



**MySuncoast**  
ON-THE-JOB-TRAINING  
Orientation

The section header features a stylized icon of a building with a grid of windows and a blue roofline. To the right of the icon, the text "MySuncoast" is written in a large, sans-serif font, with "My" in orange and "Suncoast" in blue. Below this, the words "ON-THE-JOB-TRAINING" are written in a smaller, all-caps, blue sans-serif font. At the bottom of the header, the word "Orientation" is written in a large, blue sans-serif font.

# Welcome

Welcome to the MySuncoast On-the-Job Training (OJT) Orientation.

Through CareerSource Suncoast (CSS) and the Workforce Innovation & Opportunity Act (WIOA) there are training opportunities that may be available to selected individuals.



# Orientation Overview

1. What is the Workforce Innovation and Opportunity Act (WIOA)?
2. What assistance is available to me if I am selected to participate in a MySuncoast OJT through CareerSource Suncoast?
3. What selection criteria and considerations are used to determine if I am appropriate for OJT?
4. What are my responsibilities and obligations if selected to participate in a MySuncoast OJT?
5. What are the steps I need to follow to request a MySuncoast OJT?



# What is WIOA?

The Workforce Innovation & Opportunity Act (WIOA) is a federal law designed to provide services to individuals so they can obtain a career in a high skills, high wage occupation.

The goal of CSS and WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skills requirements of employers, and enhance the productivity and competitiveness of this area and the nation.



# CSS Assistance

WIOA establishes two levels of employment and training services for adults and dislocated workers. These levels of service are:

1. Career Coaching
2. Training



# Career Coaching

Career coaching services consists of three different types.

1. Basic Career Coaching
2. Individualized Career Coaching
3. Follow-Up

# Career Coaching

## 1. Basic Career Coaching Services:

- Selection determination to receive basic WIOA career coaching through CSS
- Introduction to information and other services available through CSS
- Initial assessment of an individual's skills
- Job search and placement assistance



# Career Coaching

## 2. Individualized Career Coaching:

- Assessment of skill levels and service-needs of interested adults and dislocated workers
- Development of an individualized employment plan identifying employment goals and achievement objectives for those selected individuals
- Employment related coaching and career planning assistance
- Short-term pre-vocational opportunities, internships, and work experience activities that are linked to careers

# Career Coaching

## 3. Follow-Up Services:

- Selected training recipients receive access to CSS career coaching services for at least a 12-month period once they become employed. This service can include counseling regarding any workplace challenges that present themselves and reconnecting them to CSS services if needed.

# Training

MySuncoast Training Services consists of two different types:

1. Work Based Training
  - On-the-Job Training aka MySuncoast OJT
  - Job/work readiness training
  - Registered Apprenticeship
  - Skills upgrading and retraining
2. Occupational Skills / Classroom Training
  - Scholarship Assistance aka MySuncoast Scholarship

The MySuncoast On-the-Job Training (OJT) service is the focus of the remainder of this orientation.



# On-the-Job Training

On-the-Job Training (OJT) provides selected individuals training essential to the performance of a specific job with a specific employer. OJT is an “earn and learn” employment model where new employees upgrade, retool and increase their skills. It provides reimbursements to the employers for the initial costs associated with training. Two unique features of OJT are:

1. The participant begins training as a new employee
2. The participant receives training at the workplace, under appropriate supervision, acquiring occupational skills and knowledge in an “on-the-job” training environment while they are paid



# On-the-Job Training

## On-the-Job Training Services:

- Requires the eligible jobs be full-time and listed on the Local Targeted Occupations List in order to be considered for and covered by MySuncoast On-the-Job Training.
- Are limited in duration, as appropriate to the job the participant is being trained for. Consideration is given in relation to the content of the training and the participant's prior work experience.
- Reimburses the employers for 50% of the participants wages for hours worked up to 40 hours per week. All reimbursement of wages goes directly to participating employers.



# General Selection Criteria

An Individual must be:

- 18 years of age or older
- Meet U.S. citizenship requirements/authorization to work or hold a permanent resident card in the U.S.
- Meet selective service registration requirements (for men born after December 31<sup>st</sup>, 1959)



# Targeted Selection Criteria

Individuals who meet the general selection criteria, must also meet one of the targeted selection criteria under either:

**Adult**

**or**

**Dislocated Worker**



# Adult Selection Criteria

In order to be selected under the **Adult** criteria, an individual must meet only one of the four listed in this section.

Please Note: Under the **Adult** criteria, scholarship selection priority is given to interested low-income veterans and their spouses along with recipients of public assistance, other low-income individuals and individuals who are basic skills deficient.

Once all interested individuals with the above referenced characteristics have been screened/and or selected, CSS will then entertain individuals who fall below regional self-sufficiency income levels.



# Adult Selection Criteria

This chart represents the MySuncoast On-the-Job Training income guidelines for **Adult** selection.

Priority is always given to those individuals whose total gross family income does not exceed the “Service Priority” column. This is done by using the past six months of income multiplied by two.

Only when possible will CSS consider individuals whose total gross family income is less than the “Below Self-Sufficiency” column. This is done by using the past six months of income multiplied by two.

Family Size	Adult Service Priority (Family income not to exceed)	Adult Service Below Self-Sufficiency (Family income below)
1	\$15,960	\$63,900
2	\$21,640	\$89,778
3	\$27,448	\$115,656
4	\$33,888	\$141,534
5	\$39,995	\$167,412
6	\$46,777	\$193,290
7	\$53,559	\$219,168
8	\$60,341	\$245,046



# Adult Selection Criteria

## 1. An individual who:

- Receives or is a member of a family that receives food stamps **OR**
- Has received in the past 26 weeks (6 months) prior to application, or is a member of a family that has received during the past 6 months

## 2. An individual whose:

- Total gross family income during the past 26 weeks (6 months) multiplied by two does not exceed the higher of 100% of the poverty line or 70% of the Lower Living Standard Income Level (LLSIL). See chart on previous slide

# Adult Selection Criteria

## 3. An individual who:

- Is homeless
- Lacks a fixed, regular, and adequate night-time residence, which can include an individual who is:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
  - living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations
  - living in an emergency or transitional shelter
  - abandoned in a hospital
  - awaiting foster care placement
- Has a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings

## 4. An individual who:

- Has a disability
- Whose family income does not meet income eligibility criteria, but their individual income meets the low-income criteria

# Dislocated Worker Selection Criteria

In order to be selected under the **Dislocated Worker** criteria, an individual must meet only one of the eight targeted criteria listed in this section.

Please Note: For each individual targeted criteria, an individual must meet all subsets of that criterion in order to be considered.



# Dislocated Worker Selection Criteria

## 1. An individual who has been:

- Terminated or laid off or has received a notice of termination or layoff from employment **AND**
- Is eligible for or has exhausted unemployment compensation (UC) **AND**
- Is unlikely to return to the previous industry or occupation

## 2. An individual who has been:

- Terminated or laid off, or has received notice of termination or layoff **AND**
- Has been employed for sufficient duration (a minimum of 6 consecutive weeks) to demonstrate workforce attachment **BUT**
- Is not eligible for unemployment compensation (UC) due to insufficient earnings or employer not being covered under State unemployment compensation (UC) law **AND**
- Is unlikely to return to the previous industry or occupation

# Dislocated Worker Selection Criteria

## 3. An individual who has been:

- Terminated or laid off or has received notice of termination or layoff from employment as a result of a permanent closure, or substantial layoff at a plant, facility, or enterprise

## 4. An individual who has been:

- Given a general announcement from his/her employer that the facility will close within 180 days

## 5. An individual who was:

- Previously self-employed (including farmers, ranchers, and fisherman) **BUT**
- Is currently unemployed due to general economic conditions in the community of residence **OR** because of natural disaster



# Dislocated Worker Selection Criteria

## 6. Displaced Homemaker – An individual who was:

- Providing unpaid services to family members in the home **AND**
- Has been dependent on the income of another family member **BUT**
- Is no longer supported by that income **AND**
- Is unemployed or underemployed **AND**
- Is experiencing difficulty in obtaining or upgrading employment
- Includes dependent spouses of the Armed Forces on active duty whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change in station, or the service-connected death or disability of a service member

# Dislocated Worker Selection Criteria

7. Military Assignment - An individual who is:
  - A spouse of a current member of the military who was forced to leave his/her employment to follow spouse due to change in military assignment
8. Military Assignment - An individual who is:
  - A previous member of the military who was discharged from the armed forces under honorable conditions **AND** who did not retire from the military

# Selection Considerations

The MySuncoast On-the-Job Training selection process is not solely based on the general and targeted criteria.

In addition to individuals meeting the general and targeted selection criteria, CSS will assess and consider an individual's ability to successfully complete training and obtain or retain employment in the training-related occupational field.



# Selection Considerations

Items considered include, but are not limited to, the following:

- Previous training assistance received from CSS
- Current credential, degree, or other marketable skills
- Access to reliable transportation
- Stable living environment
- Potential background issues that may prohibit employment in a certain field of study

# Responsibilities & Obligations

Upon receipt of a CSS MySuncoast On-the-Job Training, individuals must:

- Maintain monthly contact with their assigned Talent Consultant
- Complete monthly evaluation to document progress in training with new employer
- Provide copies of all earned credentials to their assigned Talent Consultant
- Inform their Talent Consultant of any changes of employment and provide details (company name, job title, rate of pay, etc.)
- Respond to all follow-up contacts by CSS



# The Next Steps

1. Finish viewing this MySuncoast On-the-Job Training Orientation. Then, if interested, submit a MySuncoast OJT Request
2. Register or renew your Employ Florida profile at [www.employflorida.com](http://www.employflorida.com)
3. Note the type of employment best suited for you based on the local targeted occupation list
4. Complete any required assessments (i.e., Florida Skills Assessment in Employ Florida)
5. Be invited to meet one-on-one with a CSS Talent Consultant to complete an application and present verifying documentation
6. Attend all scheduled appointments for successful completion of the OJT process



# Thank You

Thank you for taking the time to view the MySuncoast On-the-Job Training Orientation. We look forward to working with you as you take your next important steps towards a brighter future!

*CareerSource Suncoast is an equal opportunity program. Auxiliary aids and services are available upon request by individuals with disabilities via the Florida Relay System at 711.*



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