

## **State Level OJT Program**

On April 13, 2010 the NYSDOL issued a new Request for Applications for their State-level OJT Program. They set aside \$2.8 million dollars to support this program. It is anticipated that at least 560 dislocated workers will be hired through this program. Submission deadline is November 1, 2010.

### **OJT Basics**

OJT programs helps unemployed individuals re-enter the workforce by providing an incentive to businesses to hire and train them in a fulltime skilled or semi-skilled occupation.

OJT programs help businesses by matching them with qualified individuals who are eager to work, but need the specialized training only a business can supply.

In OJT programs, the business agrees to hire a worker and provide competency based training to the worker in exchange for a reimbursement from the government of up to 50 percent of the trainee's starting wage for a specified period needed by the trainee to master the required occupational skill sets.

### **Program Description**

Businesses (private sector, for-profits and not-for-profits) and/or intermediaries that represent a business membership (e.g., Chambers of Commerce or labor/trade organizations) are eligible to apply for funding under the State-level OJT Program.

NYSDOL will work with an interested business and/or business intermediary to fully develop the qualifications of the worker(s) to be hired. NYSDOL will then provide the business and/or business intermediary with a list of candidates from its population of dislocated workers.

### **Award Amount**

A hire from the list will be eligible to receive an OJT grant of up to 30% of the newly hired employee's wage rate for the specified period of the contract.

A hire from the list will be eligible to receive an OJT grant of up to 50% if the individual is long term unemployed (i.e., an individual who has exhausted their unemployment insurance benefits or who is within 5 weeks of exhausting benefits).

The maximum OJT award amount for a newly hired employee is \$5,000 and there is no minimum award amount. OJT awards for multiple hires are allowed with a maximum award amount of \$50,000 per business.

## **Eligibility Requirements**

Businesses (private sector, for-profits and not-for-profits) and business intermediaries (e.g., Chambers of Commerce or labor/trade organizations) are eligible to apply.

The OJT must occur at a physical business location in New York State.

The OJT must apply to a job opportunity for full-time employment (defined as 35 hours or more per week) in New York State paying a minimum of \$10.00/hour.

Wage calculations to determine OJT reimbursement may not include payment for holiday or overtime hours worked.

The hires must be employees of the business, and not independent contractors or contract employees.

The applicant may not apply for seasonal positions or positions based on the addition of commission or tips to a subminimum wage base salary.

The business receiving OJT funds and/or the business intermediary receiving administrative funds must be in good standing.

## **How to Apply**

The State-level OJT Program application process has two steps:

1. Submission of an “Intent to Apply”; and
2. Submission of a detailed application with assistance from the Department.

## **Intent to Apply**

Send an email to: [StateOJT@labor.ny.gov](mailto:StateOJT@labor.ny.gov).

Please put “Intent to Apply” in the subject line and include the following information in the body of the email:

- Applicant name (Business or Intermediary Name)
- Address
- Federal Employer Identification Numbers (FEIN)
- Contact Person (name, title, phone number, e-mail, address)
- Title and salary range for each anticipated position.

A Business Services Rep will follow up with you to discuss the OJT program and application process. For more information, visit our website: [www.labor.ny.gov](http://www.labor.ny.gov) and search for State-level On-the-Job Training Program.