



**KANSAS CITY & VICINITY
WORKFORCE DEVELOPMENT BOARD**



Serving the city of Kansas City, Mo. and Cass,
Clay, Platte, and Ray counties.

The Full Employment Council, Inc. (FEC) is the fiscal
agent and workforce support organization for the
Kansas City & Vicinity Workforce Development Board.

Workforce Innovation and Opportunity Act (WIOA) Policy

ON-THE-JOB TRAINING, WORK EXPERIENCES, SUBSIDIZED EMPLOYMENT AND PRE-
APPRENTICESHIPS FOR ADULTS AND DISLOCATED WORKERS POLICY

POLICY NUMBER: 2023-09

EFFECTIVE DATE: 07-01-2024

MODIFICATION DATE: 06-18-2024

APPROVED BY

A handwritten signature in black ink, appearing to read 'Clyde McQueen'.

Clyde McQueen, President/CEO Full Employment Council, Inc.,
Managing Entity/Fiscal Agent
Kansas City and Vicinity Workforce Development Board

INQUIRIES

Questions about this Issuance should be addressed by email to Andrea Robins arobins@feckc.org Managing Director Planning, Compliance and Partnership Systems who will disseminate the agency response after consultation with Workforce Development Board Officers.

PURPOSE

The purpose of this Issuance is to establish guidelines and procedures for On-the-Job Training, Work Experience and Pre-Apprenticeship programs for Adults and Dislocated Workers. This Issuance replaces Issuance No. 2017-007 modification 2.

BACKGROUND

Several requirements and procedures are required for customer eligibility and characteristics, company eligibility and characteristics, and training components for On-the-Job Training, Work Experiences and Pre-Apprenticeships. This Issuance addresses these and is based upon Missouri Division of Workforce Development Issuance 07-2023 Statewide On-the-Job Training Policy and 02-2020 WIOA Dislocated Worker and Adult Work Experience Policy.

POLICY

I. ALLOWABLE EXPENDITURE AMOUNTS AND TIME PERIODS

The chart below provides an overview of the allowable amounts and time periods for the various program activities.

Program Activity	Amount	Time Period
On-the-Job Training	May pay up to \$4,000.00. May exceed \$4,000.00 with Manager's, Officers' and President's/designee approval	Minimum 4 weeks or 160 hours. Maximum time period is 1,040 hours
Private Sector Work Experience/Pre-apprenticeship	May pay up to \$4,000.00	Minimum 4 weeks or 160 hrs; (Work experience/pre-apprenticeships); Allowable up to 300 hours. Additional time can be requested upon completion up to 240 additional hours with President/Designee approval. May exceed \$4,000.00 with Manager's, Officers' and President's/designee approval

II. ON-THE-JOB TRAINING (OJT), WIOA ADULTS AND DISLOCATED WORKERS

On-the-job training is considered a training service under the Workforce Innovation and Opportunity Act for Adults and Dislocated Workers.

A. OJT & Registered Apprenticeships:

1. OJT agreements may be entered into with Registered Apprenticeship program sponsors or participating employers in Registered Apprenticeship programs of the OJT portion of such programs. Depending upon the duration of the Registered Apprenticeship, funds may cover some or all of the Registered Apprenticeship.

B. Recommendation of Customers for Training Services: Development of an Employment Plan (EP), including assessments and required case-management services, is required before a participant can receive training service. The EP must contain short-term and long-term career goals.

Customers must also:

- Attended an Overview.

- Complete Wagner-Peyser enrollment,
- Attend the Financial Aid eligibility session,
- Youth customers must complete Objective Assessment,
- Complete the WIOA career services eligibility and enrollment process,
- Complete WorkKeys or Career Ready 101 Assessment,
- Complete the Talify assessment,
- OJT must be the best training opportunity for the customer, after considering options such as classroom training,
- Pursue training in a field that is a high demand occupation,

In addition, MOJOBS should indicate in the case notes that the customer is being recommended for training services. The Quality Assurance Review Committee must approve the enrollment of the customer prior to the customer starting training.

All OJT recommendations must provide reasonable and documented monitoring and audit trails that substantiate the need for the type of training.

Many times a company identifies a potential OJT participant first. In these cases, the individual lacks skills the employer requires and is in need of OJT. The company must first refer the individual to the Job Center for eligibility determination **prior to beginning the hiring process**. Any individual hired prior to the eligibility determination is not eligible for the federally funded OJT program.

C. Training Overview and Documentation of Need: The Career Development Executive (CDE) or Skills Team member will review the Employment Plan with the customer and document the need for on-the-job training, and indicate that the customer has a reasonable expectation of completing the OJT. The Workforce Development Executive will provide the customer a general orientation to training services including a description of the requirements for participation in OJT.

D. Employer Credentials and Position Requirements: Additionally, it is required that:

- A pre-award review is conducted to verify that the employer is not relocating,
- An **employer with an** OJT program agreement with a state agency or any other unit of government that operates WIOA programs,
- The OJT Program Agreement must have beginning and ending dates, and conclude within one year,
- There is documentation of a Skills Gap Analysis that justifies federal OJT funds,
- Variance in the Training Plan's start and end dates requires a Supplemental Agreement,
- The Training Plan and the participant's Employment Plan in the case management system document short-term and long-term goals, and identifies the skills gap between the participant's skills and the occupational skill requirements.
- The employer is not in layoff status and has not laid off employees for the past year,
- The training does not displace current employees,
- The company must have regulations that address safety and health issues,
- Appropriate supervision and training is provided for all participants,
- The position must not be seasonal employment,
- The wages and benefits should be appropriate based on O*NET State and National Wage Tables,
- Wages the company pays must be scheduled to be no less than **\$15.00 per hour** after six

- (6) months, the acceptable minimum wage may be higher for some programs,
- The employer must pay its employer wage taxes,
- The position must be a full-time position, defined as 32 or more hours per week,
- Training must not impair any existing contracts for services or collective bargaining agreements,
- Training Agreements cannot be for temporary or intermittent employment, or for employment in an occupation for a fee,
- Participants cannot be employed in the construction, operation, or maintenance of a facility primarily devoted to sectarian instruction or religious worship,
- Employer has signed EEO and the complaint and Grievance forms.

E. Workforce Development Executive (WDE) Responsibilities: The WDE will develop an On-the-Job Training Program Agreement (Form 0-15) with the employer which lays out the responsibilities of the Workforce Development Board and the employer and is a non-binding contract with the employer.

In order to be eligible to participate in sponsored OJT activities, an employer must have been in business for a minimum of twelve (12) consecutive months. This restriction applies across all Workforce Development Board programs and funding sources. It is the responsibility of the WDE to determine and document that the employer meets this eligibility requirement.

Employers who are participating in sponsored OJT activities for the first time may not train more than two (2) clients concurrently, regardless of the program in which they are enrolled, or the funding source being used. Once the employer has successfully completed two OJTs, the employer is eligible to participate in additional OJT activities and there is no maximum on the number of customers that may be trained at the employer. It is the responsibility of the WDE to determine and document the eligibility of the employer.

The WDE completes the following forms:

- **The Occupational Skills Training Plan in Apricot.**
- 0-15 - On-the-Job Training Program Agreement signed by employer, including the Legal Certifications and On-the-Job Training Program Agreement General Assurances
- 0-17 - **On-the-Job Training Skills Outline and Job Description** - details the employer's employment and training needs and strategies for meeting those needs. The On-the-Job Skills Training Agreement must ensure that participants are provided a structured training opportunity in which to gain the knowledge and competencies necessary to be successful in the occupation in which they receive training.
- WDE must enter the result of the referral in MOJOBS in the Job Order Activities Tab.

The WDE will create the obligation packet and will submit it to the CDE who will complete the Obligation Form in APRICOT and submit same to the Manager for approval. OJT forms include the following:

- 0-15 - On-the-Job Training Program Agreement, including Legal Certifications and On-the-Job Training Program Agreement General Assurances

- 0-17 - On-the-Job Training Outline and Job Description
- Case Note documenting employer, start date and participation in an OJT
- Certificate of Insurance
- Employer's E-verify Exhibit, including a signed Current Business Entity Status form, a signed Affidavit of Work Authorization, and accompanying documentation of E-Verify status
- 0-21 - On-the-Job Training Placement Activity Approval Form
- Attainment of skills documented in the training plan must be notated either in the case notes, Monitoring Form, or the Skills Training Agreement.

F. Contractors: Full-Service Contractors shall directly enroll customers for training services, including on-the-job training and classroom occupational skill training but must follow Workforce Development Board approved procedures as outlined in this Issuance. Contractors who provide support services directly for their customers must follow approved procedures as outlined in this Issuance.

G. Measurable Skill Gains: Measurable Skill Gains that occur during the customer's program will be entered and case noted into MOJOBS by the counselor or provider attaining the information.

H. Supportive Services: Customers who attend on-the-job training may be eligible for supportive services such as work-related clothing, tool, and equipment and transportation for up to 30 days during the customer's first month of employment. Issuance 2001-08, Modification 25 provides additional information on supportive services available to customers. Supportive services provided will be based upon the needs of the customer and must be documented in the customer's Employment Plan. **MOJOBS CODE-180 series.**

Contractors: Full-Service Contractors shall provide supportive services directly for their customers but must follow approved procedures as outlined in this Issuance.

I. Recording Results of On-the-Job Training Activities:

It is important to select the correct OJT Training Service the outcome will affect Performance Measures on the local and state level. Only the following results may be used:

- Successful Completion; or
- Unsuccessful Completion

III. EMPLOYER AGREEMENT

WDE will submit a copy of the completed Employer Agreement packet to the MIS Department to upload into Apricot.

- MIS will add the employer in Apricot and notify the Fiscal Department to generate a Vendor ID
 - o Only employers and vendors have Vendor IDs
- MIS will use the Employer Agreement packet to record the Employer Agreement

- Touchpoint and upload all required documentation into Apricot.
- For employers without Employer Agreement packets, WDE will email employer address and contact information to MIS to be entered into Apricot.
 - MIS will notify the Fiscal Department to generate a Vendor ID

IV. WORKSITE MONITORING

During training, the WDE will complete twice a month the OJT *Worksite Monitoring Reports* and submit to MIS for participant's file. A case note summarizing the OJT Worksite Monitoring Report must be entered by WDE in MOJOBS real time. The monitoring will include participant training and corresponding employer payroll records. WDE will record OJT worksite monitoring using the Worksite Monitoring with Signature Line Touchpoint and upload signed copy into Apricot. The MIS Department will be notified to print and file in participant file.

Attainment of skills documented in the training plan must be notated in the Service Notes, Worksite Monitoring Report or the OJT Skills Training Agreement. WDE enters case note after the last day of training and upon the first day of unsubsidized employment, Business Team member completes a verification form and delivers it to a Skills Team member.

V. EMPLOYER OJT PAYMENT REQUESTS

The Fiscal Department will record OJT payments using the OJT Payment Request Touchpoint into Apricot.

- WDE will submit monthly payroll logs, post training plans, monitoring reports and
- MOJOBS case notes that states the payment amount and the timeframe of the requested payment.

If an OJT has been identified for a participant, the following steps are followed:

Step 1

On-The-Job Training Skills Training Agreement and Obligation Requirements: The OJT agreement should identify the occupation, the skills to be learned and the length of time the training will be provided and must be limited to the period of time required for a participant to become proficient in the said occupation for which the training is being provided.

The On-the-Job Skills Training Agreement must ensure that participants are provided a structured training opportunity in which to gain the knowledge and competencies necessary to be successful in the occupation in which they receive training. In determining the appropriate length of the training agreement, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's employment plan.

The **On-the-Job Training Skills Training Agreement** includes:

- The employer's name and address
- The employer size
- Occupation
- Job Title
- The O*Net code

- The SVP Range (based on O*Net Code)
- Job order number
- Total number of hours working per week
- The duration of training with the start (must match actual OJT start date), and end date of training clearly defined
- The name of participant
- MOJOBS State ID and last 4 digits of Social Security number
- The rate of pay per hour
- Initial wage rate and scheduled raises (if any)
- The percentage of reimbursement
- The maximum amount of reimbursement
- Name or job title of person responsible for training
- Job description
- A training outline that includes at the minimum six skills that will be obtained during the training that is addressing the gap in skills of the participant who is receiving the training
- An estimate of the percentage of competency to be reached in each skill by the midpoint of the training and at the end of the training
- Signature of trainee and date
- Signature of employer/trainer and date
- Name of the Business Services team member generating the plan.
- Job Order number
- The employer's agreement to maintain and make available time and attendance records, payroll, e-verify, and other records to support amounts claimed by the employer for reimbursement under the OJT agreement.

Obligation/Fiscal Forms - (WDE)

- On-the-Job Training Obligation/De-obligation Form from [Apricot](#)
- 0-17 -[On-the-Job Training Outline and Job Description](#)
- 0-15 - On-the-Job Training Program Agreement, including Legal Certifications and On-the-Job Training Program Agreement General Assurances
- Summary Screen - Must document activity enrollment
- Case Note documenting employer, start date (must match actual OJT start date), and participation in an OJT
- Copy of Certificate of Insurance
- Notarized Employer E-Verify Exhibit, including a signed Current Business Entity Status Form, a signed Affidavit of Work Authorization, and accompanying documentation of E-Verify status
- 0-21 - On-the-Job Training Placement Activity Approval Form
- Memorandum to file, in cases where exceptions to policy have been requested and approved by Officers
- Enrollment Recommendation Request Form in [Apricot](#), documenting approval (Applicable only to non-WIOA programs, this form should be completed and supplied by the appropriate CDE)

At the end of the training period WDE provides to CDE a Verification of Placement and will enter a case note to document that the customer has completed their training and the employer has retained them.

Step 3

Routing of OJT Obligations: The reader is referred to Issuance No. 2018-001, Entering Outcomes Data into MOJOBS and Apricot Processing Policy, for the procedure for routing Obligations.

Step 4

MOJOBS: The CDE will enter the customer in the OJT Activity in MOJOBS; this includes entering the Job order number in the Employment Plan and the grade and labor market information. The actual start date must be entered when the participant starts the OJT activity. The OJT actual start date must match the start date listed in MOJOBS. **MOJOBS CODE - 301**

Step 5

Maximum Dollar Amount and Minimum and Maximum Time Periods: The maximum dollar amount to be paid for on-the-job training is \$4,000.00 and may only be exceeded by obtaining the written approval of the Manager, Officers' and President/CEO or designee. This amount is subject to budget availability, is NOT an entitlement, and will vary dependent upon training area. The request for approval to exceed the maximum training amount shall include a statement as to the need for additional funding and must be submitted prior to the start of training. The amount of the OJT should not be communicated with the employer prior to approval of the OJT Obligation form. OJT participants must be employed at a minimum of 30 days before reimbursements are processed and/or provided.

Time Periods: The minimum time period is 4 weeks or 160 hours and the maximum time period is 1,040 hours. However, the length of the OJT may vary based on three factors: the difficulty of the job, previous work experience, and the customer's education. Variances from the normal time periods require the approval of the President/CEO or designee.

In determining the appropriate length of the training agreement, consideration must be given to the skill requirements of the occupation; the academic and occupational skill level of the participant; prior work experience; and the participant's Employment Plan. The participant's length of training must be based on the gap of skills between the position and the OJT participant and be consistent with an overall WIB policy that enumerates training plans allowed maximum length. (e.g., O*Net and/or the Skills Training Agreement). Training must not exceed 1,040 hours.

The following is the conversion between the SVP Level of the occupation and the maximum weeks of training allowed for an OJT participant. An explanation of the various levels of specific vocational preparation from O*Net On-Line may be found at: <http://www.onetonline.org/help/online/svp>. Identify the SVP level by going to the Job Zone t of the O*Net Online site. The O*Net profile for each occupation has an SVP level identified in the Job Zone section. The SVP level found in the Job Zone section should be entered on all OJT forms that request an SVP level. The maximum length of the OJT must be based on the SVP level of the occupation; the duration of the training does not determine the SVP level. The chart below illustrates the maximum allowable length of OJT based on the SVP Level. Although it is possible for an OJT to be of a shorter duration than the maximum length, the OJT cannot exceed the duration listed in the chart.

If the SVP Level is above 4 (4 and over), the actual SVP level should be entered on all forms that request an SVP level. In these cases, however, the training still cannot exceed the maximum duration of 1,040 hours.

SVP Level	Maximum Duration of OJT
1	Short demonstration only
2	Up to 1 month
3	Up to 3 months
4 and over	1,040 maximum hours of training

Individuals in OJT shall be compensated at the same rates, including periodic increases, as trainees or employees who are similarly employed in similar occupations by the same employer; and, who have similar training, experience, and skills. Such rates shall be in accordance with applicable law, but in no event, less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable state or local minimum wage.

Step 6

OJT Reimbursement Process and Extension Policy: After an OJT customer completes training, which is the total number of hours outlined on the training, the employer may be eligible for the wage reimbursement amount obligated on the training plan. The employer can be reimbursed one day after completion of the on-the-job training outlined in the training plan agreement.

The amount obligated for OJT shall not exceed \$4,000.00 without approval from the Manager, Chief Operations and Chief Financial Officers, and the President or designee. The amount of the OJT should not be communicated with the employer prior to approval of the OJT Obligation form.

Upon completion of OJT training, the original Skills Training Agreement will be signed by the customer and the employer. The WDE will submit a copy of the signed Skills Training Agreement along with the OJT reimbursement paperwork to the Manager for approval who will submit same to the Senior Vice President for approval and submission to Fiscal for payment.

The original reimbursement packet is to be submitted to Fiscal, and a copy maintained by the WDE. The ***reimbursement package*** must contain the following information:

- 0-18 - On-the-Job Training Payment Request
- 0-19 - On-the-Job Training Actual Cost Reimbursement Form
- Signed copy of 0-17 - On-the-Job Training Skills Training Outline and Job Description (**with post training signatures**)
- Worksite Monitoring Report (to be completed by the WDE twice a month throughout the training period). The WDE should share the results of the monitoring with the CDE and make case notes.
- OJT Invoice - Completed and signed OJT invoices which indicate the actual hours worked to verify that all training hours have been completed. In the event the participant is unable to sign a time sheet, documenting Service Notes should outline the attempts to secure signature. Employer attestation on the OJT Training

- Agreement of an electronic time management system to capture attendance accompanied with the payroll data may suffice in lieu of participant signature
- Client payroll documentation as provided by employer Payroll documentation reflecting gross and net wages. The actual training period reported on Payroll documentation must match with the training period on the training plan and pay must match at least the agreed upon hourly rate. Any difference between the actual training period and training period on Skills Training Agreement requires senior management approval.
- Summary screen printout showing actual program enrollment
- Case note stating Reimbursement packet is being submitted for payment
- Summary Screen (documenting OJT enrollment in MOJOBS)
- Activities Screen (documenting NEG enrollment in MOJOBS)
- Eligibility Screen that states which DWT grant where applicable

OJT Training activities can be extended if requested by the employer. WDE must provide a written request and justification for the extension (i.e. to allow for additional time to obtain stated skills needed). The employee must be employed a minimum of 30 days before reimbursements are processed and/or provided.

Step 7

De-Obligation: If trainee did not complete training, the training must be de-obligated in [Apricot](#) within 30 days of training end date and submitted with a copy of Form 0-17 ([On-the-Job Training Skill Training Outline and Job Description](#)). The reader is referred to Issuance No. 2018-001, Entering Outcomes Data into MOJOBS and Efforts to Outcomes ([Apricot](#)) Systems and Obligations Processing Policy, for the procedure for De-obligations.

VI. ADDITIONAL REQUIREMENTS FOR OJT TRAINING

Dispute Resolution, Nepotism and Agreement Modifications:

- Should a company involved in an OJT have a dispute, the dispute will be referred to an Officer for clarification and resolution,
- Should a participant have a dispute with a company and/or if the dispute entails a claim of discrimination, the dispute will be resolved through a Director, in consultation with an Officer. Disputes involving discrimination will also be referred to the EEO Manager,
- An Employee Services Staff member shall not work directly with a company that has a connection with a relative at the company leadership level,
- Participants will not be placed when it is known that they have a connection with a relative at the company leadership level,
- Modifications of OJT Agreements shall be reviewed and authorized by an Officer of the Full Employment Council.

VII. EMPLOYER OUTREACH

Employer outreach must for OJTs must consider the following:

- Outreach shall reflect the Full Employment Council's designation of high-demand occupations and employment sectors,
- An employer orientation must be performed, including training provisions, general

- assurances, training plan, participant monitoring and invoice procedures,
- Non-discrimination guidelines must be covered

VIII. WORK EXPERIENCE, INTERNSHIP AND SUBSIDIZED EMPLOYMENT

A WIOA Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Types of Work Experiences include the following:

- o **Regular Work Experience-**A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate and may be arranged within the private for-profit sector, the non-profit sector or the public sector. Work experience must be related to the participant's career pathway.
- o **Internships-** A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for-profit sector, the non-profit sector or the public sector. Internships must be directly in-line with the participant's long-term career pathway goal.

A. Recommendation of Customers for Career Services: Prior to receipt of an individualized career service or training service, a documented career service must have been received by the customer. Customers must have already attended orientation; completed the financial aid eligibility session; registered in www.jobs.mo.gov, completed the WorkKeys, Talify Profiler, and completed an EP prior to starting a work experience. **The Quality Assurance Review Committee must approve the enrollment of the customer prior to the customer starting a work experience.**

B. Work Experiences: Work experiences may be with private, public and/or not for profit companies may or may not include a commitment to hire. Work Experiences *must be related to the participant's career pathway*. The customer must work at least 3 days per week in an occupation determined to be in high demand. Three components of a work experience **must** include: (1) subsidized employment (or the work experience), (2) career center employment services, which may include career exploration, interviewing skills, or other activities that assist with employment and (3) supportive services that allow a customer to overcome barriers, depending upon a customer's needs and in accordance with the Full Employment Council's Supportive Services policy.

Work experience allocations may not exceed ten (10) percent of the total WIOA funds allocated for adults and dislocated workers.

Customers for whom work experiences are recommended usually have limited work experience (*less than 6 months in the occupational field*) and/or have just completed classroom occupational skill training and are in need of additional training. Work Experiences developed for dislocated workers shall be in an occupational field other than their dislocation occupation.

Hours: The work experience may be up to 300 hours; the minimum hours for a work experience is 160 if upon completion of the maximum work experience hours it is determined that participant requires additional hours in order to be successful or to obtain unsubsidized employment a request can be made to the President/CEO or designee to extend the work experience hours up to an additional 240 hours. *Weekly hours may not exceed 40 hours, customers will not*

be paid for overtime. The work experience hours and wage rate should be negotiated with the employer based on the needs of the customer; the customer's education, training, and prior work experience; and the difficulty of the job. If a customer works more than 6 hours per day, the customer must take a minimum of a half hour **unpaid** lunch break. The minimum wage to be paid for customers in a work experience position is **\$16.00** per hour.

To be eligible to participate in sponsored work experiences, an employer must have been in business for a minimum of twelve (12) consecutive months. This restriction applies across all programs and funding sources. It is the responsibility of the WDE to determine and document that the employer meets this eligibility requirement.

Employers who are participating in sponsored work-based training (on-the-job training or work experiences) for the first time may not train more than two (2) clients concurrently, regardless of the program in which they are enrolled or the funding source being used. Once the employer has successfully completed two work-based training activities, the employer is eligible to participate in additional work-based training activities and there is no maximum on the number of customers that may be trained at the employer. It is the responsibility of the WDE to determine and document the eligibility of the employer.

C. **Forms:** Work experience & Subsidized Employment forms include the following:

- Obligation and De-obligation Form
- 0-25 - Work Experience Agreement, 0-25A- Internship Agreement or 0-42 MWA Subsidized Employment Agreement
- 0-65 - [Work Experience or Internship Training Outline and Job Description](#)
- W-4 Form (Federal)
- W-4 Form (State)
- 1-9 Form with supporting (2) documents
- Seeker Summary Screen
- Case Note documenting name and training start date and participation in the subsidized activity or work experience
- E-Verify case verification report
- Employer Complaint and Grievance EEO form.

D. **Maximum Dollar Amount:** The maximum dollar amount to be paid for work experience is \$4,000.00. This amount is subject to budget availability, is NOT an entitlement, and will vary dependent upon the training area. This amount may be increased above \$4,000.00 by obtaining the written approval **of the Manager, Officers' and President/CEO or designee**. The request for approval to exceed the maximum training amount shall include a statement as to the need for additional funding **and must be submitted prior to the start of training**.

E. **Supportive Services:** Customers participating in a work experience may be eligible for supportive services such as work-related clothing, tools, and equipment, and transportation for up to 30 days during the customer's first month of employment. Supportive services provided will be based upon the needs of the customer and must be documented in the Skills Training Agreement. MOJOBS Code – 180 series.

Contractors: Full-Service Contractors shall provide supportive services directly for their customers but must follow Workforce Development Board approved procedures as outlined in this Issuance.

F. Worksite Monitoring: The WDE shall provide a mid-point and endpoint on-site monitoring at the customer's worksite. A case note summarizing the Worksite Monitoring Report must be entered by WDE in MOJOBS real time.

G. Contractor Referral of Customers for Work Experience: Full-Service Contractors should develop work experiences directly for their customers rather than referring the customers to the Full Employment Council but must follow Workforce Development Board approved procedures as outlined in this Issuance.

H. Follow-up: During follow-up the WDE will request updates in participant and document the credentials received.

I. Recording Results of Work Experience/Internship Activities:

It is important to select the correct outcome Only the following results may be used:

- Successful Completion.
- Did not complete.