreements are non-financial. When a Trainee is identified and determined eligible, a Training Plan is completed, and at that point funds are obligated.

The OJT payment is made directly to the employer and is divided into two parts: 1) Training completion and trainee hired within 30 days of the training end date as a permanent/regular employee with expected continued employment at 30 or more hours per week; and 2) continued employment through the ninety (90) day retention period and expected continued employment at 30 or more hours per week thereafter.

The total OJT reimbursement amount may never exceed 50% of the Trainee’s gross earnings paid by the staffing agency during the training period, or \$5,000 whichever is less (unless special circumstances apply in discretionary grants). Up to half the OJT reimbursement, not to exceed \$2,500 (unless special circumstances apply), is paid at the end of the training if all conditions for a Training Payment are met (see D below).

The remainder of the OJT reimbursement is paid at retention, if all conditions for a retention payment are met (see D below). The total OJT reimbursement obligation – the sum of the training payment and retention payment amounts – should be calculated and shown on the top of the Training Plan and is the amount obligated for the training activity.

C. Position Standards

In alignment with the current Region 15 OJT program standards, OJT contracts may be developed for positions that originate with staffing services when:

- The employer where the trainee is placed by the staffing service agrees to provide training and enter into the OJT Agreement.
- The OJT position is expected to transition from temporary to regular employment within 30 days of the end of the training period with the company that is providing the training as the employer of record.

- The position pays a minimum of \$10.00 an hour and is scheduled a minimum of 30 hours per week.
- A benefit package that includes at least medical insurance with an employer contribution toward premiums.



NOTE: The benefits package is not required during the time the trainee is employed with the staffing service but must be offered with the permanent/regular position that the trainee will transition into.

D. Agreement and Rules

The On-the-Job Training Agreement – with Staffing Agency is completed after the Employer Checklist has been finalized, and any issues that may have surfaced have been resolved.

If the staffing service has entered into OJT's in the last two years, the rate of trainees that transition into permanent/regular employment must be either adequate or there must be an acceptable corrective action plan in place. A 75% transition rate is presumed to be adequate. If a lower transition rate has occurred (see Checklist item No. 20), a reasonable explanation or a corrective improvement must be documented. If fewer than five OJT's have transitioned in the last two years the small sample size should also be considered.

If the employer has entered into OJT's in the last two years, the retention rate for the employer must either be adequate or an acceptable corrective action plan must be in place. A 75% retention rate is presumed to be adequate. If a lower retention rate has occurred (see Checklist item No. 20), a reasonable explanation or a corrective improvement must be documented. If fewer than five OJT's have completed in the last two years the small sample size should also be considered. This calculation is to take into consideration all OJT's written within Region 15.

The Agreement will cover any positions that have been identified for which the employer expects to need help filling and which are likely to require On-the-Job training, as well as positions which are now filled by eligible adults, dislocated workers or youth who need training to retain employment and advance.

The Agreement and OJT Rules should be reviewed and discussed with the employer (and any involved staffing agency) to assure they understand the intent of the Agreement as well as the restrictions that apply. The employer of record, the staffing agency and the Service Provider sign the OJT Agreement (see Employer Checklist item No. 4).

E. Trainee Not Hired by Employer

If the Trainee completes all required training within the planned training period (including any plan modifications) but is not hired as a permanent/regular employee of the company within 30 days of the end of the training period, payment will not be made to the employer.

VIII. REIMBURSEMENT PROCESS



Region 15 OJTs are reimbursed in two payments – one at the end of the training period and one at the end of a retention period. There are conditions that define each of these pay points, as outlined below.

The OJT Training Plan establishes the trainee’s rate of pay, the maximum total obligation of the OJT (hourly rate x hours of training identified by the training period x .5, not to exceed \$5,000 unless special circumstances apply in discretionary grants), the dollar amount of the payment to be reimbursed upon completion of training (50% of the total obligation) and the dollar amount of the Retention payment (the remaining 50% of the total obligation).

A. Time and Attendance

The employer is required to maintain daily attendance records for each trainee employed under an OJT Agreement. These records may be kept in any of several ways including sign-in/out sheets, time clocks, or other time cards that record hours worked. The actual form is less important than the existence of accurate and verifiable records that must be maintained and made available to the Service Provider upon reasonable request, and support the time spent training for reimbursement purposes.

B. Invoices

There are two different invoices – one for the Training Period reimbursement and one for the Retention Period reimbursement. The appropriate invoice must be completed and signed/certified by the employer in order for an OJT payment to be made. Even though the payment is divided between two reimbursement points, the total amount to be paid is always for the actual training period and never more than the original obligation (or modifications).

- **Training period reimbursement.** Once all of the “Skills Objectives” listed on the OJT Training Plan have been scored a “3” (skilled), an invoice may be submitted for the training period. The standard for scoring a “3” is “Meets the Employer’s Standard for the Task.” Scoring should consider the employer’s normal expectation for an employee in the same position at the same pay grade and with similar job tenure. Exceptions may be made on a case-by-case basis, but the exception must be documented by the employer.

In order to reimburse the employer the training period payment, the trainee must still be employed and expected to work at least thirty (30) hours or more each week in the normal course of business after the training and retention periods have passed. No material compliance issues may be outstanding.

The employer should include a copy of the completed OJT Training Plan showing ending capabilities assessment and the appropriate documentation of hours worked with the invoice.

- **Retention period reimbursement.** The remainder of the OJT reimbursement (no more than 50% of the gross wages paid during the Training Period, minus the Training Payment) may be requested after an additional ninety (90) days has elapsed after

training completion, and the trainee has retained employment which is expected to continue to provide thirty (30) hours or more of paid work per week.



The Retention Period invoice should be completed and signed by the employer to certify the status of the trainee. No other documentation is required, as it should have been included in the Training Period Invoice package.

The total OJT reimbursements for an individual trainee should not exceed the amount obligated as shown on the OJT Training Plan, or any subsequent modifications.

C. Trainee Termination Prior to Training or Retention Period Completion

If the trainee leaves during the training period, the employer may only be reimbursed for 50% of the trainee's wages earned during the training period, prior to separation (in other words, documented hours beginning on the Training Period start date to the termination date). On the Training Period invoice the employer should note the trainee terminated employment and is no longer with the company.

If during the retention period the trainee quits or is fired for cause, disqualifying them from receiving unemployment compensation, the employer should be reimbursed for all training costs (both the Training and Retention Period reimbursements), as the employee's termination from the company is outside the employer's control and the employer did fulfill their obligation under the Agreement by training the individual. A meeting with the employer should attempt to determine if the trainee went to another job with higher pay or better benefits as a result of the training received, or if there are circumstances that need to be addressed in future OJT referrals.

If the trainee is laid-off during the retention period, the employer does not qualify to receive the retention payment.

D. Holidays, Vacation and Sick Leave

Although some trainees may be paid by the employer for holidays, vacation, and/or sick leave, the Service Provider may not reimburse the employer for this time. OJT rules require an employer to pay the trainee these "benefits" if they are provided to similarly situated employees. However, because the reimbursement is for training, it cannot be provided for time that is not spent in training.

For a trainee who is paid on an hourly basis, proper reimbursement can be calculated by simply deducting the holiday, vacation, and sick leave hours from the training schedule. For a trainee who is paid a monthly salary, however, a standard approach must be used to prorate the reimbursable portion of the salary. The reimbursable salary is deemed to be the percentage of the month calculated by the actual number of hours worked divided by the total number of hours available to be worked in that month had there been no holidays, vacation, or sick leave.

Prorating is done on the basis of the actual month in order to insure that reimbursement will never exceed 50% of the wage paid for training. (Note that where monthly salary is paid for a training position that begins or ends part way through a month, the reimbursement may be calculated either by documenting the actual gross pay received by the trainee or the same prorating method.)



E. Overtime

An employer is generally required to pay the trainee at a rate of 1.5 times the normal hourly pay rate for hours worked in excess of 40 per week (overtime). The OJT training plan may not, however, calculate reimbursement to the employer at 50% of the overtime hourly pay rate but may reimburse at 50% of base pay for hours in excess of 40 per week.

It is presumed to be the employer's choice to employ the participant for more than 40 hours per week. Reimbursement at a higher pay rate would reduce the number of hours of reimbursable training for a given training plan obligation. Thus, to insure that the trainee receives the agreed-upon training, the reimbursement rate is kept at the regular rate of pay.

F. Pay Raises

Occasionally an employer may wish to provide a pay increase to the trainee that was not planned for in the original OJT training plan. If the pay raise is being given because all (or other) employees are also to receive a raise, it may be warranted to modify the OJT training plan to increase the total dollar amount obligated. If, on the other hand, the pay raise is being given to the trainee because the trainee is learning more rapidly than anticipated and is becoming more productive, then it may not be necessary to adjust the obligation, just the duration of training on the OJT Training Plan Modification form as the trainee will complete the training plan earlier than anticipated. The resultant decrease in the number of training hours will thus be proportional to the more rapid training progress.

IX. MONITORING AND EVALUATION



Monitoring and evaluation play a critical role in insuring that the goals of the OJT are achieved. In basic form, monitoring activities are distinguished from evaluation in that monitoring examines the process of compliance with the OJT Agreement, the Training Plan, the regulations, etc. whereas evaluation focuses on the achievement of the training objectives and where that progress fits into the overall goal for the participant.

A. Employer Records

All Service Providers are required to keep an individual file on each OJT employer that enters into an OJT Agreement. The file should include:

- OJT Agreement
- OJT Employer Checklist, and documentation related to any issues that required resolution prior to approving the Employer
- Job descriptions for covered positions
- OJT Training Plans and any related supplemental Training Plans or Training Plan Modifications
- Copy of Training Period Invoice and related documentation
- Copy of Retention Period Invoice
- Site visit documentation
- Any corrective action documents and follow-up documentation

Employer files must be available to the Workforce Investment Council's monitors for compliance review.

B. Regular Contact

Monitoring entails the regular examination of performance to ensure that the employer is complying with the OJT Agreement. This includes a determination of whether training is being provided in accordance with the plan, payment of wages is timely and at the specified rate, and the maintenance of records and working conditions are in keeping with Federal requirements.

Effective monitoring requires the desk review of all correspondence from the employer, including OJT reimbursement invoices and the requisite documentation.

Additionally, visits to the OJT training site by the Service Provider are essential. Observation of the workstation and interviews with both the trainee and the supervisor (preferably separate interviews) should be used to determine whether benefits and working conditions remain unchanged, whether the trainee is being paid on time at the proper rate, and if the training plan

is being followed and on-track for completion. Any deviations from the Agreement should be dealt with promptly, either with an appropriate corrective action plan or by suspension or termination of the Agreement if serious violations have occurred. Care must be taken to avoid the loss of employment for the trainee by imposition of inflexible standards or unduly harsh penalties for the employer.



The OJT Training Plan is used to guide the trainee evaluation process. It should be referenced each time the Service Provider makes an on-site visit to insure that all key training elements are being addressed.

All visits to the employer should be documented in the employer file. The entry should identify when the visit was made, what was observed, who was interviewed, a synopsis of the content of the conversation, and any items of concern that need to be addressed.

C. Formal Monitoring

The Workforce Investment Council may review OJT Agreements and the OJT Training Plans in place as a component of the annual Compliance Review. Additionally, other entities may monitor the Workforce Investment Council's finances and programs including the State of Oregon Office of Community Colleges and Workforce Development, the Department of Labor's Employment and Training Administration, and the Department of Labor's Office of Inspector General. OJT Agreements and records must be available to any and all of these monitors, including access to appropriate employer records.

The contract in place between the Workforce Investment Council and the Service Provider for the appropriate program year will govern oversight, corrective actions, associated timelines and final determinations.



ON-THE-JOB TRAINING EMPLOYER/WORKSITE CHECKLIST

Employer/Worksite Name:

Federal Tax ID#: - -

Primary Contact:

Address:

Phone: (503) - x

Email Address:

Fax: (503) -

INFORMATION ITEMS

1. How long have you been in business in this area?
Is the business being sold or merging with another company? Yes No
2. What is your chief product or service?
What is your NAICS code?
(Go to: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007> if company does not know.)
3. How many full-time employees do you have?
How many new hires do you anticipate making in the next two years?
What job titles/job descriptions will need to be filled? (Attach job descriptions if available.)
4. Do you use a staffing agency? Yes No
If so, which one?
Please describe the relationship.
5. Are jobs expected to last a year or more in the normal course of business? Yes No
6. What skills will your current workers and new hires need to acquire to be fully productive?
7. Do you have sufficient equipment, materials and supervisory time and expertise to provide necessary training? Yes No
8. What are your turnover patterns and causes and could we do anything to help lower turnover?
9. What licenses or entry qualifications do your workers need? (An attached job description may suffice.)
10. How many hours per week are Trainees expected to work?
What are the expected shift times and days?
11. Do any jobs pay based upon commissions, tips, piece work or incentives? Yes No
Is there a base wage that commissions, tips, piece work or incentive pay is added to? Yes No
If yes to either of the above, what entry earnings may be expected for each job?
12. Which fringe benefits are provided to regular employees?
When are these benefits available?



ON-THE-JOB TRAINING EMPLOYER/WORKSITE CHECKLIST

ASSURANCES AND COMPLIANCE ITEMS

13. Do you have a payroll system which records all pay checks and amounts?
Can you verify wage payments quickly onsite?
If no to either, how will wages be verified for OJT payment? Yes No
 Yes No
14. What is your Workers' Compensation carrier (or an equivalent system)?
Will OJT trainees be covered? Yes No
15. Are any of the jobs considered for an OJT "independent contractors" or not employed by your firm during the entire training period? Yes No
16. Are any of these jobs covered by a collective bargaining agreement?
If so, obtain and attach a "concurrence letter" from the union(s). Yes No
17. Are any employees on layoff currently? Yes No
18. Are there any outstanding wage and hour, health and safety, or discrimination complaints or adverse decisions? Yes No
19. Has your company relocated from another area in the U.S. within the last 120 days, leaving any workers behind? Yes No
20. What percentage of previous trainees, over the last two years, have completed training and have been retained by your firm?
Number of OJTs:
Number of employees retained:
% retained:
If the retention percentage is below 75%, what improvements are planned?

I certify that the above information is, to the best of my knowledge, true and correct:

EMPLOYER

APPROVED BY:

Authorized Signature

Date

Authorized Signature

Date

Type/Print Name

Type/Print Name

Title

Title

Organization



SERVICE PROVIDER ORGANIZATION:
 OJT NUMBER:
 FUND:

ON-THE-JOB TRAINING EXCEPTION REQUEST

Employer Name:
 Number of Employees:
 Employer Website:
 Position Title:
 Training Period: to
 Wage per hour: \$
 Hrs/week:
 Date Hired:
 Date Determined Eligible:

Employee/Trainee Name:
 O-Net Code:
 Maximum Obligation \$
 Amount for Training Payment \$
 Amount for Retention Payment \$
 Is the trainee a: Current Employee?
 New Hire?

	Training Plan Exceptions
<input type="checkbox"/>	The training period exceeds 25 weeks or is less than 4 weeks or starting wage is less than \$10 per hour.
<input type="checkbox"/>	A current employee trainee will not achieve a wage gain of 50 cents per hour or more, and no upgrade and/or "backfill" is expected.
<input type="checkbox"/>	A current employee trainee will work less than 30 hours per week.
<input type="checkbox"/>	Other – please describe:
	Describe Training Plan Exception Justification
	Payment Exceptions
<input type="checkbox"/>	The Trainee is not expected to be fully skilled (all "3"s on the Ending Capability score) at the end of the Training Period, but substantial training has occurred and the Trainee is expected to be retained and trained further by the Employer.
<input type="checkbox"/>	The Employer did a good job of training but may not qualify for all or part of the OJT reimbursement because the Trainee quit or was fired for cause.
<input type="checkbox"/>	Other – please describe:
	Describe Payment Exception Justification

Submit completed Exception Request to Workforce Investment Council's Program Manager.

Signature: _____
 Type/Print Name:

Date:
 Title:



SERVICE PROVIDER ORGANIZATION:
 OJT NUMBER:
 FUND:

ON-THE-JOB TRAINING INVOICE – RETENTION PERIOD

Employer: _____ Payroll Contact: _____ Phone: _____

Address: _____

OJT Employee/Trainee: _____ Jobseeker ID number: _____

Retention invoice date _____

Retention Period From _____ To _____

Reimbursable earnings chart	
Training period	_____ to _____
Regular earnings	_____
Number of hours per week over 40 x regular wage per hour	_____ hrs x _____ wage = _____ or
Total reimbursable gross wages or earnings <small>Gross wages are the wages paid to Trainee for work performed during the Training Period</small>	_____
Training payment requested <small>Payment requested is equal to one-fourth of the Gross Wages amount or \$ _____, whichever is less.</small>	_____

Please note: Overtime hours are not reimbursable.

Total OJT reimbursements for Training and Retention Invoices may not exceed one-half of the gross wages amount shown above or \$5,000, whichever is less, and may not exceed the amount obligated on the Training Plan.

Proof of wage payment must be attached to receive any reimbursement. The OJT Retention Period Invoice should be remitted to the following address no later than thirty (30) days after the end of the Retention Period.

- I certify that the above-named Trainee has completed Training, is still employed and is expected to work at least thirty (30) hours each week and has been paid wages owed; OR
- I certify that the above-named Trainee is still employed with another employer or is no longer employed with Employer and is not eligible for Unemployment Insurance benefits.
 Separation Date: _____ New Employer Name: _____

This is supported by official payroll records. I further certify that all payroll deductions, employer contributions, workers' compensation insurance and any other required payments or contributions have been made, or funds set aside for payment; and that the wages reported have been paid to the OJT Employee/Trainee.

 Trainer/Supervisor
 Type/Print name: _____ Title: _____ Date: _____

For Office Use Only

 Signature
 Type/Print name: _____ Title: _____ Date: _____



Service Provider Organization:

OJT No.:

Fund.:

ON-THE-JOB TRAINING – WITH STAFFING AGENCY TRAINING PERIOD INVOICE

Employer Name	Employer Address
Staff Agency Name:	
Trainee Name:	
Trainee Jobseeker ID #	
Permanent Hire Date:	Must be within 30 calendar days of Training Period end date to qualify for payment
Training Invoice Date	

Reimbursable earnings chart	
Training period	_____ to _____
Regular earnings	_____
Number of hours per week over 40 x regular wage per hour	_____ hrs x _____ wage = _____ or
Total reimbursable gross wages or earnings <small>Gross wages are the wages paid to Trainee for work performed during the Training Period</small>	_____
Training payment requested <small>Payment requested is equal to one-fourth of the Gross Wages amount or \$ _____, whichever is less.</small>	_____

I certify that the above-named Trainee has completed Training, has been hired by Employer as a regular/permanent employee, is expected to work at least thirty (30) hours each week, and has been paid wages owed.

Staffing Agency Signature: _____ Date: _____

Type/Print Name:

Title:

Employer Signature: _____ Date: _____

Type/Print Name:

Title:

For Office Use Only

Gross wages and training completion have been documented by _____ by (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Completed Training Plan
<input type="checkbox"/> Time sheets
<input type="checkbox"/> Payroll records | <input type="checkbox"/> Pay check stubs
<input type="checkbox"/> Other (list): _____ |
|--|--|

Signature: _____ Date: _____

Type/Print Name:

Title:



SERVICE PROVIDER ORGANIZATION: _____
 OJT NUMBER: _____
 FUND: _____

ON-THE-JOB TRAINING INVOICE – TRAINING PERIOD

Employer: _____ Payroll Contact: _____ Phone: _____

Address: _____

OJT Employee/Trainee: _____ Jobseeker ID number: _____

Training invoice date _____

Reimbursable earnings chart	
Training period	_____ to _____
Regular earnings	_____
Number of hours per week over 40 x regular wage per hour	_____ hrs x _____ wage = _____ or
Total reimbursable gross wages or earnings <small>Gross wages are the wages paid to Trainee for work performed during the Training Period</small>	_____
Training payment requested <small>Payment requested is equal to one-fourth of the Gross Wages amount or \$ _____, whichever is less.</small>	_____

Please note: Overtime hours are not reimbursable.

Proof of wage payment must be attached to receive any reimbursement. The OJT Training Period Invoice should be remitted to the following address no later than thirty (30) days after the end of the training period.

I certify that the above-named Trainee has completed Training, is still employed, is expected to work at least thirty (30) hours each week, and has been paid wages owed. This is supported by official payroll records. I further certify that all payroll deductions, employer contributions, workers' compensation insurance and any other required payments or contributions have been made, or funds set aside for payment; and that the wages reported have been paid to the OJT Employee/Trainee.

 Trainer/Supervisor Date
 Type/Print name:
 Title:

For Office Use Only

Gross wages and training completion have been documented by _____ by (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Completed Training Plan | <input type="checkbox"/> Paycheck stubs |
| <input type="checkbox"/> Time sheets | <input type="checkbox"/> Other (list): |
| <input type="checkbox"/> Payroll records | |

 Signature
 Type/Print name:
 Title:

 Date



Service Provider Organization:

OJT No.:

Fund.:

ON-THE-JOB TRAINING – WITH STAFFING AGENCY RETENTION PERIOD INVOICE

Employer Name	Employer Address
Staffing Agency Name:	
Trainee Name:	
Trainee Jobseeker ID #	
Permanent Hire Date:	Must be within 30 calendar days of Training Period end date to qualify for payment
Retention Period:	Begin Date and End Date Begin Date = Permanent Hire Date; End Date must be at least 90 calendar days later.
Retention Invoice Date	

Reimbursable earnings chart	
Training period	_____ to _____
Regular earnings	_____
Number of hours per week over 40 x regular wage per hour	_____ hrs x _____ wage = _____ or _____
Total reimbursable gross wages or earnings <small>Gross wages are the wages paid to Trainee for work performed during the Training Period</small>	_____
Training payment requested <small>Payment requested is equal to one-fourth of the Gross Wages amount or \$ _____, whichever is less.</small>	_____

I certify that the above-named Trainee is still employed with Employer and is expected to work at least thirty (30) hours each week; **OR**

I certify that the above-named Trainee is still employed with another employer or is no longer employed with Employer and is not eligible for Unemployment Insurance benefits.

Separation Date:

New Employer Name:

Employer Signature: _____ Date: _____

Type/Print Name:

Title:

For Office Use Only

Signature: _____ Date: _____

Type/Print Name:

Title:

Invoice Disposition:



SERVICE PROVIDER ORGANIZATION:
OJT NO:
FUND:

ON-THE-JOB TRAINING SUPPLEMENTAL TRAINING PLAN

The Employer, _____ and the Trainee agree to the following supplemental training described below:

Supplementary Training Times, Place and Dates:

Supplementary Training Costs to Be Paid:

By the Employer: \$ _____

Describe:

Paid by _____ : \$ _____

Describe:

Paid by the Trainee: \$ _____

Describe:

By signing below, all parties agree to the cost payment plan outlined above. The Trainee agrees to participate in and make progress in the supplemental training; the Employer agrees to reasonably facilitate and support training completion; and _____ agrees to facilitate and support training start-up and completion.

Approved by the Employer:

Approved by _____ :

Approved by the Trainee:

Authorized Signature
Date

Authorized Signature
Date

Authorized Signature
Date

Type/Print Name

Type/Print Name

Type/Print Name

Title

Title



Service Provider Organization:

OJT No.:

Fund.:

ON-THE-JOB TRAINING PLAN – WITH STAFFING AGENCY

Employer Name: _____ Staffing Agency Name: _____

Service Provider Name: _____ Trainee’s Supervisor Name: _____

Employee/Trainee Name: _____ Phone No.: _____

Jobseeker ID No.: _____ E-mail: _____

Position Title: _____

O-Net Code: _____ Fund: _____

Training Period: _____ to _____ Maximum Obligation \$ _____

Wage per hour: \$ _____ Amount for Training Payment \$ _____

Hrs/week: _____ Amount for Retention Payment \$ _____

Date Hired: _____ Is the trainee a: Current Employee? New Hire?

Date Determined Eligible: _____

Within 30 days of completion of training, was the Trainee hired by the Employer as a regular/permanent employee?
 Yes No

Evaluation Directions

1 Beginning Can do only simple parts of the task	2 Intermediate Can do most parts of the task	3 Skilled Meets the employer’s standard for the task	NO Not Observed At this time
--	--	--	--

	Skill Objectives: <i>(What is to be accomplished)</i>	Measurable Evaluation: <i>(How evaluated and by whom)</i>	Evaluate Progress on objectives with 1 - 3 rating Evaluation Date:	
			Start	Final
1				
2				
3				
4				
5				
6				
7				
8				

ON-THE-JOB TRAINING PLAN – WITH STAFFING AGENCY

			Start	Final
A	Time Management: Completes jobs on time; Looks for work to do; Prioritizes appropriately	Independently, consistently and correctly completes jobs on time; Looks for work to do; Prioritizes appropriately		
B	Interpersonal Relations: Cooperates with supervisors; Works well with others; Accepts suggestions; Has a positive attitude	Independently, consistently and correctly cooperates with supervisors; Works well with others; Accepts suggestions; Has a positive attitude		
C	Attendance: Is on time to work and remains until hours are completed. Alerts supervisor if absent or late for work	Independently and consistently is on time to work and remains until hours are completed and alerts supervisor if absent or late for work		
D	Appearance: Dresses appropriately for the workplace. Exhibits cleanliness and good hygiene	Consistently and correctly dresses appropriately for the workplace and exhibits cleanliness and good hygiene		
E	Problem Solving: Follows safety rules and all directions Works independently Is accurate and careful Adapts to work conditions. Shows follow-through. Looks for ways to improve, is alert to new methods	Independently, consistently and correctly follows safety rules and all directions, adapts to work conditions, shows follow-through, looks for ways to improve, and is alert to new methods		
Total:				

Funding for training is authorized when OJT Training Plans are signed below by the Staffing Agency, Employer, Service Provider and the Trainee. All On-the-Job Training Agreement terms, conditions and OJT Rules, plus the Training Plan Instructions, apply to this Training Plan.

Approved by Employer

Approved by Staffing Agency

Approved by Service Provider

Approved by Trainee

Authorized Signature

Date: _____

Type/Print Name

Title

Authorized Signature

Date: _____

Type/Print Name

Title

Authorized Signature

Date: _____

Type/Print Name

Title

Authorized Signature

Date: _____

Type/Print Name

ON-THE-JOB TRAINING PLAN – WITH STAFFING AGENCY

INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for an employer-based training program. They are also used as the assessment tool to document which skills the Trainee lacks at the start of training and to measure skill attainment during the course of training.

SKILL REQUIREMENTS: List the skills needed to perform the job to the standards specified by the Employer. Skills should be stated as specifically and briefly as possible, identifying the skill to be learned.

TRAINEE'S STARTING CAPABILITY: Used to assess the Trainee's skill level near the beginning of the training period and to document skill deficiencies which will be addressed through training. Record the date of the "Starting Capability" assessment. The "Starting" and "Ending Capability" scores are based upon an interview with the Trainee's Supervisor or by utilizing another skill assessment method used by the Employer.

TRAINEE'S ENDING CAPABILITY: Record the date on which the "Ending Capability" assessment is made and the skill level which has been obtained using the following rating scale:

- | | |
|-----------------|---|
| 1. Beginning | Can do only simple parts of the task. |
| 2. Intermediate | Can do most parts of the task. |
| 3. Skilled | Meets the Employer's standard for the task. |

TRAINING COMPLETION: When each skill to be learned on the Training Plan is scored a "3", "skilled", and the Training Period has ended, training is complete.

TRAINING LENGTH:

- A. Service Provider representative, working with the Employer, determines the job title for the position to be trained for, referencing the Occupational Network (O-Net).
- B. From O-Net, SVP parameters are obtained. It is within these parameters that the length of training is set.
- C. Service Provider representative shall consider the training needs of each participant.
- D. An OJT must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of the contract, consideration must be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan [WIA§101(31)(c)].
- E. No OJT will be written with a Training Period of less than four weeks or more than 25 weeks. Exceptions may be made on a case by case basis, with approval of the Workforce Investment Council's Business Services Committee through the Workforce Investment Council's Program Manager.



SERVICE PROVIDER ORGANIZATION:
OJT NO:
FUND:

ON-THE-JOB TRAINING PLAN MODIFICATION

Employer:

Trainee's Supervisor: Contact email: Contact phone:

OJT Trainee: Jobseeker ID Number:

Reason for modification:

Term of original Training Agreement: Begin End Training Hours

This modification is effective on and changes the terms of the above numbered OJT as follows:

- The Training Period is extended to .
- The maximum obligation has changed to \$.
- The original Training Plan "Skills to be Learned" is changed, and the revised Plan is attached.
- A new, additional Training Plan has been adopted adding additional skills to be learned for an upgraded position. The new Training Plan is attached.

Other terms and conditions have been changed as follows:

Upon completion of the OJT Education & Training Plan, the Trainee will be able to meet or exceed the standards expected of regular employees regarding the skills listed in the plan. When each skill to be learned is scored "3", "meets or exceeds training requirements" and the training period has ended, training is complete.

Approved by Employer

Approved by Service Provider

Approved by Trainee

Authorized Signature
Date: _____

Authorized Signature
Date: _____

Authorized Signature
Date: _____

Type/Print Name

Type/Print Name

Type/Print Name

Title

Title

Evaluation Directions

3 — Meets or Exceeds Training requirements	2 — Needs to Improve	1 — Does Not Meet Training requirements	N0 — Not Observed At this time
--	-----------------------------	---	--

	Skill Objectives: <i>(What is to be accomplished)</i>	Measurable Evaluation: <i>(How evaluated and by whom)</i>	Evaluate Progress on objectives with 1 - 3 rating Evaluation Date:	
			Mid	Final
1				
2				
3				
4				
5				
6				
7				
8				

			Mid	Final
A	Time Management: Completes jobs on time; Looks for work to do; Prioritizes appropriately	Independently, consistently and correctly completes jobs on time; Looks for work to do; Prioritizes appropriately		
B	Interpersonal Relations: Cooperates with supervisors; Works well with others; Accepts suggestions; Has a positive attitude	Independently, consistently and correctly cooperates with supervisors; Works well with others; Accepts suggestions; Has a positive attitude		
C	Attendance: Is on time to work and remains until hours are completed. Alerts supervisor if absent or late for work	Independently and consistently is on time to work and remains until hours are completed and alerts supervisor if absent or late for work		
D	Appearance: Dresses appropriately for the workplace. Exhibits cleanliness and good hygiene	Consistently and correctly dresses appropriately for the workplace and exhibits cleanliness and good hygiene		
E	Problem Solving: Follows safety rules and all directions Works independently Is accurate and careful Adapts to work conditions. Shows follow-through. Looks for ways to improve, is alert to new methods	Independently, consistently and correctly follows safety rules and all directions, adapts to work conditions, shows follow-through, looks for ways to improve, and is alert to new methods		
Total:				



SERVICE PROVIDER ORGANIZATION:
OJT NUMBER:
FUND:

ON-THE-JOB TRAINING PLAN

Employer: _____

Trainee's Supervisor: _____ Contact email: _____ Contact phone: _____

OJT Trainee: _____ Jobseeker ID No: _____ Contact email: _____ Contact phone: _____

Trainee is a: current employee new hire

Job Title: _____ O-Net Code: _____

Date hired: _____ Date determined eligible: _____ Term of Training Agreement: Begin _____ End _____

Wage per hour: \$ _____ Hrs/week: _____

Maximum Obligation:\$ _____ Training Payment Amount:\$ _____ Retention Payment Amount:\$ _____

Evaluation Directions

1 Beginning Can do only simple parts of the task	2 Intermediate Can do most parts of the task	3 Skilled Meets the employer's standard for the task	NO Not Observed At this time
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	Skill Objectives: <i>(What is to be accomplished)</i>	Measurable Evaluation: <i>(How evaluated and by whom)</i>	Evaluate Progress on objectives with 1 - 3 rating Evaluation Date:	
			Start	Final
1				
2				
3				
4				
5				
6				
7				
8				

			Start	Final
A	Time Management: Completes jobs on time; Looks for work to do; Prioritizes appropriately	Independently, consistently and correctly completes jobs on time; Looks for work to do; Prioritizes appropriately		
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Total:				

Funding for training is authorized when OJT Training Plans are signed below by the Employer, Service Provider and the Trainee. All On-the-Job Training Agreement terms, conditions and OJT Rules, plus the Training Plan Instructions, apply to this Training Plan.

Approved by Employer

Approved by Service Provider

Approved by Trainee

Authorized Signature

Date: _____

Type/Print Name

Title

Authorized Signature

Date: _____

Type/Print Name

Title

Authorized Signature

Date: _____

Type/Print Name

INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for an employer-based training program. They are also used as the assessment tool to document which skills the Trainee lacks at the start of training and to measure skill attainment during the course of training.

SKILL OBJECTIVES: List the skills needed to perform the job to the standards specified by the Employer. Skills should be stated as specifically and briefly as possible, identifying the skill to be learned.

TRAINEE'S STARTING CAPABILITY: Used to assess the Trainee's skill level near the beginning of the training period and to document skill deficiencies which will be addressed through training. Record the date of the "Starting Capability" assessment. The "Starting" and "Ending Capability" scores are based upon an interview with the Trainee's Supervisor or by utilizing another skill assessment method used by the Employer.

TRAINEE'S ENDING CAPABILITY: Record the date on which the "Ending Capability" assessment is made and the skill level which has been obtained using the following rating scale:

- | | |
|-----------------|---|
| 1. Beginning | Can do only simple parts of the task. |
| 2. Intermediate | Can do most parts of the task. |
| 3. Skilled | Meets the Employer's standard for the task. |

TRAINING COMPLETION: When each skill to be learned on the Training Plan is scored a "3", "skilled", and the Training Period has ended, training is complete.

TRAINING LENGTH:

- A. The representative, working with the Employer, determines the job title for the position to be trained for, referencing the Occupational Network (O-Net).
- B. From O-Net, SVP parameters are obtained. It is within these parameters that the length of training is set.
- C. The representative shall consider the training needs of each participant.
- D. An OJT must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of the contract, consideration must be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan [WIA§101(31)(c)].
- E. No OJT will be written with a Training Period of less than four weeks or more than 25 weeks. Exceptions may be made on a case by case basis, with approval of the Workforce Investment Council's Business Services Committee through the Workforce Investment Council's Program Manager.

P-37 Describe how programs determine the length of the OJT contract and self-sufficient wage for eligible employed workers. (20 CFR 663.700 (c) and 663.705)

PY 2013 response is still applicable. Jan Filgas

See P-36 supporting documents.

P-38 Describe the process for the development of job descriptions for OJTs (task analysis, etc.)

PY 2013 response is still applicable. Jan Filgas

See P-36 supporting documents.

P-39 Describe the process for conducting periodic on-site reviews of OJT agreements to ensure that training is being provided and that reimbursements are justified. (20 CFR 664.460 (d))

PY 2013 response is still applicable. Jan Filgas

See P-36 supporting documents.

P-40 Describe what type of plan (individual employment plan, Individual Service Strategy, etc.) is developed for participants that are solely supported by WIA Title 1B funds and for participants that have multiple funding support e.g. DHS, TAA, etc. (WIA Section 129 (a)(4); 129(c)(1)(B) and 134 (d)(3)(C); 20 CFR 663.200; 663.240; and 663.245.)

PY 2013 response is still applicable. Jan Filgas

An Individual Employment Plan (IEP) is completed for all participants needing intensive and training services. The employment plan includes:

- General work and education history
- Career exploration and assessments completed
- Employment goal
- Steps needed to take to reach goal
- Services needed to achieve goal
- Who will provide the services
- Estimated cost of those services and who will pay the costs
- Participant's responsibilities in carrying out the plan

Provider staff work closely with other funding sources to ensure coordination of services in the IEP and that no duplication of services between partners occurs.

P-41 Retired this element; see A-15 which incorporates compliance elements of CCWD's new policy 589-30.12 on Statewide Supportive Services.

P-42 Retired this element because the monitoring team will be on site conducting a review of the region's Back to Work Oregon program which will include testing aspects of the local policy/procedures and delivery systems for this program

P-43 Retired this element because the functions for this activity went to the Oregon Employment Department.)

- P-44 Please describe the processes (with attach applicable policies/procedures) utilized to assure compliance with CCWD's On-the-Job Training Contract Reimbursement Documentation Policy 589-10.19
- Approved contract exists between the LWIA and employer.
 - Costs submitted for reimbursement were incurred during contract period.
 - Gross amount paid the participant include check stubs or payroll records that support the payments.
 - Reimbursement is no more than 50% of the participants wage rate multiplied by the numbers of hours worked excluding overtime pay, if applicable 20 CFR 663.700 (b).
 - Maximum contract amount for reimbursement has not been exceeded.

PY 2013 response is still applicable. Jan Filgas

The Workforce Investment Council's OJT policy, P-13, and supporting documents (including training and retention invoices) ensure all of the above conditions are met. OJT development staff and the WorkSource Clackamas Business and Employment Services Team all have been trained in this policy and the procedures on how to develop and document OJT plans and payments to ensure compliance with WIA, CCWD and Workforce Investment Council's regulations.

P-45 Please describe the policies, training for case managers/contractors to deliver effective 12 months of follow-up for youth which includes (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training. In addition, please identify year to date number of youth that have and/or are being actively followed up on a regular basis for PY14. (WIASRD #349) (Revised)

Training is provided to case managers on effective follow-up services both as part of their initial training and as a training topic at monthly partner meetings. Work readiness training for youth help to provide a foundation for how to use their Career Advisor as a resource in addressing work related issues. Regular check-ins with youth provide a structured time to discuss their employment situation, supports the youth may need, and coaching on how to address various work related issues. Progress and assistance are tracked in youth's case notes in I-Trac.

Please see Region 15's youth provider website <http://www.clackamascareers.com/youth-providers/> for the youth policies contained in the youth program guide http://www.clackamascareers.com/media/uploads/youthservicesfolder/Youth_Services_Handbook_9-9-13.pdf

Also see Region 15's youth provider website <http://www.clackamascareers.com/youth-providers/> to view the follow up services training materials used in the past during regular monthly meetings with case managers (see "Follow Up" under Partner Meeting Training Slides).

Additionally, currently there are 193 youth in active enrolled status and 143 youth in active follow up status. See attached I-Trac dashboard report dated 9/18/14.

[https://www3.i-trac.org/iFrames.aspx?frameId=5](#)

Client Name: 15 - WICCO **Year:** PY 2014

Client Address: WIA Youth **Provider Name:** C-TEC Advisor, C-TEC DHS, C-

Client Status: No **Default Search:** No

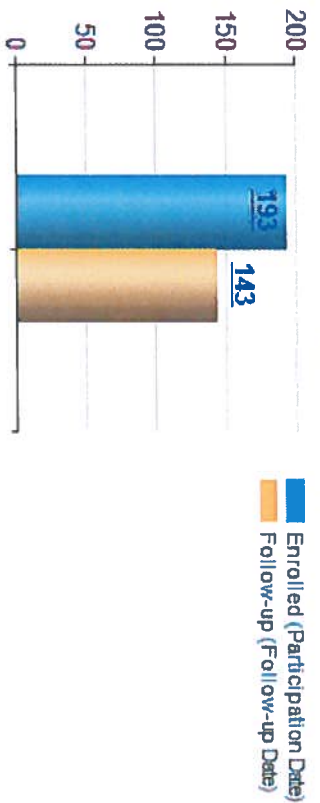
1 of 1 Find | Next

Dashboard Reports

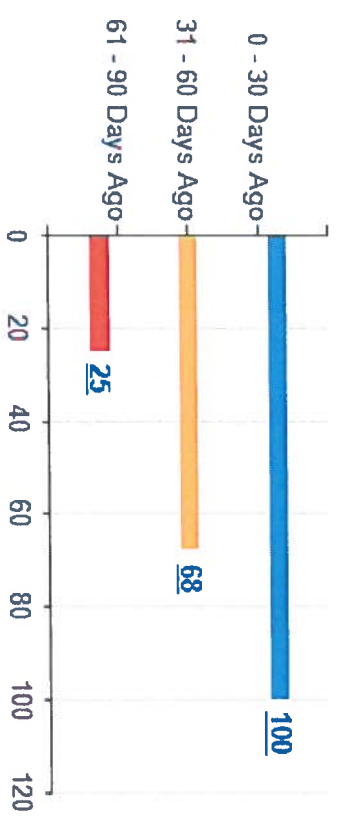
Last Update: 09/18/2014 06:12 AM

2014: WIA Youth (R15 - WICCO)

Current Program Status (all years)



Exit Management - # Days Since LQ Service (all years)



P-46 Please describe how your program defines in your youth application the sixth barrier for youth eligibility i.e. an individual who requires additional assistance to complete an educational program or secure and hold employment. Please provide an example of how individualized goals for this barrier are documented in an ISS. (TEGL 33-12)

PY 2013 response is still applicable. Amy Evans

Region 15's definition for this sixth barrier is defined as a youth that:

- has been deemed "at risk of dropping out" by a school official,
- has a core GPA of 1.5 or below,
- is lacking at least 2 high school credits to be at grade level,
- has never been employed,
- was fired within the last 12 months, or
- has never held a full-time job for longer than 13 weeks.

Individualized goals are set on the ISS, depending on the specific barrier. For example, a youth that has a core GPA of 1.5 or below may have a goal on the ISS to increase their core GPA to 2.0. Additionally, a youth that has never been employed may have a goal on their ISS to gain employment.