CCMEP
ONLINE TRAINING,
WORK EXPERIENCE & INCENTIVES
TOOL KIT

2021
Introduction

Even during the pandemic with social distancing requirements, there are a number of ways to help CCMEP participants continue to move forward on their path to self-sufficiency and entering an in-demand career pathway. This document will focus on how local agencies can provide incentives for completion of online training modules and/or supplement work experiences with online training. In addition this document will provide useful information on work experiences.
Incentives

• Planned incentives must be documented in each participant’s IOP and should be offered as direct payments by check or possibly money order for the participant.
• Incentives can be offered for achieving employment and education-related goals.
• The amount provided as an incentive for each goal should be reasonable and should be based on the effort required to achieve the goal.
Incentives

• Amounts are a local decision and should align with local policies for each funding source (TANF and WIOA Youth).

• Incentives should be tied to the related service whenever possible in entering the details on the IOP in OWCMS. For example, if the incentive is tied to a work experience, it should be included with the work experience service. If it can’t easily be tied to a service, then it can be entered as a supportive service.

• Incentives must meet the requirements of “non assistance” in 45 CFR 206.31(b) and would not be counted as income or impact “assistance” programs such as OWF and SNAP.
Supportive Service as an Incentive

• Sometimes supportive services can act like an incentive or motivator as well.
• Some examples include paying for Driver’s License Training Costs; computer equipment needed for training or assistance on part of the cost to purchase a vehicle.
• All supportive services must be necessary and reasonable and if TANF funds are used, they must meet TANF purpose II (End the dependence of needy parents by promoting job preparation, work, and marriage)
Other Incentives and Motivators

• Sometimes it’s not necessary to provide a formal incentive or even a supportive service.
• Being recognized for achieving small and large goals or making productive choices can have a significant positive impact too.
• Some examples include recognizing their achievements in a group of peers, certificates of achievement, conversations to celebrate wins, a text cheering them on and/or postcards of congratulations and kind words. Be creative in identifying ways to celebrate all positive steps/wins.
Incentives for Education Goals

• Incentives for education related goals can also be paid after participants exit as long as they were defined in the IOP prior to exit.
• Although education goal incentives can be paid after exit (unlike employment goals), remember that credential attainment rates are significantly higher for participants who obtain credentials prior to being exited.
<table>
<thead>
<tr>
<th>Education Goal Example</th>
<th>Suggested Incentive Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completing the current grade level in secondary school with passing grades</td>
<td>$100-$500</td>
</tr>
<tr>
<td>Graduating from high school</td>
<td>$100-$500</td>
</tr>
<tr>
<td>Obtaining a GED or high school equivalent diploma</td>
<td>$50-$150</td>
</tr>
<tr>
<td>Pass a GED subject test</td>
<td>$50-$150</td>
</tr>
<tr>
<td>Common Education Goal Examples and Suggested Incentive Amounts</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>• Showing a grade level of improvement for a participant that is basic skills deficient</td>
<td>• $50-$100</td>
</tr>
<tr>
<td>• Attendance/completion of job readiness program</td>
<td>• $50-$200</td>
</tr>
<tr>
<td>• Completion of Service Project</td>
<td>• $50-$200</td>
</tr>
</tbody>
</table>
Incentives for Employment Goals

• Incentives for employment related goals can only be paid while participants are enrolled in CCMEP and the goals are included in the participant’s the IOP.
• Some counties have had success with providing job retention and wage increase incentives to participants during enrollment.
<table>
<thead>
<tr>
<th>Common Employment Goal Examples and Suggested Incentive Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Completing Internship successfully</td>
</tr>
<tr>
<td>• $50-$150</td>
</tr>
<tr>
<td>• Attendance and successful performance in work experience or OJT</td>
</tr>
<tr>
<td>• $50-$200</td>
</tr>
<tr>
<td>• Completion of Job Shadow experience</td>
</tr>
<tr>
<td>• $25-$75</td>
</tr>
<tr>
<td>• Retention of unsubsidized employment for 3 months, 6 months and/or 12 months</td>
</tr>
<tr>
<td>• $100-$500</td>
</tr>
<tr>
<td>• Promotion or increase in wages at unsubsidized employment</td>
</tr>
<tr>
<td>• 100-$500</td>
</tr>
</tbody>
</table>
More Goal and Incentive Examples

<table>
<thead>
<tr>
<th>Incentive Goal</th>
<th>Conditions</th>
<th>Associated Services</th>
<th>Documentation Examples</th>
<th>Potential Incentive Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Attain High School Diploma</td>
<td>N/A</td>
<td>Non WIDA Funded Secondary Education Tutoring, Study Skills Training, Dropout Prevention</td>
<td>Copy of diploma or transcript showing graduation, picture file of diploma or transcript</td>
<td>$100-$300</td>
</tr>
<tr>
<td>2: Attain GED/High School Equivalency Diploma</td>
<td>N/A</td>
<td>Alternative Secondary School or Dropout Recovery Services</td>
<td>Copy of GED/HSED or transcript showing graduation, picture file of diploma</td>
<td>$100-$300</td>
</tr>
<tr>
<td>3: Pass a Component of the GED Test</td>
<td>N/A</td>
<td>Alternative Secondary School or Dropout Recovery Services</td>
<td>Copy of official document showing passing score, picture file/screenshot of passing score</td>
<td>$50-$150</td>
</tr>
<tr>
<td>4: Achieve a &quot;Likely to Pass&quot; Score on a GED Practice Test</td>
<td>N/A</td>
<td>Alternative Secondary School or Dropout Recovery Services</td>
<td>Copy of practice test results, picture file/screenshot of passing score</td>
<td>$50-$100</td>
</tr>
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*Check local policies for limitations.*
More Goal and Incentive Examples

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<tr>
<td>5. Achieve Basic Skills Improvement</td>
<td>Basic skills deficiency not required unless in local policy, but policy should clearly define, such as increasing a set number of grade levels on a TABE test.</td>
<td>Alternative Secondary School or Dropout Recovery Services Non-WDR Funded Secondary Education Adult Basic Education Tutoring, Study Skills Training, Dropout</td>
<td>Copies of pre- and post-tests, progress/achievement of scores</td>
<td>$50 - $100</td>
</tr>
<tr>
<td>6. Return to Secondary School</td>
<td>Allowable for out-of-school youth within computer attendance age. Not allowable for incarcerated youth.</td>
<td>Non-WDR Funded Secondary Education</td>
<td>Copy of official document from the secondary school showing the participant is enrolled in and attending school</td>
<td>$50 - $100</td>
</tr>
<tr>
<td>7. Achieve Post-Secondary Certificate or Degree</td>
<td>WIA</td>
<td>Occupational Skill Training Education Offered Concurrently with Workforce Preparation Assistance Non-WDR Funded Post-Secondary Education</td>
<td>Copy of diploma/certificate or transcript</td>
<td>$100 - $500</td>
</tr>
<tr>
<td>8. Complete current secondary school grade level successfully</td>
<td>WIA</td>
<td>Non-WDR Funded Secondary Education Tutoring, Study Skills Training Dropout</td>
<td>Copy of transcript or report card</td>
<td>$50 - $100</td>
</tr>
<tr>
<td>9. Application to Post-Secondary School</td>
<td>Post-secondary training or education does not have to be started or completed, but requires a formal application or confirming acceptance/admission</td>
<td>Activities Helping Youth Transition to Post-Secondary Education and Training</td>
<td>Copy of formal confirming application or confirming acceptance/admission</td>
<td>$50 - $100</td>
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## More Goal and Incentive Examples

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<tr>
<td>10 Completion of FAFSA (Free Application for Federal Student Aid)</td>
<td>If post-secondary education or training is planned, education or training does not</td>
<td>Activities Helping Youth Transition to Post-Secondary Education and Training</td>
<td>Copy of notification of recipient's selection</td>
<td>$25-$75</td>
</tr>
<tr>
<td>11 Enrollment in Post-Secondary School</td>
<td>Post-secondary training or education does not have to be completed, just enrolled in courses</td>
<td>Activities Helping Youth Transition to Post-Secondary Education and Training</td>
<td>Copy of educational schedule</td>
<td>$50-$100</td>
</tr>
<tr>
<td>12 Post-Secondary Semester Completion</td>
<td>Laptops meet minimum conditions for incentive, such as credits earned, GPA</td>
<td>Occupational/Technical Training Education Offered Concurrently with Workforce Preparation</td>
<td>Copy of transcript</td>
<td>$50-$100</td>
</tr>
<tr>
<td>13 Completing a Resume and posting on OhioMeansJobs.com as an active resume</td>
<td>NA</td>
<td>Work Experience, Internship, Work Experience, School/Year Employment, Work Experience, Summer Employment</td>
<td>Copy of completed resume or ASSET WOA Title II proof of completion</td>
<td>$25-$75</td>
</tr>
<tr>
<td>14 Completing a Job Application</td>
<td>NA</td>
<td>Work Experience, Internship, Work Experience, School/Year Employment, Work Experience, Summer Employment</td>
<td>Copy of notification from employer of application receipt or ASSET WOA Title II proof of completion</td>
<td>$10-$20</td>
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<tr>
<td>Completing an Information Interview</td>
<td>NA</td>
<td>Career Awareness, Exploration, and Counseling</td>
<td>Copy of documentation from employer or company completing interview completion</td>
<td>$10-$25</td>
</tr>
<tr>
<td>Completing Job Shadowing</td>
<td>NA</td>
<td>Work Experience, Job Shadowing</td>
<td>Copy of letter from company, participant completion</td>
<td>$25-$75</td>
</tr>
<tr>
<td>Completing a speed and/or career assessment</td>
<td>NA</td>
<td>Career Awareness, Exploration, and Counseling</td>
<td>Copy of completed assessment</td>
<td>$10-$50</td>
</tr>
<tr>
<td>Clearing Unsubsidized Employment</td>
<td>While enrolled prior to exit</td>
<td>Any service that leads to the participant obtaining unsubsidized employment</td>
<td>Pay stub of letter of offer</td>
<td>$50-$150</td>
</tr>
<tr>
<td>Retaining Unsubsidized Employment</td>
<td>While enrolled prior to exit</td>
<td>Any service that leads to the participant retaining unsubsidized employment during the period of</td>
<td>Pay stub</td>
<td>$100-$500</td>
</tr>
<tr>
<td>Developing a Career Plan and/or Addressing Barriers to Unemployment Issues</td>
<td>Any activity that addresses barriers to training or employment, related to supportive services (e.g., G</td>
<td>Copy of plan</td>
<td>$50-$150</td>
<td></td>
</tr>
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### CCMEP Goals and Incentives Examples

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</thead>
<tbody>
<tr>
<td>21 Leadership in a Club or Committee</td>
<td>Allowable if tied to reeducation or training service</td>
<td>Any training or education</td>
<td>Letter from club faculty advisor, official club meeting minutes, club officer roster</td>
<td>$25-$75</td>
</tr>
<tr>
<td>22. Completing Community Service/Volunteer Hours</td>
<td>Allowable Local VDBs may specify that community service cannot be court ordered or required by school.</td>
<td>Work Experience Internship Activities Helping Youth Transition to Post-Secondary Education and Training</td>
<td>COPY of letter on company letterhead that confirms the participant’s completion of a community service/volunteer requirement</td>
<td>$25-$75</td>
</tr>
<tr>
<td>23. Entrepreneurial Training or Planning</td>
<td>All business ownership is goal identified on the participant’s ICF/P.</td>
<td>Entrepreneurial Skill Training</td>
<td>Completed business plan or completion of entrepreneurial training course</td>
<td>$10-$150</td>
</tr>
<tr>
<td>24. Basic Certifications</td>
<td>Allowable if the certification is required for a training or work experience service. This includes CPR/First Aid, OSHA 10, 15</td>
<td>Any training or work experience</td>
<td>Copy of certification with case notes/ODP explaining what requirement the certification fulfills</td>
<td>$10-$60</td>
</tr>
<tr>
<td>25. Achievement of National Career Readiness Certificate (NCRC)</td>
<td>Allowable if tied to employment or education goal</td>
<td>Work Experience Satisfactory Service</td>
<td>Copy of NCRC certificate or ASSET/VDA Title II proof of completion</td>
<td>$150-$250</td>
</tr>
</tbody>
</table>

* Check local policies for limitations.
Potential Online Training Resources to Use with Incentives

- Small Business Administration Training Website
- OhioMeansJobs.com
  - Online Training Center
  - Interview Practice Center
- LinkedIn LEARNING

Examples of each resource with screenshots follow.
The Small Business Administration (SBA) has many online courses available and all of them allow a user to print a certification of completion once the course is completed. The courses generally run 20-40 minutes. There’s even a course specifically designed for youth. Incentives for these courses could potentially range from $10-$30 per course completed or a higher amount for completing a series of courses.
OMJ Online Training Center

See the icon for the Online Training Center for OhioMeansJobs.com on the left.
Online Training Center Resources – From Your Backpack

Click on 'View Tests' button to access the online training center and other training resources like practice tests for the GED, HiSet and TASC to get a high school diploma as well as other resources like business software training, etc.
Click the 'Visit Online Training Center' button to see all resources available.
Online Training Center Resources – Landing Page

Welcome to OhioMeansJobs Assessment and Training Center!

The state of Ohio requires that you take certain assessments and tutorials if you are interested in or are receiving state benefits or assistance. Click “OMJ Core Assessments” below to begin. You can also find additional assessments and tutorials to help improve your skills by exploring the additional topics listed below.

OMJ Core Assessments
Master Core Business Skills
Improve Your Computer Skills
Prepare for Your High School Equivalency Test
College Test Preparation
Career Test Prep
Adult Learning Resources
School Center
Financial Literacy Center

This is the Online Training Center Page. You can click on any of the down arrows to see what resources are available in each section.
‘Master Core Business Skills’ includes tutorials, videos, practice tests and ebooks. Each tutorial includes a test after completion. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials or practice tests on these topics identified with a red outline. (The topics that are not outlined in red only have an ebook and/or tests without tutorials.) Each tutorial or test taken could earn an incentive for a participant ($10-$20) or completing all tutorials and tests for a particular topic could earn a higher incentive. For example, completing all tutorials and tests in Master Core Business Skills could earn a higher incentive like $50-$150.

An incentive for completing all the Math, Graphic Literacy and Workplace Documents WorkKeys practice tests (shown in blue outline) could also be provided like $20-$50. If they achieve scores of 3 or higher, they might want to take the proctored test to get a National Readiness Certification.

Please note that all incentive amounts listed are only suggestions.
Computer and Software Skills

‘Improve Your Computer Skills’ includes tutorials. Each tutorial includes a test after completion. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials or practice tests on these topics identified with a red outline. Each tutorial taken could earn an incentive for a participant ($10-$20) or completing all tutorials and tests for a particular topic could earn a higher incentive. For example, completing all tutorials in Computer Basics for the Workplace could earn a higher incentive like $50-$150. These tutorials would take approximately 6 hours to complete depending on pace and any technical or internet connection issues.

Internet Basics tutorials would take approximately 7 hours. An incentive for completing all the Math, Graphic Literacy and Workplace Documents WorkKeys practice tests (shown in blue outline) could also be provided like $20-$50. If they achieve scores of 3 or higher, they might want to take the proctored test to get a National Readiness Certification.

See the next page for details on tutorials available for Microsoft Office 365. Explore the Online Training Center for more details on these other groups of tutorials for computer skills that are outline in red. There are many valuable resources available in this area as you can see on the left.

Please note that all incentive amounts listed are only suggestions.
As you can see there are a number of tutorials available to learn Microsoft Office software packages, including Basics, Outlook, OneNote, Word, Excel and Powerpoint.

An incentive for completing all of these tutorials could be $100-$200 or possible $20-$50 per tutorial. The tutorials last between 30 and 120 minutes.

Please note that all incentive amounts listed are only suggestions.
High School Equivalency

'Prepare for Your High School Equivalency' includes tutorials, tests and ebooks. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials or practice tests on all topics shown on the left. Each tutorial taken could earn an incentive for a participant ($10-$20) or completing all tutorials and tests for a particular topic could earn a higher incentive. For example, completing all for HiSet Test Prep which includes 5 tutorials could earn a higher incentive like $50-$150. Then, there could be an additional incentive for getting a passing score on the practice tests or the official proctored HiSet test like $100-$200.

There are many valuable resources available for participants to use and prepare to take tests to obtain their high school equivalency diploma as you can see on the left.

Please note that all incentive amounts listed are only suggestions.
'College Test Preparation' includes tutorials, tests and ebooks. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials or practice tests on all topics shown on the left. Each tutorial taken could earn an incentive for a participant ($10-$20) or completing all tutorials and tests for a particular topic could earn a higher incentive. For example, completing all Math and Reading practice tests for the SAT which includes 8 tests could earn a higher incentive like $50-$150. Then, there could be an additional incentive for getting a minimum score on the practice tests or the official SAT like $100-$200.

There are many valuable resources available for participants to use in preparing for college and college entrance testing as you can see on the left.

Please note that all incentive amounts listed are only suggestions.
'Career Test Prep' includes tutorials, tests, flashcards and ebooks. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials and practice tests on any of the topics shown on the left. Each test taken could earn an incentive for a participant ($10-$20) or completing all practice tests for a particular topic could earn a higher incentive. For example, completing all dental assisting practice tests which includes 2 tests could earn a higher incentive like $50-$100.

There are many valuable resources available for participants to help them prepare for career licensing exams including the military as you can see on the left. Most of these careers are also in-demand.

Please note that all incentive amounts listed are only suggestions.
‘Adult Learning Resources’ includes tutorials, tests and ebooks. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials or practice tests on all topics shown on the left. Each tutorial or test taken could earn an incentive for a participant ($10-$20) or completing all tutorials and tests for a particular topic could earn a higher incentive. For example, completing all reading, vocabulary and writing tutorials which includes 5 tutorials could earn a higher incentive like $50-$100.

There are many valuable resources available for participants to use to increase their language and math skills as well as prepare to take the citizenship test if they are not already a U.S. citizen.

Please note that all incentive amounts listed are only suggestions.
School Center for K-12

'School Center' includes tutorials, tests and ebooks. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials or practice tests on all topics shown on the left. Each tutorial or test taken could earn an incentive for a participant ($10-$20) or completing all tutorials and tests for a particular topic could earn a higher incentive. For example, completing all algebra tutorial(s) and tests which includes 9 items could earn a higher incentive like $50-$150.

There are many valuable resources available for participants to use to increase their language, math, science and history skills/knowledge. They could cover topics they struggled with in the current/prior school year or get ahead by covering topics that they will be taking in the next school year.

Please note that all incentive amounts listed are only suggestions.
Financial Literacy

'Financial Literacy Center' includes tutorials, tests and ebooks. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials or practice tests on all topics shown on the left. Each tutorial or test taken could earn an incentive for a participant ($10-$20) or completing all tutorials and tests for a particular topic could earn a higher incentive. For example, completing all financial literacy tutorials which includes 5 tutorials could earn a higher incentive like $50-$100.

There are many valuable resources available for participants to use to increase their financial literacy knowledge.

Please note that all incentive amounts listed are only suggestions.
'Improve Your Soft Skills' includes tutorials, tests and ebooks. Every test or assessment taken records a score and the date of the completion in the individual’s OMJ backpack.

Incentives can be assigned to participants to complete tutorials or practice tests on all topics shown on the left. Each tutorial or test taken could earn an incentive for a participant ($10-$20) or completing all tutorials and tests for a particular topic could earn a higher incentive. For example, completing all communications tutorials and tests which includes 4 items could earn a higher incentive like $30-$75.

There are many valuable resources available for participants to use to increase their soft skills and job readiness.

*Please note that all incentive amounts listed are only suggestions.*
Click on 'View Interviews' button to access the practice interview center training resources.
Click on 'Visit Interview Practice Center' button to access the practice interview center training resources.
‘Fast Track’ includes 16 video lessons that will take a minimum of 2 hours to watch depending on pace, technology and potential connection issues.

Incentives can be assigned to participants to complete several videos or practice interviews with each earning an incentive ($10-$20) or completing all videos in fast track or another curriculum like the resume curriculum to earn a higher incentive like $25-$50.

There are many valuable resources available for participants to use to not only increase job readiness but also to learn how to apply for jobs and interview effectively as you can see on the left.

Please note that all incentive amounts listed are only suggestions.
If you click on the Practice menu and select interviews, you will see options for practice interviews on the next screen. (See next page).
Practice Interviews

There are many different practice interview resources, but as an example you can select General Start Here as shown on the left.
For CCMEP participants, you will likely want to focus on having them create practice interviews for the Top 10 questions and Entry Level. They can video themselves answering questions on a smartphone and email the video to their case manager for feedback and watch it themselves to think about how to improve.

Incentives can be assigned to participants to complete several videos or practice interviews with each earning an incentive ($10-$20) or completing all practice interviews for Entry Level to earn a higher incentive like $25-$75.

Please note that all incentive amounts listed are only suggestions.
Participants can also select the question library under the ‘Practice’ drop down menu to view questions for practice interviews in advance to prepare written answers before videotaping themselves. Preparing written answers to common interview questions is a best practice for interviewing more effectively and a good habit to promote with participants.

The written answers could also potentially be incentivized and paired with videotaping practice interviews.

See the next page for details on what questions are available in the General section shown with the red arrow.
Practice Interviews – Question Library (Entry Level)

The discussion of the question and example answer is shown on the left.
As you can see on the left, the question library has matching topics to the practice interviews with Entry Level and Top 10 Questions.

All questions in the library include example answers as well as a discussion of what to consider in answering the question.
Participants can show completion of each item with a screenshot of Practice Interview status page or completion certificates. See the next page for example.
Welcome back, Ima. Continue learning!

You have no certifications yet. Complete one of the tracks in "Curriculum" section in order to get a certificate.

Continue Learning
Ohio has a subscription to LinkedIn LEARNING so participants with a library card can log in via their library’s website. Ohio’s subscription for LinkedIn’s employment training site requires a library card for access. To see what training is available click on Browse for drop down menu.
LinkedIn has a wide variety of training resources online that could be tied to an incentive and LinkedIn also tracks which trainings have been completed as you will see on the next page.
Training Completion in LinkedIn

You don’t have any completed courses - yet.

When you complete a course, you can find it here.

See recommended courses
Work Experience Information
Value of Work Experiences

• A job can be a transformational experience – helping youth clarify their career goals and develop the life skills to stay on track.

• Work experiences are a critical component of preparing youth for transition to adulthood. Potential benefits for youth who participate in work experiences include:
  • 1) gaining career readiness skills including the “soft skills” that employers look for in entry level workers;
  • 2) increasing one’s knowledge of specific occupational skills and workplace settings;
  • 3) establishing a work history and connections with employers that can aid in future job searches; and
  • 4) developing an understanding of different occupations in order to make informed career choices.
Work Experiences as Restrictions are Lifted

• As businesses re-open across Ohio, many may have difficulty filling their newly open positions due to some laid off workers that may be unable to work because of childcare needs, illness, new employment with a different employer or other financial considerations. It’s important to remember that CCMEP paid work experiences subsidizing wages cannot be used to replace staff that are laid off and have not been called back to work.
Why Work Experiences Are Important during Pandemic

• The situation where some employees do not return to their prior employer and the high level of unemployment creates both opportunity and challenges for the population CCMEP serves.
  • The opportunity of unfilled positions means that some CCMEP participants can apply for and potentially be hired for positions which were unavailable prior to the pandemic. Since CCMEP participants have limited years of work experience, employers may be more open to hire them through an On-the-Job Training service and agreement or after the completion of a paid work experience.
  • The challenge during a period of high unemployment for CCMEP participants is to compete with other jobseekers who may have more years of experience and possibly credentials. Lead agencies can help CCMEP participants be more competitive by working with employers to develop work experiences, OJT agreements and by serving CCMEP participants with training and attaining credentials, particularly occupational skills training.
Work Experiences Considerations during Pandemic

• Lead agencies should connect with key local employers and leverage prior relationships with local businesses. Not only employers in essential industries like grocery stores, healthcare facilities, and distribution centers that stayed open during COVID-19 restrictions, but also business that are just beginning to re-open as Ohio relaxes these restrictions.

• Lead agencies will also want to modify worksite agreements to include references to re-opening guidelines for business to ensure employers are following Ohio’s requirements for protecting employees and the public as well as reviewing business plans for meeting these guidelines.
Work Experience Safety and Worksite Agreements

• The health and safety of each participant and their families is the most important consideration so each work experience should be evaluated in consultation with the participant and/or parents if the participant is a minor.

• Some examples of things to consider are the employer’s plans for ongoing operations, state restrictions on the business, state guidance on protecting employees and the public, the participant’s interest in a work experience, transportation needs/availability and childcare needs/availability.

• Worksite agreements should also include information about how work experiences cannot be used to replace laid off workers.
Work Experience Training Component

• All work experiences must include a training component at the beginning, during and/or at the end of a work experience.

  • Usually this training occurs at a work place, but sometimes it can occur in another location like at a youth service provider or other community partner. With COVID-19, it may be more appropriate to provide this training component online.

  • The training component can include job readiness training (soft skills, working on a team, resume creation, practice interviewing, etc.), or information about the related industry and occupations.

  • There are many resources online to provide these types of content, including OhioMeansJobs.com online training center and interview practice center, Ohio’s subscription for LinkedIn’s employment training site that requires a library card to access.

  • Another key consideration is being able to track completion of training to ensure wages are paid for training that is completed. Both OhioMeansJobs (Backpack) and LinkedIn have dashboards that show which training components that have been completed as shown earlier. Some training modules indicate the time for viewing but time should also be allocated for other aspects like logging in, technical issues and for any required tests to demonstrate retention if available.
• Job shadowing, which can be arranged virtually, is another work experience to consider for any participant that is still exploring career options, not quite ready for a work experience, concerned about possibly contracting or passing on COVID-19.

• Internships are another option and might be able to be completed remotely depending on the employer and occupational requirements.
Work Experiences OJTs/Apprenticeship

• On-the-Job Training agreements are a very effective way to get employers to consider hiring a participant since they likely do not have many years of work experience or possibly the specific skills an employer would like. With an OJT, the employee’s wages are subsidized for a reasonable period while the employee is being trained to perform in the new position. See WIOAPL 15-22.1 for details.

• Apprenticeships are also a very effective way for participants to enter an in-demand career. They are paid for working while they are completing training requirements. See ApprenticeOhio and WIET for information on apprenticeship opportunities and to search for local programs.