

# On-the-Job-Training Program OJT-Workshop

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# What is On-the-Job-Training?

- Serves both businesses and trainees to build a better workforce
- Helps match in-demand positions with suitable workers that are in need of training
- Helps a worker develop the skills necessary to become a valuable asset as a full-time employee

# What does OJT do for you as a jobseeker?

- Provides a way for those in need of training to earn while you learn.
- Helps launch a career in an in-demand occupation.
- Builds on acquired skills, previous training and employment experience.
- Supports individualized guidance in a new work environment.

# Steps As a Jobseeker

- Verify that you are eligible for the program.
- You will be given a card with MCTA, MIS department information.
  - Call and schedule your own intake appointment, which determines if you are eligible for the OJT program.
  - The call will set the time and date.
  - A MIS specialist will give a list of documentations to bring to intake appointment.
- **DO NOT BE LATE – TARDINESS WILL REQUIRE YOU TO RESCHEDULE!**

# Documentation for Intake

- Photo I.D
- Birth Certificate
- Social Security Card
- Proof of residency
  - Utility bill in the month of scheduled intake
  - Rent receipt for the month of scheduled intake
  - Envelope with your name on it postmarked in month of intake.
- 6 Months of income- yours and your spouses
  - Paystubs
  - Disability
  - Soldier relief
  - Child Support
  - VA Benefits
  - Cash/Food Assist.
  - Unemployment

# Documentation for Intake, Continued...

- Males born after 1/1/1960 must be signed up for Selective Service.
- Veterans must bring
  - DD214- Shows type of discharge
- Dislocated workers must have 1 or more of the following:
  - Proof of dislocation on letter head
  - Unemployment determination letter/pay history
  - News article or any information stating the company has shut down

# Steps As a Jobseeker Continued

- Show up for appointment:
  - **DO NOT** be late, tardiness will result in rescheduling.
- Once intake is complete, file will be reviewed.
  - If eligible you will receive phone call from OJT coordinator(s) explaining eligibility letters

# Still interested???

- Yes, please stay for the following information!
- Who has a workable resume?
  - We can enroll you in our resume workshop.
  - We can e-mail you our resume template.
- Are you completed and updated in our One Flow system?
  - Update your profile in One Flow in the resource room.



# Sample of Eligibility Letter:

Date: \_\_\_\_\_

To Whom It May Concern:

\_\_\_\_\_ was screened for eligibility for our On-the-Job-Training program on \_\_\_\_\_ and was found eligible.

The On-the-Job-Training program may provide employers with up to 50% reimbursement of (base) wages during the training period while funding is available.

Thank you for your interest in advance. We look forward to working with your company to get workers back into the workforce. For more detailed information please contact Susie Aikens at Mahoning County One Stop.

Sincerely,

***Susie Aikens***

Contract Services

Mahoning County One Stop

141 Boardman Canfield Rd.

Boardman, OH. 44512

330.965.1787 Ext. 7154

330.259.3004 Fax

[SUSAN@ONESTOPOHIO.ORG](mailto:SUSAN@ONESTOPOHIO.ORG)

MCTA

9 West Front St.

Youngstown, OH. 44503

330.747.5639 Ext. 6104

# Eligibility Letter Directions

- Distribution of letter from job seeker to potential employers
  - Hand out copy of letter to each employer attached to application & resume.

## \*PLEASE NOTE\*

- Not all companies qualify. Every company has to complete paperwork to be eligible
- Goal is to find employers who will train skilled positions
- Temporary agencies do not qualify

## Business

- Interested companies contact OJT coordinator(s) to see if eligible

# Sample Training Plan

- Hand out

# Questions

