

4.2.10 Career Scope Services OJT - Step-by-step guide

The Career Scope coach:

- Interviews an eligible participant who may benefit from OJT.
- Discusses possibility of an OJT for an eligible participant with an employer.
- Talks with the employer approving authority about work site standards, limitations and general conditions. Have the employer sign the [WorkFirst On-The-Job Training Master Agreements](#) and [WorkFirst On-The-Job Training Terms and Conditions](#).
- Figures percentage of subsidized employees for the employer. (Listed above in 4.2.3)
- Obtains an approved Exception to the Rule from ESD WorkFirst Administration Unit for any exception to WorkFirst policy.
- Negotiates expectations, length, content and employer reimbursement regarding the proposed OJT with the employer and employee.
- Determines justification for training. Document the justification in eJAS employment notes.
- Determines whether the prospective OJT employer is an established vendor in the automated system, and, if not completes a Statewide Payee and W-9 IRS Request for Taxpayer Identification Number and Certification form (accessible online through the Inside ESD Website eforms).
- Determines whether a Master Agreement Number exists and is current in JAS. If no Master Agreement Number exists, follow this procedure:
- Make sure you have the signed a [WorkFirst On-The-Job Training Master Agreements](#) and [WorkFirst On-The-Job Training Terms and Conditions](#) from the employer. (See step 3 above.)
- Creates the Master Agreement Number in JAS. (Consult ESD WF Internal Controls chapter on On-The-Job Contracts [found in CATS for the procedure \[MS\(1\)\] \[BS\(2\)\] \[MS\(3\)\]](#)).
- Closes the JS component.
- Enters the OT component code and employment information in eJAS. The OT component may be entered for a future date. The OT component dates automatically fill as the start and end date on the OJT Training contract in JAS.
- Creates the contract in JAS (Consult the ESD WF Internal Controls chapter regarding On-The-Job Contracts).
- Prints 4 copies of the OJT contract.
- Prints all vouchers for the contract period.
- Prints all WorkFirst On-The-Job Training Evaluation Forms for the contract period.
- The Career Scope Supervisor reviews and then documents the review and justification for the contract in eJAS employment type notes.

- After the Career Scope Supervisor reviews and approves the contract and also documents the review, they sign the WF On-The-Job Training contract, the WorkFirst [On-The-Job Training Master Agreement](#), and the [WorkFirst On-The-Job Training Terms and Conditions](#). Then the Career Scope Coach and employer sign each document.
- Delivers copies of vouchers and evaluation forms to the employer along with the individual's contract.
- Records the service in eJAS, including employment information.
- Notifies the WorkFirst Program Specialist (WFPS) that an OJT has been created.
- Informs the participant to report earnings to their WFPS.
- Monitors the individual's performance.
- Provides support services when necessary.
- For details on creating and modifying OJT contracts and creating and modifying OJT vouchers, refer to the ESD WF Internal Controls Manual.
- Within three business days of obtaining all signatures, sends copies of the On-The-Job Training Contract, the [WorkFirst On-The-Job Training Master Agreement](#) , and the [WorkFirst On-The-Job Training Terms and Conditions](#) to ECDD, attn: WorkFirst OJT, PO Box 9046, Olympia, WA 98507-9046.
- Maintains the signed original [WorkFirst On-The-Job Training Master Agreement](#), [WorkFirst On-The-Job Training Terms and Conditions](#) and On-The- Job Training Contract in the local office until one quarter after the program year ends. Then the office may archive the OJT documents for six years.

The WorkFirst Program Specialist:

- Enters the earnings in ACES 3G.

Resources

Related WorkFirst Handbook Sections

- [4.1 Career Scope Phases and Processes](#)
- [4.3 Work Experience \(WEX\)](#)

Forms & Other Resources

- [ESD Rule Exception Request Form](#)
- [WorkFirst On-The-Job Training Master Agreements](#)
- [WorkFirst On-The-Job Training Terms and Conditions](#)