

Department of Community Colleges and Workforce Development	Number: 589-10.19
	Revised: 04/29/13
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SUBJECT: Workforce Investment Act Title IB On-the-Job Training Contract Reimbursement Documentation	Approved: 

Purpose: To describe the documentation requirements needed to reimburse employers for On-the-Job Training (OJT) Contracts

References: Workforce Investment Act (WIA) Public Law 105-220, Sec. 181
CCWD WIA IB Policy 589-30.11 – Document Collection and Storage

Policy: All LWIAs must have OJT policies or procedures that include a description of the appropriate documents needed for reimbursement to an employer.

Acceptable documentation must clearly delineate:

- The total number of hours worked
- The gross amount earned by the trainee
- The total amount paid to the trainee by the employer
- Other payroll deductions

Examples of acceptable documentation:

- Payroll check stubs or payroll records that show the gross wage amount that the employer paid the trainee along with other payroll deductions

Examples of unacceptable documentation:

- Timesheets or other documents that include only the hours an employee has submitted to an employer

Additional Restrictions and Requirements

- Employers may be reimbursed only for the portion of the trainee's wages agreed upon in the OJT contract.
- Overtime pay is not eligible for OJT reimbursement.
- Employers may be reimbursed only for time the trainee was actually on the job and receiving training.
- Exact hours and/or wages paid to the trainee must be detailed.
- The LWIA or designee is responsible to ensure that the employer is paying the trainee in accordance with all payroll laws and regulations.

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Procedure: LWIAs or designee will receive and review appropriate documentation from the contracted employer that show the total hours worked and wages paid before payment can be made. This review should include the following steps:

- Verify that an approved contract exists between the LWIA and the employer.
- Verify that the costs submitted for reimbursement were incurred during the contract period.
- Verify that the documentation supporting the reimbursement includes payroll check stubs or payroll records that show the gross amount paid the participant.
- Verify that the reimbursement is no more than 50% of the participants wage rate multiplied by the number of hours worked excluding overtime pay, if applicable.
- Verify that the maximum contract amount for reimbursement has not been exceeded.

Once these steps have been performed and the invoice approved, payment can be made.

Responsibility Action

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| LWIA | <ol style="list-style-type: none"> 1. Must maintain copies of the document(s) upon which reimbursement was based and provide copies to CCWD in accordance with CCWD WIA IB Policy 589-30.11 – Document Collection and Storage. 2. Must provide to CCWD current versions of the local policies and procedures related to this state policy upon request. |
| CCWD | Review local area policies, documentation, and procedures for compliance. |