



**Dave Heineman**  
Governor

STATE OF NEBRASKA

DEPARTMENT OF LABOR

John H. Albin, Acting Commissioner  
P.O. Box 94600 • Lincoln, NE 68509-4600  
Phone: 402.471.9000 • dol.nebraska.gov

November 19, 2014

Ms. Jan Norlander-Jensen  
Workforce Investment Administrator  
Urban Development Department  
555 S. 10<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Lincoln, Nebraska 68508

Dear Ms. Norlander-Jensen:

The local plan revision submitted by the Greater Lincoln Workforce Investment Board on October 29, 2014, has been reviewed and approved. This approved revision includes the following:

- An update the Greater Lincoln On-the-Job Training Policy
- Authorization of Needs Related Payments for Adults and Dislocated Workers

Sincerely,

A handwritten signature in blue ink that reads "Joan Modrell".

Joan Modrell, Director  
Office of Employment and Training

JM:so

cc: Vicki Leech, Program Manager  
Carol Swigart, WIB Chair  
Stan Odenthal, Policy Coordinator, Nebraska Department of Labor  
John Albin, Acting Commissioner, Nebraska Department of Labor

Jim Linderholm  
Chairperson



Mayor Chris Beutler  
Chief Elected Official

GREATER LINCOLN  
WORKFORCE INVESTMENT BOARD

October 29, 2014

Joan Modrell  
Nebraska Department of Labor  
550 S. 16<sup>th</sup> Street  
P.O. Box 94600  
Lincoln, NE 68509-4600

Dear Ms. Modrell,

Enclosed is a Plan revision effective October 14, 2014 for the Greater Lincoln Workforce Investment Area. This revision is for the following purposes:

- to update the Greater Lincoln On-the-Job Training Policy
- to authorize Needs Related Payments for Adults and Dislocated Workers

This Plan revision was approved by the Greater Lincoln Workforce Investment Board's Executive Committee. Attached are the Plan Signature Sheets signed by the Mayor of Lincoln and the Chairperson of the Greater Lincoln Workforce Investment Board, replacement pages 77-79 of the Greater Lincoln Workforce Investment Plan, and the revised Attachments N- Local Area On-the-Job Training Policy and S-Local Area Supportive Services Policy.

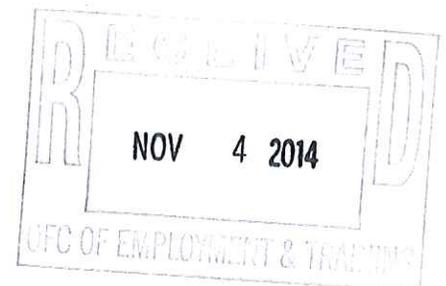
If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Jan Norlander-Jensen". The signature is written in a cursive, flowing style.

Jan Norlander-Jensen,  
Workforce Investment Administrator

Attachments



---

## Workforce Investment Act Plan Revision Signature Sheet

This revision to the Greater Lincoln Workforce Investment Act Plan is being made for the following reasons:

**To provide updated information in the following areas:**

- **Supportive Service Policy to include Needs Related Payments**
- **On-the-Job Training Policy update**

This revision is submitted with the approval of the Chief Elected Official and the Greater Lincoln Local Workforce Investment Board.

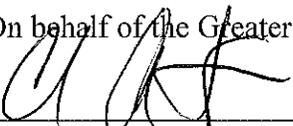
### Grantee

On behalf of the Chief Elected Official

  
\_\_\_\_\_  
Authorized Signature Date

Chris Beutler, Mayor  
Name and Title

On behalf of the Greater Lincoln WIB

 10/14/14  
\_\_\_\_\_  
Authorized Signature Date

Carol Swigart, Chairperson  
Name and Title

---

## GL: Local Plan Content

access quality-training providers primarily through referral. Customers are provided access to the eligible training provider list from the resource room or any location with an Internet connection. Visits to training providers are required as a part of the ISS process.

- 3) Describe the process and procedures used by the local area to initially and subsequently determine eligibility for inclusion of providers on the eligible provider list. How is it insured that such providers meet the continuously changing employment needs of local employers and participants? Explain how the list is disseminated.**

The Board uses the procedures specified in the Eligible Training Provider policy issued by the Nebraska Department of Labor. Customers are provided access to the eligible training provider list from the resource room or any location with an Internet connection. Wage and placement rates are reviewed to ensure that providers meet the continuously changing employment needs of local employers and participants.

- 4) Describe the local appeals procedure for providers in conjunction with the state appeals procedure for providers denied approval by the WIB. The local appeals procedure is a required attachment to the final plan.**

The Board uses the local area Grievance and Complaint Procedure for appeals from Eligible Training Providers denied approval by the Board. The Board also informs Eligible Training Providers denied approval by the Board of the appeals procedures specified in the Eligible Training Provider policy issued by the Nebraska Department of Labor as it relates to appeals to the State Board.

Item #4 in Attachment F includes appeals by providers denied approval by the WIB.

- 5) Identify local provisions of On the Job Training (OJT) and customized training and how these training opportunities are marketed. The local OJT and customized training policy and/or operational procedure is a required attachment to the final plan.**

On the Job Training is available to employers that agree to hire and train individuals that do not have the skills necessary to perform a specific job. Employers will be reimbursed a portion of the wages paid to the OJT trainee. Employers and job seekers are assessed to ensure that OJT is an appropriate service. The length of the OJT depends on the complexity of the job and the skill level of the trainee.

Customized training is available for employers and job seekers when occupational and/or OJT is not appropriate to meet the needs of the employer or job seeker.

### **C. Supportive Services**

- 1) Identify the local area policy on supportive services that ensures service and resource coordination. Such policy should address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources. Such policy must**

**include whether or not needs related payments will be authorized and, if they are, establish the payment level for adults. Address coordination of transportation and, if applicable, public transportation in the local area. The local area policy on Supportive Services is a required attachment to the final Plan.**

Support services are available to individuals in Core (excluding those in 12-month follow-up), Intensive and Training services. Support services are provided in order for an individual to participate in WIA authorized activities and the individual is unable to obtain support services from non-WIA program sources. Prior to authorizing support services, case managers determine if the individual can obtain the assistance from other than WIA funds. Individuals that are clients of other agencies need to determine if any assistance is available prior to the approval of WIA support service payments. Individuals that are not clients of other organizations are assumed not to have access to non-WIA support.

There are very few organizations that provide support service payments for their clients. Efforts to secure support services from non-WIA sources are documented in the case file. ~~At this time, needs related payments are not planned.~~ Effective October 14, 2014, needs related payments are authorized at a payment level of \$75.00 per week for adults. Support service needs are assessed during the initial and comprehensive assessment. Public transportation is available in the City of Lincoln. Schedule and route information is available at the American Job Center.

#### **D. Rapid Response**

- 1) Describe how the local area shall coordinate local workforce investment activities with statewide rapid response activities. Include: Procedures and involvement in the delivery of local rapid response activities; services offered through rapid response; policy for evaluating performance; and procedures to respond to disaster. The local area Rapid Response procedure is a required attachment to the final Plan.**

The Nebraska Department of Labor coordinates rapid response. Staff from the Greater Lincoln Dislocated Worker program will participate and coordinate with rapid response activities, including natural disasters, as requested by the Nebraska Department of Labor. Specific information provided by the Dislocated Worker program includes an explanation of dislocated worker benefits available, time lines, application process and any other information deemed appropriate. Evaluating rapid response performance is accomplished through the use of surveys and analysis of rapid response efforts.

Attachment Q is specific to the Greater Lincoln Workforce Investment Area.

## **Youth**

- a. Describe in detail the type and availability of youth activities in the local area identifying successful providers of such activities. Include in this discussion**

**the local area's strategy for providing comprehensive services to eligible youth addressing these required local program elements:**

**1) Tutoring, study skills training and instruction leading to completion of secondary school, including dropout prevention strategies**

Youth services staff will work with the school systems in the City of Lincoln and Lancaster and Saunders Counties to connect youth needing tutoring, study skills training and instruction with the appropriate school program. In addition, there are opportunities for youth to receive tutoring and dropout prevention assistance, as well as encouragement to return to school from organizations in the community such as Educational Talent Search. Youth services staff will coordinate with community organizations to connect youth with these services. The resources of the American Job Center Resource Room are available to youth. Several on-line tutoring and study skills programs are accessible online that may be more appropriate for older youth. Examples include: math.com and Test Taking Tips.com.

**2) Alternative secondary school services, as appropriate**

Youth services staff will work with the school systems in Lancaster and Saunders Counties to connect youth needing alternative secondary school services with the appropriate school program. Several of the school systems in the counties of service offer high-quality options, such as the Transition program and the Bryan Community Center at LPS. Youth who are not able to remain in the school system and who do not intend to return to school will be provided information on other options to complete secondary school. These options include enrollment in Job Corps or in Adult Basic Education classes at Southeast Community College and other community programs in order to complete the GED. Youth services staff will support youth to make these enrollment arrangements.

**3) Summer employment opportunities that are directly linked to academic and occupational learning**

Every year youth services staff explore developing partnerships with existing youth summer employment programs (City of Lincoln Parks and Recreation for example) in order to increase the opportunities available to youth. Additional summer employment opportunities are funded that combine work experience with adult basic education and literacy-numeracy instruction.

**4) As appropriate, paid and unpaid work experiences, including internships and job shadowing**

Youth services staff will arrange paid and unpaid work experiences, internships and job shadowing activities as appropriate. As an active partner in the American Job Center, the youth program has access to hundreds of employers. Partnerships with Nebraska Department of Labor marketing and employer outreach staff provide an effective means for identifying potential work sites for youth.

# ATTACHMENT N

## Greater Lincoln Workforce Area On-the-Job Training Policy Effective October 14, 2014

The Greater Lincoln Workforce Area has implemented the following guidelines for operating the On the Job Training (OJT) program under the Workforce Investment Act. These guidelines address the elements necessary to comply with the requirements of the Workforce Investment Act and the City of Lincoln's contracting provisions. The following documents are included in this policy:

1. On The Job Training Policy
2. On The Job Training Contract Format
3. On The Job Training Fact Sheet
4. On The Job Training Pre-Award Review
5. On The Job Training Pre-Award Review Addendum

### **I. Definition**

The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- A. Provides knowledge or skills essential to the full and adequate performance of the job;
- B. Provides reimbursement to the employer for the extraordinary costs of providing the training and additional supervision related to the training; and
- C. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

### **II. Pre-Award Reviews**

A pre-award review is conducted prior to contract execution. Workforce Investment Division staff will determine if the employer meets the requirements for OJT. A review of a draft of the OJT contract, including assurances, is conducted at the time of the Pre-Award Review. The Pre-Award review is attached.

When multiple or follow-on contracts are initiated with the same employer a complete pre-award review of subsequent contracts is not necessary if a review has been conducted within the past six months. An OJT Review Addendum is required (attached).

### **III. On-the-Job Training Contract Requirements**

OJT contracts are procured in accordance with all federal, state and local procurement policies and at a minimum shall include the following information:

1. The occupation(s) for which training is to be provided;
2. The length of time the training will be provided;
3. The wage rate to be paid to the trainee;
4. The rate of reimbursement to the employer;
5. The maximum amount of reimbursement;
6. A training outline that reflects the skills and competencies to be learned in the position for each position;

7. An outline of any other separate classroom training that may be provided by the employer; and
8. Signatures of the individuals authorized to enter and sign contracts.
9. Standard assurances that acknowledge the employers responsibilities in accepting public funds for training.

A copy of the OJT contract is attached.

### **Employer Assurances**

On the Job Training (OJT) contracts include standard assurances that are designed to acknowledge a contractor's responsibilities in accepting public funds for training. These assurances address the following responsibilities:

1. A trainee in an OJT program shall not displace, including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits, any currently employed employee (as of the date of the participation).
2. At the end of the training period, the employer intends to retain the trainee in the occupation and compensate the trainee for at least the hourly wage rate specified in the contract agreement. Retention will be subject to the employer's right to terminate the trainee for normal business or personnel reasons.
3. The employer agrees that no trainee shall be hired into or remain working in any position when any other individual is on layoff from the same or any substantially equivalent job. An OJT trainee may not be employed in a job if the employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy with the trainee. It is not allowable for an OJT position to be created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.
4. The employer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency.
5. Trainees in on-the-job training must be provided wages, benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
6. Funds provided to employers for OJT must not be used to directly or indirectly assist, promote or deter union organizing.
7. No individual in a decision-making capacity shall engage in any activity, including participation in the selection, award, or administration of a contract supported by Workforce Investment Act funds if a conflict of interest would be involved.
8. No member of the trainee's immediate family shall serve in an administrative capacity for the employer, or will directly supervise the trainee. Immediate family is defined as the trainee's spouse, children, parents, grandparents, grandchildren, brothers, sisters, or persons bearing the same relationship to the trainee's spouse.
9. The employer will provide worker's compensation coverage for the trainee and abide by health and safety standards established under State and Federal law.
10. Trainees shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

11. No political or sectarian activities will be conducted by a trainee in training under the provisions of an OJT contract funded under the Workforce Investment Act.
12. The employer will not discriminate against any trainee on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the United States.
13. The employer certifies that it will provide a drug-free workplace as defined by the Drug-Free Workplace Act of 1988.
14. The employer is in compliance with all State and local laws regarding taxation and licensing.
15. The employer certifies that it has registered with and is using a federal immigration verification system as defined in section 7 of Nebraska Laws 2009, LB 403 to determine the work eligibility status of all new employees physically performing services within the State of Nebraska.
16. The employer agrees to participate in and be bound by determinations resulting from the Local Area grievance procedure.
17. Trainees who are working as laborers/mechanics in any construction, alteration or repair (including painting and decorating) of public buildings or works must be compensated in compliance with the Davis-Bacon Act, as amended.
18. The contract will not encourage or induce the relocation of a business (or part thereof) from any location in the United States, if the relocation results in any employee losing his or her job at the original location.
19. Nothing in the OJT contract shall impair existing contracts for services or existing collective bargaining agreements unless the employer and the labor organization concur in writing.
20. Either party may terminate the contract at any time for convenience by giving written, signed notice of intent to terminate to the other party.
21. Modification of the contract shall not be effective until put in writing and signed by both parties. Revisions to the contract, which do not impact the total funds obligated or training program may be affected by a letter of agreement.
22. If the employer violates any of the conditions in the contract or any applicable Federal, State or local law, and such violation results in liability for the grantor agency, the employer shall promptly reimburse the grantor agency an amount equal to the resulting liability.
23. The employer is financially solvent on the date of the contract and under current projections will remain financially able to meet the obligations of the contract.
24. The individual signing the contract on behalf of the employer is an authorized agent and certifies that all information contained in the contract relevant to the employer is correct.

#### **IV. Selection of Trainees**

In addition to eligibility as an adult or dislocated worker, eligibility for OJT also requires that the adult or dislocated worker received an intensive service, and a determination of a need for training services. Eligible youth can be co-enrolled in youth and adult and will also need to have received an intensive service and a determination of the need for training services. Trainees can be identified by the employer and by the WIA staff. Trainees complete an assessment to determine the appropriateness for the OJT position.

Reverse referrals are allowed, however, all of the conditions of this OJT policy must be met. A reverse referral occurs when an employer with a hiring need refers an individual to the WIA staff for an eligibility determination, and then hires the individual under an OJT training contract.

## **V. Length of Training**

The length of OJT shall be based on the skill gap assessment, and is limited to a maximum of **six months**.

In determining the length of training, consideration is given to the skill requirements of the occupation, the academic and skill level of the trainee, previous work experience of the trainee, and the trainee's individual employment plan. Length of training also includes input from the employer.

Steps to Determine Length of Training.

### **Skill Requirement of the Occupation**

1. Obtain the job description and training outline from the employer.
2. Match employer job title/description with O'NET.
3. Review for consistency
4. Obtain employer's input on the length of time it takes for the trainee to become proficient in the occupation
5. Obtain SVP codes from O'NET and convert to hours.

### **Academic and Skill Level of Trainee**

1. Assess trainee's academic and skill levels, and previous work experience.
2. Compare the trainee's academic, skill levels and previous work experience with the requirements of the OJT position.
3. Indicate whether the trainee does or does not possess the skills needed to be proficient in the occupation. Trainee's determined to be proficient are not eligible for OJT. Trainee's determined not proficient are eligible for OJT.

### **Calculating Training**

1. Use SVP Codes to determine hours of training for the position.
2. Compare SVP training length with employer estimated training length. Select training length that is closest to employers estimated training length.
3. If trainee has work experience directly related to the OJT position, subtract 50% from the training time for every three months of experience.
4. If trainee has formal education directly related to the position, subtract 10% from the training time for every three months of education.

## **VI. Time and Attendance, Payroll and Other Records**

The employer must preserve all trainee payroll, fringe benefit, and personnel records (including time and attendance sheets normally kept by the employer for employees) for three years from the close of the applicable program year or longer if any litigation or audit has begun or any claim is instituted which involves these records. In that case, the employer shall retain the records beyond the three year period until the litigation, audit findings or claim has been resolved.

## **VII. OJT Contracts for Employed Workers**

In the case of OJT contracts for employed workers, the OJT must relate to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the local board. OJT contracts may be written for eligible employed workers when the employee is not earning a self-sufficient wage as determined by local policy.

### **VIII. Wage Rate To Be Paid To The Trainee**

Individuals in OJT under Title I of WIA must be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience and skills. Such rates must be in accordance with applicable law, but may not be less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 or the applicable State or local minimum wage law.

### **IX. Rate Of Reimbursement To The Employer**

OJT payments to employer are deemed to be compensation of the extraordinary costs associated with training participants and the costs associated with the lower productivity of the participants. In December 2012 the State received waiver approval from the U.S. Department of Labor to allow reimbursement to the employer on a graduated scale based on the size of the business.

For OJT employer reimbursement, the sliding scale shall be based on the Employer Size at local operation where the OJT placements will be made, as identified below.

- **1-50 employees** – up to 90% reimbursement of the trainee’s wage
- **51-250 employees** – up to 75% reimbursement of the trainee’s wage
- **251 and more employees** – standard 50% reimbursement of the trainee’s wage

Official payroll records containing the trainee’s hours and wages must be utilized to determine the amount reimbursed to an employer. The current US DOL waiver for the State is approved through June 30, 2017.

### **X. Prohibited Positions**

Certain types positions are not eligible for OJT contracting. Positions that do not have a supervisor or trainer present, are temporary, are supervised by a family member, require a license or other pre-requisite conditions will not be approved for OJT contracts. Positions in which wages are commission based are not eligible for OJT.

### **XI. Evaluation and Monitoring**

All OJT contracts will be evaluated at or near the midpoint of the contract. WIA Division staff will make an onsite visit for the purpose of conducting the evaluation. Each OJT position will be evaluated. The following will be included in the evaluation. Items monitored are those described in the OJT contract.

1. Trainee progress towards proficiency.
2. Trainee time or attendance records.
3. Trainee payroll records.
4. Other contract items deemed necessary.

Each OJT evaluation will be written and placed in the OJT contract file.

### **XII. Re-Contracting**

Employers that have had previous OJT contracts and fail to provide long-term employment to trainees may not be eligible for additional OJT contracts. These situations are reviewed on an individual basis to determine whether the employer will be eligible for additional OJT contracts. Factors examined include but are not limited to the following:

1. Number of trainee’s employed under OJT and number still employed.
2. Number of OJT contracts completed.
3. Reasons for trainee’s loss of employment.

4. Feedback from previous trainee's.

### **XIII. OJT Provider Performance**

Information on providers of OJT is collected to assist in determining the success of the provider.

Criteria examined include but is not limited to the following:

1. Six month retention rate of trainee (same as the retention rate of the funding source)
2. Rate of successful OJT completions. (same as the entered employment rates for the funding source)
3. Wage during training and wage after completion of training. (wage after training cannot be lower than training wage)
4. Reasons for trainee dismissal (if any dismissed)
5. Recent layoffs (if known)
6. Trainee Grievances (if any)
7. Displacement of current employees by WIA trainees.
8. Relocations to utilize WIA trainees.

Items #5, 7 and 8 would be discovered during the Pre Award Review. Evidence of layoffs, displacement or relocations could prohibit awarding an OJT contract.

Employers that are determined successful providers of OJT will be placed on the One Stop Employment Solutions Eligible On-the-Job Training provider list. Since funding and responsibility for OJT contracts rests with OSES, the list will be maintained as an internal list for WIA Division staff.

**On the Job Training Contract  
Contract Number 00-0000**

1. This is a contract between Company Name (Employer) and the City of Lincoln by and through the Urban Development Department Workforce Investment Act Division (City). The parties agree that the Employer shall hire the Trainee and shall provide all training in accordance with the provisions and terms in this Agreement. The City shall receive invoices from the Employer and shall make payments to the Employer for satisfactory performance in accordance with the reimbursement terms and conditions included herein.

2. The Employer agrees to employ, train and pay wages to the Trainee during the training period, which shall begin on \_\_ - \_\_ - \_\_. The City will reimburse \_\_\_% of the wages paid up to a maximum of \$ \_\_\_\_\_, or until \_\_ - \_\_ - \_\_, whichever comes first.

3. Trainee Occupation \_\_\_\_\_

ONET Code \_\_\_\_\_ SVP Code \_\_\_\_\_

Maximum Hours of Training \_\_\_\_\_ Hourly Wage\$ \_\_\_\_\_

Trainee Name \_\_\_\_\_

Trainee Social Security Number \_\_ - \_\_ - \_\_\_\_

4. Employer Information

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Contact Person/Phone \_\_\_\_\_

Training Location \_\_\_\_\_

Name/Title of Individual Authorized to Sign Contract \_\_\_\_\_

5. Wage Reimbursement

$$\frac{\$}{\text{WAGE}} \times \frac{\text{HOURS}}{\text{HOURS}} \times \frac{\%}{\text{RATE}} = \frac{\$}{\text{REIMBURSEMENT}}$$

Wage Increase

$$\frac{\$}{\text{WAGE}} \times \frac{\text{HOURS}}{\text{HOURS}} \times \frac{\%}{\text{RATE}} = \frac{\$}{\text{REIMBURSEMENT}}$$

Total Reimbursement \$ \_\_\_\_\_

## 6. Training Outline

Skill #1

Skill #2

Skill #3

Skill #4

Skill #5

### Assurances

1. The trainee will be hired by the Employer and will be provided with all necessary instruction, equipment, and materials for the specified occupation. The Employer agrees to provide training in accordance with the training outline included in this contract.
2. The Employer agrees to invoice the City for training costs up to the amount specified in this agreement. Payments shall be based only upon hours actually worked by the Trainee. The City will reimburse the Employer in an amount not to exceed \_\_\_\_\_ percent of the total wages paid to the Trainee up to the maximum reimbursement. The amount reimbursed will be based on the sliding scale (On-The-Job Training Policy, Item IX). Wages do not include undocumented payments to the Trainee, piecework or any fringe benefits. Payments will not be made for vacations, sick leave, plant closures or other non-paid work time. Overtime pay will be reimbursed at the regular hourly wage. The Employer will provide the Trainee with all benefits provided to other entry-level employees. The Employer shall submit an On the Job Training Reimbursement and Evaluation Form monthly. The Employer must return any payment, which is found to violate the terms of this Agreement, to the City. Final reimbursement requests are to be made within 30 days after the end of the training period.
3. The Employer shall maintain for the Trainee accurate daily time and attendance records showing hours worked, and payroll records showing all deductions taken and wages paid. Required State and Federal taxes and FICA must be withheld and Employer payroll records must show these deductions. Such records are subject to review, monitoring and audit by the City or its agent at any time. The Employer agrees to retain these records for three years after the completion of this contract or longer if any litigation or audit has begun or any claim is instituted which involves these records. In that case, the Employer shall retain the records beyond the three-year period until the litigation; audit findings or claim has been resolved.
4. A trainee in an OJT program shall not displace, including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits, any currently employed employee (as of the date of the participation).
5. At the end of the training period, the Employer intends to retain the trainee in the occupation and compensate the trainee for at least the hourly wage rate specified in the contract agreement. Retention will be subject to the Employer's right to terminate the trainee for normal business or personnel reasons.
6. The Employer agrees that no trainee shall be hired into or remain working in any position when any other individual is on layoff from the same or any substantially equivalent job. A trainee may not be employed in a job if the Employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention

of filling the vacancy with the trainee. It is not allowable for an OJT position to be created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.

7. The Employer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency.
8. Trainees in on-the-job training must be provided wages, benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
9. Funds provided to the Employer for OJT must not be used to directly or indirectly assist, promote or deter union organizing.
10. No individual in a decision-making capacity shall engage in any activity, including participation in the selection, award, or administration of a contract supported by Workforce Investment Act funds if a conflict of interest would be involved.
11. No member of the trainee's immediate family shall serve in an administrative capacity for the employer, or will directly supervise the trainee. Immediate family is defined as the trainee's spouse, children, parents, grandparents, grandchildren, brothers, sisters, or persons bearing the same relationship to the trainee's spouse.
12. The Employer will provide worker's compensation coverage for the trainee and abide by health and safety standards established under State and Federal law.
13. The Trainee will not perform political or sectarian activities during the work or training time specified by the contract.
14. The Employer will not discriminate against any trainee on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the United States.
15. The Employer certifies that it will provide a drug-free workplace as defined by the Drug-Free Workplace Act of 1988.
16. The Employer is in compliance with all State and local laws regarding taxation and licensing.
17. The employer certifies that it has registered with and is using a federal immigration verification system as defined in section 7 of Nebraska Laws 2009, LB 403 to determine the work eligibility status of all new employees physically performing services within the State of Nebraska.
18. The Employer agrees to participate in and be bound by determinations resulting from the Local Area grievance procedure.
19. Trainees who are working as laborers/mechanics in any construction, alteration or repair (including painting and decorating) of public buildings or works must be compensated in compliance with the Davis-Bacon Act, as amended.
20. Nothing in the OJT contract shall impair existing contracts for services or existing collective bargaining agreements unless the Employer and the labor organization concur in writing.
21. The contract will not encourage or induce the relocation of a business (or part thereof) from any location in the United States, if the relocation results in any employee losing his or her job at the original location.
22. Either party may terminate the contract at any time for convenience by giving written, signed notice of intent to terminate to the other party.

23. Modification of the contract shall not be effective until put in writing and signed by both parties. Revisions to the contract, which do not impact the total funds obligated or training program may be affected by a letter of agreement.
24. If the Employer violates any of the conditions in the contract or any applicable Federal, State or local law, and such violation results in liability for the grantor agency, the employer shall promptly reimburse the grantor agency an amount equal to the resulting liability.
25. The Employer is financially solvent on the date of the contract and under current projections will remain financially able to meet the obligations of the contract.
26. The individual signing the contract on behalf of the Employer is the Employer's authorized agent and certifies that all Employer information contained in this agreement is true and correct.
27. To the fullest extent permitted by Nebraska law, the Employer shall indemnify, defend, and Hold Harmless the City, its officers, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from any claim for damage whatsoever, including without limitation, any bodily injury, sickness, disease, death or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom, and that are caused in whole or in part by the intentional or negligent act or omission of the Employer or anyone directly or indirectly employed by Employer, or anyone for whose acts any of them may be liable. This section shall not require the Employer to indemnify or Hold Harmless the City for any losses, claims, damages and expenses arising out of or resulting from the negligence of the City.

IN WITNESS WHEREOF, the City of Lincoln, and Company Name have executed this contract on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

City of Lincoln  
 555 South 10<sup>th</sup> Street  
 Lincoln, Nebraska 68509

Company Name  
 Street Address  
 City, State, ZIP

BY \_\_\_\_\_  
 Urban Development Director

BY \_\_\_\_\_  
 Company Representative

BY \_\_\_\_\_  
 Trainee

## **On the Job Training Fact Sheet**

### **Definition**

The term “On the Job Training” (OJT) is training by an employer that is provided to an individual while engaged in work that:

- A. Provides knowledge or skills essential to the full and adequate performance of the job,
- B. Provides reimbursement to the employer for the extraordinary costs of providing training and additional supervision related to training, and
- C. Is limited in duration as appropriate to the occupation for which training is being provided taking into account the prior work experience of the trainee.

### **Trainee Selection**

The employer selects and hires the trainee. All trainees must meet certain eligibility criteria, which is determined by the City of Lincoln Workforce Investment office. Eligibility includes an assessment of the trainee’s previous work experience and any previous skill training. This information is used to determine the need for and length of training. OJT contracts must be finalized and approved prior to the trainee starting employment.

### **Reverse Referrals**

Reverse referrals are allowed, however, all of the conditions of this OJT policy must be met. A reverse referral occurs when an employer with a hiring need refers an individual to the City of Lincoln Workforce Investment office for an eligibility determination, and then hires the individual under an OJHT training contract.

### **Length of Training**

Length of training is based on the skill gap assessment, and is limited to a maximum of **six months**.

The length of training is determined by the following factors:

- A. Skills and knowledge need to perform the job.
- B. Skills and knowledge of the trainee.
- C. Employers’ estimation of training time needed.

### **Wages and Benefits**

Trainees receive the same wage and benefits provided to other entry-level employees performing similar work. Reimbursement is based on wages only. Bonuses, incentives and piece rates are generally not included in the reimbursement calculation.

### **Trainee Relationship**

The trainee is an employee of the business and is subject to the customary practices, rules and policies of the business.

### **Contractor**

OJT contracts are between the City of Lincoln and the business.

## Assurances

A set of standard assurances is included in all OJT contracts. These assurances are necessary for the use of public funds.

## How to Invoice For OJT Reimbursement

Monthly invoicing is preferred, however other options are available. Submitting invoices on Company letterhead is preferred. The following information is needed to insure proper reimbursement.

1. Trainee Name
2. OJT Contract Number
3. Hourly Wage
4. Number of Hours Worked During Billing Cycle
5. Reimbursement Rate
6. Reimbursement Requested

Mail invoices to:

One Stop Employment Solutions  
1111 "O" Street, Suite 205  
Lincoln, NE. 68508  
ATTN: LeAnn Fry

## Example for 50% reimbursement:

- |                          |                                      |
|--------------------------|--------------------------------------|
| 1. Trainee Name          | John Smith                           |
| 2. Contract Number       | 08-2007                              |
| 3. Hourly Wage           | \$12.00                              |
| 4. Hours Worked          | 162 (February 1 – February 28, 2014) |
| 5. Reimbursement Rate    | 50%                                  |
| 6. Reimbursement Request | \$972.00                             |

## Evaluation of Trainee and Contract

Employers should conduct evaluations of the trainee as they would with any other similar employee. A representative of the City of Lincoln will monitor the contract near the mid-point of the contract. A representative of the Nebraska Department of Labor may also monitor the contract during the year. Advance notice will be provided to the Employer for these evaluations.

## Questions

If you have any questions, you can contact the following individual:

Case Manager

City of Lincoln, Urban Development, Workforce Investment Act Division

1111 "O" Street, Suite 205

Lincoln, Nebraska 68508

Phone: 402-441-XXXX

FAX: 402-441-6038

E-Mail: [staff@lincoln.ne.gov](mailto:staff@lincoln.ne.gov)

**Greater Lincoln Workforce Investment Area  
On the Job Training Contract  
Pre-Award Review**

The purpose of the pre-award review is to determine if the company meets the requirements for participation in the On the Job Training and to obtain information needed to develop a training contract.

(1) Company \_\_\_\_\_

(2) Address \_\_\_\_\_

(3) Name and Title of Company Representative  
\_\_\_\_\_

(4) Phone Number \_\_\_\_\_

(5) Federal ID \_\_\_\_\_

(6) Type of Business/Industry \_\_\_\_\_

For Profit Corporation     Partnership     Individual  
 Public Entity     Nonprofit Corporation     Other \_\_\_\_\_

(7) New Business     Yes     No

(8) Expansion From Another Location     Yes     No

(9) Business Relocated From Another Area     Yes     No

(10) If yes to any, were any jobs lost as a result of the new business, expansion or relocation?     Yes     No

If Yes, explain \_\_\_\_\_  
\_\_\_\_\_

(11) WARN Notice Filed?     Yes     No  
If Yes, when? \_\_\_\_\_

(12) Other Names Business Has/Plans To Operate Under \_\_\_\_\_  
\_\_\_\_\_

(13) Length of Time at Current Location \_\_\_\_\_

(14) Current Number of Employees \_\_\_\_\_

(15) Number of On the Job Training Contracts Within Past 12 Months: \_\_\_\_\_

Number Completed: \_\_\_\_\_ Trainee(s) Still Employed?  Yes  No

(16) Layoffs Within Last 12 Months  Yes  No

If yes, explain: \_\_\_\_\_

(17) Currently Disbarred/Suspended From Receiving Federal Contracts?

Yes  No (If yes, employer is not eligible for OJT)

(18) Violations of OSHA, Wage and Hour, or Child Labor Laws in Past 12 Months?

Yes  No

If Yes, explain: \_\_\_\_\_

(19) Does the payroll system comply with applicable Federal, State and local laws?

Yes  No

(20) Is Worker's Compensation coverage provided?  Yes  No

Insurance Company Name \_\_\_\_\_

Policy Number \_\_\_\_\_

Dates of Coverage \_\_\_\_\_ to \_\_\_\_\_

If no, list Medical/Accident Insurance Carrier: \_\_\_\_\_

Policy Number \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_ to \_\_\_\_\_

(21) Is the position subject to a collective bargaining agreement?  Yes  No

If yes, concurrence from the Collective Bargaining Agent is required.

Collective Bargaining Unit \_\_\_\_\_

(22) Training Position Job Title: \_\_\_\_\_

(23) Is position permanent?  Yes  No Wage: \_\_\_\_\_

(24) Turn over rate for this position in last 12 months? \_\_\_\_\_%

(25) Current Number of Employees \_\_\_\_\_

(26) What are the entry-level skills for the position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### TRAINEE INFORMATION

(27) Trainee Name \_\_\_\_\_

(28) Has trainee previously been employed by the company?  Yes  No

If yes, list dates \_\_\_\_\_

**Position(s)** \_\_\_\_\_

**(29) Is trainee related to anyone in an administrative or supervisory capacity for the business?**     **Yes**         **No**

**If yes, explain** \_\_\_\_\_

**(30) Does trainee have previous related work experience or training?**     **Yes**     **No**

**If yes, describe** \_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**WIA Division Staff Signature**

\_\_\_\_\_  
**Date**

**Greater Lincoln Workforce Investment Area  
On the Job Training Contract  
Pre-Award Review Addendum**

(1) Training Position Job Title: \_\_\_\_\_

(2) Is position permanent?  Yes  No      Wage: \_\_\_\_\_

(3) Turn over rate for this position in last 12 months? \_\_\_\_\_%

(4) Current Number of Employees \_\_\_\_\_

(5) What are the entry-level skills for the position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRAINEE INFORMATION**

(6) Trainee Name \_\_\_\_\_

(7) Has trainee previously been employed by the company?  Yes  No

If yes, list dates \_\_\_\_\_

Position(s) \_\_\_\_\_

(8) Is trainee related to anyone in an administrative or supervisory capacity for the business?  Yes  No

If yes, explain \_\_\_\_\_

(9) Does trainee have previous related work experience or training?  Yes  No

If yes, describe \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
WIA Division Staff Signature

\_\_\_\_\_  
Date

# ATTACHMENT S

## Support Services Policy Adult and Dislocated Workers

### I. Statement of Purpose

The purpose of this policy is define policies and procedures and establish guidelines and requirements to be followed by the WIA Adult and Dislocated Worker programs when providing support services. These policies and procedures are intended to ensure that support services are provided according to the WIA law and regulations, and meet the requirements of the City of Lincoln Finance Department.

### II. References, Definitions, Eligibility and Coordination

#### **A. References**

WIA Law

- Sec 101(46)
- Sec 134(d)(2)(H)
- Sec 134 (e)(2)(A) & (B)
- 181(b)(7) & (e)

WIA Final Regulations

- Sections 663.800, 663.805, & 663.810

Greater Lincoln Workforce Investment Plan: July 1, 2014 – June 30, 2017, Page 68,  
Sec C

#### **B. Definition of Support Services**

The term “supportive services” means services such as transportation, child care, dependent care, housing and needs related payments, that are necessary to enable an individual to participate in activities authorized under this title, consistent with the provisions of this title.

#### **C. Eligibility for Support Services**

There are three conditions that must be met to authorize support service payments. Supportive services may only be provided to adults and dislocated workers:

1. That are participating in core, intensive or training services; and
2. When they are necessary to enable the adult/dislocated worker to participate in core, intensive, or training services, and
3. When the adult/dislocated worker is unable to obtain supportive services through other programs providing such services.

Condition one is met when the adult/dislocated worker is active in a Core, Intensive or Training activity on the date the support service is authorized.

Condition two is met when a determination has been made and documented by the case manager that the support service is necessary for the adult/dislocated worker to participate or to continue to participate in the Core, Intensive or Training activity. Condition three is met when it is determined and documented that the adult /dislocated worker is unable to obtain the support service from other programs providing such services.

Upon meeting all three conditions, support services can be authorized.

#### **D. Support Services Coordination**

In order for an adult or dislocated worker to receive WIA funded support services, efforts to coordinate receipt of support services from non-WIA sources must be made and documented. A review of possible sources of non-WIA support services was conducted using the on-line 211 Service. The review specifically searched for agencies that provide funds to individuals for transportation, clothing, housing, child/dependent care, and health and medical assistance. The results of that review are listed:

**(1) Financial Assistance with Vehicle Repair Expense**

- None Listed

**(2) Financial Assistance With Vehicle Licensing**

- None Listed

**(3) Financial Assistance With Vehicle Insurance**

- None Listed

**(4) Financial Assistance With Mileage Reimbursement**

- Matt Talbot Kitchen and Outreach: Gas Assistance only available to an individual once every 6 months; offered on a first come first serve basis one day per month.
- Free Gas USA, Inc.: eligibility qualifications and application required see website for further info: [www.freegasusa.org](http://www.freegasusa.org)

**(5) Financial Assistance With Parking**

- None Listed

**(6) Financial Assistance With Drivers' License**

- None Listed

**(7) Financial Assistance for Clothing, Tools**

- None Listed

### **(8) Financial Assistance With Health Care**

There are several agencies that provide assistance with health care and expenses. Many have specific eligibility requirements.

- Health and Human Services: Eligibility Qualifications
- City County Health Department: Eligibility Qualifications and services require a fee
- Clinic With A Heart: See Website for Information  
<http://www.clinicwithaheart.org>
- Nebraska Urban Indian Health Coalition: fee for services see website for information: [www.nuihc.com](http://www.nuihc.com)
- People's City Mission Medical Clinic: Eligibility Qualifications see website for information: [www.peoplescitymission.org](http://www.peoplescitymission.org)
- Community Mental Health Center of Lancaster County: See Website for Information <http://www.lancaster.ne.gov/cnty/mental>
- Lancaster County General Assistance: See Website for Information <http://www.lincoln.ne.gov/cnty/ga/index.htm>
- People's Health Center: See Website for Information: <http://www.phelincn.org>

### **(9) Financial Assistance With Housing and Utilities**

- Lincoln Housing Authority: Eligibility Qualifications
- Lancaster County General Assistance: Eligibility Qualifications
- Community Action Partnership of Lancaster and Saunders Counties: Eligibility Qualifications
- Indian Center, Inc.: Eligibility Qualifications
- Health and Human Services: Eligibility Qualifications
- Salvation Army: Eligibility Qualifications
- Red Cross: Eligibility Qualifications see website for more information: <http://www.redcrossomaha.org>
- Nebraska Public Service Commission: Eligibility Qualifications see website for more information: <http://www.psc.nebraska.gov>

In most instances, to receive assistance from non-WIA sources, some form of eligibility qualifications needs to be met. To meet the requirement that efforts to coordinate receipt of support services have been made, the following steps must be taken to determine if support services can be coordinated with other providers. If the adult or dislocated worker is a client of another agency, then refer to D.1. If the adult or dislocated worker is not a client of another agency, refer to D.2.

D.1. Determine if the same service is available from that agency. If yes, the agency must be contacted to determine if coordination of support services be arranged. If the service is not available to the adult or dislocated worker, then the coordination efforts have been completed. If the support service is available to the adult or dislocated worker, efforts to coordinate the provision of support services must be made. If the agency will assist with the support service payment, then WIA authorization is adjusted based on the amount

contributed by the other agency. If the agency will not assist with the service, WIA will provide the service.

D.2. If the adult or dislocated worker is not a client of another agency, then coordination have efforts have been met.

Adults and dislocated workers are not required to apply to other agencies in an effort to obtain support services.

Documentation of the above is recorded in the contact notes of the case file.

### **III. Categories Of Support Services and Supporting Documentation**

Supportive service payments can be made for the following:

#### **A. Transportation Assistance**

Support services can be used to assist the adult or dislocated worker with the cost of transportation to participate in WIA activities. Mileage reimbursement is for the cost of using a personal vehicle. The cost of a bus pass can also be paid with support services.

Supporting Documentation:

Map Quest is used to determine the mileage the adult or dislocated worker will travel in order to participate in WIA supported activities. Mileage is tracked by the adult or dislocated worker using the Mileage Sheet. Mileage is reimbursed at \$.30 per mile. Mileage reimbursement can be made no more than 5 weeks at a time. Maximum amount reimbursed can be no more than \$150 or minimum amount of \$15. Reimbursement for mileage can be submitted not later than 2 weeks past the last day of travel.

Invoice from Bus Company, or Ride For \$8.00 Vendor.

#### **B. Vehicle Repair**

Support services can be used for repair of vehicles in order that the vehicle is drivable, safe and legal. Routine maintenance is not covered under vehicle repair.

Supporting Documentation:

A copy of the vehicle's title or registration must be obtained and must list the name of the adult or dislocated worker. In the case of vehicle repair, the adult or dislocated worker must obtain at least two estimates for the cost of repairing the vehicle. If the vehicle has been towed or needs to be towed to a repair facility, only one estimate is required. If the initial repair estimate is \$100 or less, a second estimate is not required. Invoice from the vendor must include an

itemized list of repairs, parts, labor, name of adult or dislocated worker, date services provided and amounts.

**C. Auto Insurance**

Support Services can be used to assist an adult or dislocated worker to obtain auto insurance or to prevent a loss of coverage.

Supporting Documentation:

Insurance company invoice listing the adult or dislocated workers name, period of coverage and amount.

**D. Driver's License / State ID**

Support services can be used to assist an adult or dislocated worker in obtaining a drivers license or State Identification card in order to participate in a WIA activity and/or to improve the employment opportunities.

Supporting Documentation:

Copy of the license or identification card listing fees.

**E. Vehicle Registration and Licensing**

Support services can be used to assist in registering and licensing a vehicle in order to participate in a WIA activity and/or to improve employment opportunities.

Supporting Documentation:

Department of Motor Vehicles document listing adult or dislocated worker's name, effective dates of licensing and registration and amounts.

**F. Parking**

Support services can used to assist with parking costs. Since this can be a pay-ahead cost, no more than thirty days can be approved at a time.

Supporting Documentation:

Invoice for parking cards purchased listing date and amount.

Service authorization listing name of adult or dislocated worker, dates parking provided and amount authorized.

**G. Child and Dependent Care**

Payments can be made to licensed providers only.

Supporting Documentation:

Invoice listing the adult or dislocated worker's name, child/dependent's name, dates of service and amount.

#### **H. Housing**

Support Services payments for housing can be made when an adult or dislocated worker is at risk of eviction or is unable to make the rental payment. Amount of payment is limited to one month's rent.

Supporting Documentation:

Written lease or rental agreement listing the name of the adult or dislocated worker, the current address, and an original notice with the landlord's name, address and telephone number listing the adult or dislocated worker's name, amount of rent due and the dates for which the rent is due.

#### **I. Utilities**

Support service payments can be made for electric, gas, water/sewer utilities to prevent shutoff.

Supporting Documentation:

An original bill or shutoff notice listing the adult or dislocated worker's name, current address and amount due and due date.

Note: Cable, satellite or direct t v bills are not eligible for support service payments. The white and yellow Service Authorization forms are forwarded to fiscal, along with the utility invoice.

#### **J. Referrals to Medical Services**

Health care may include medical, dental and optical care. All other available resources should be checked prior to authorizing support services for health care.

Supporting Documentation:

Estimates from a health care provider, or  
An itemized invoice from a health care provider

#### **K. Clothing, Uniforms, Tools**

Assistance with uniforms or other appropriate work attire and work related tools can be provided when required by an employer or as determined necessary by the case manager. Case managers set limits on clothing and tool items prior to the adult or dislocated worker obtaining estimates.

## **L. Needs Related Payments**

Supportive Services for needs related payments can provide financial assistance to participants for the purpose of enabling individuals to participate in training.

## **IV) Support Services Limits**

The maximum amount of supportive service payments during an individual's participation is \$3,500. This amount may be exceeded with the approval of the Program Manager.

Support service payments do not need to pay the entire cost of the service. Individuals may be required to pay a part of the cost of the service. Reasons for authorizing less than the full amount of the service include:

- To prevent depleting the maximum amount of support service payments available to the individual so that some support remains for the duration of their participation.
- Cost is in excess of support services maximum.
- Maximum amount of support services already authorized.

The amount the participant contributes is determined by agreement of the case manager and the participant. This agreement must take into consideration the amount of monthly income and monthly expenses of the participant.

Case managers can request approval for support services from the Program Manager at any time. If the Program Manager is not available, the request can be made to the Department Director.

## **V) Completing the Service Authorization Form for Support Services**

1. Whenever possible, payments shall be made directly to the vendor rather than the participant.
2. The Service Authorization form must be used for all supportive service authorizations.
3. The City is exempt from sales tax; therefore sales taxes are not paid or reimbursed.
4. Written estimates are required prior to authorizing support services. Generally, the lowest estimate is accepted. If the lowest estimate is not selected, approval must be obtained from the Program Manager prior to authorizing the support service.
5. The White copy of the Service Authorization is sent to the vendor, the yellow copy is forwarded to Fiscal and the case manager retains the pink copy, except when paying utility costs. Both the White and yellow copy go to fiscal.
6. Name: Name of adult or dislocated worker.
7. Fund is the category to which the costs will be charged. The categories are:
  - Adult Formula
  - Dislocated Worker Formula
8. Program is Support Services.

9. Vendor / Vendor Address: Name of the vendor and mailing or business address.
10. Item is a description of each item or service being authorized. Each item / service must be listed.
11. Amount authorized is listed for each item / service and totaled in the appropriate column.
12. Form is signed and dated by the case manager.
13. Authorization Date is generally one-month from the date the authorization is completed.
14. If the reimbursement check issued by City Finance is not to be mailed, this information needs to be provided to Fiscal.

#### **VI) Frequency of Determining Non-WIA Agency Support Service Coordination**

1. When authorizing support services and the adult or dislocated worker is a client of a non-WIA agency.
2. For on-going support, such as mileage, the initial non-WIA coordination is all that is needed.

#### **VII) Selection of Vendors**

A list of vendors that have been used in the past is available at <f:/files/ztr/excel/vendors>. Accounts have been set up with some of these vendors. This list is a guide as other vendors can be used. Since vendors are added and dropped from the list, case managers can check with Fiscal to determine a vendor's status. Case managers can select vendors from this list, or use a vendor that is not on the list. This list is not the same as the City Purchasing Department's vendor list. Use of the City Purchasing Department Vendor List is required when the purchase or service is for use by City employees and/or departments, such as purchase of office supplies. If the vendor is not on either list, the vendor needs to complete a W-9. The W-9 needs to be completed and returned to fiscal. Upon receipt, the W-9 will be sent to Finance. Finance needs to have the completed W-9 prior to authorizing services from a vendor that does not have a City Vendor Number.

#### **(VIII) Vendor Documentation for Payment**

The documentation for a vendor payment is the vendor's invoice or billing statement. It must include:

- Vendor's name, address, phone number,
- Invoice or billing number,
- Invoice date,
- Service provided or an itemized list of items purchased, and
- Amount of service or items purchased

#### **(IX) Summary**

Few non-WIA agencies provide WIA type support services and those that do require the individual to meet eligibility guidelines. The best source available to help identify possible non-WIA assistance is the online 211 System. This website can be accessed at: <http://www.ne211.org> When authorizing support services, consideration must be given to non-WIA sources for support.