



RD

Date: July 21, 2014

TO: SETA Funded WIA OJT/SE Providers,
Managers, Monitors and Center/Site Supervisors

FROM: Kathy Kossick, Executive Director

SUBJECT: OJT/SE Carryovers Guidelines/WIA Directive #IS20-09 (Rev. #2)

Purpose:

N

This directive provides guidance On-the-Job Training/Subsidized Employment (OJT/SE) carryovers.

Effective Date:

This directive is effective on the date of issue.

—

REFERENCES: Title 29 Code of Federal Regulations (CFR): Part 95.2 (s) and 97.23

BACKGROUND:

3 100
15

A carryover is an enrolled customer whose OJT/SE begins in one Program Year (PY) and continues into a second PY.

Activity carry-overs are those customers who have not completed their OJT/SE contract in the contract PY. Case management carryovers are customers whose OJT/SE contract has ended but the customer still needs case management in the new PY. OJT/SE providers must carryover case management customers into the new PY if they are not employed and are engaged in employment activities.

.net

POLICY AND PROCEDURES:

The following policies and procedures have been developed to:

1. Maximized enrollments in the OJT/SE program:
2. Eliminate breaks in service that can negatively impact referrals, enrollments, and training opportunities: and,
3. A quality control of SacWorks, SETA's management information /participant tracking system.

Under OJT/SE subgrant agreements, all OJTs are planned to complete training within the PY in which the OJT/SE subgrant agreement or extension is awarded.

If an OJT/SE is extended or carried into a second PY for training or continued case management the OJT/SE provider must submit a request for approval, including a roster of all participants scheduled to carryover. They must submit the request to the provider's assigned SETA Program Monitor by the third Friday in June in the program year in which the training begins. Extensions of training beyond June 30 of any PY will be allowed on a case-by-case basis.

Outcomes for carryovers that receive wages/services in two PYs will be counted toward provider performance outcomes for both years. The expected performance outcomes for the carryover participants will remain the same.

Please direct any questions regarding this procedure to your Program Monitor.