



PURPOSE

On the job training (OJT) funding helps compensate businesses for the costs associated with helping participants from the LA:RISE social enterprise program continue to strengthen their skills, as well as any decreases in production that might occur.

BACKGROUND

The LA:RISE program places participants who have passed the Job Readiness Assessment and completed 300 hours of transitional subsidized employment at a social enterprise into unsubsidized competitive employment. Employer Partners providing unsubsidized full-time employment to LA:RISE program hires may be eligible for OJT reimbursement funds. On a case-by-case basis, Employer Partners may be eligible for OJT reimbursement when hiring program participants into a part-time position.

Employer Partners may be eligible to receive a reimbursement up to \$2,000 per participant hired out of LA:RISE. Payments are disbursed in the following increments:

- \$1,000 paid midway through the agreed-upon time period required for a participant to acquire specific hard skills on the job
- \$1,000 at completion of the OJT period (or prorated if a participant drops out)

Social enterprises that hire program participants full-time are not eligible for OJT reimbursement.

HOW IT WORKS

- Social enterprise (SE) connects participant with their assigned WorkSource Center (WSC)
- WSC meets with participant to understand job/employer preferences and then reaches out to target employers
- When an Employer Partner is considering hiring an employee through the LA:RISE program, the WSC supporting the participant may discuss the benefits of OJT, may propose to use OJT funding to support the employee during the training period, and may prepare to execute an OJT agreement with the employer
- WSC meets with the Employer Partner to:
 - o Review the checklist of employer requirements to assess, for example:
 - Any previous experience the employer has had with OJT
 - Any recent relocation
 - Worker's compensation benefit coverage
 - Commitment that OJT funds will not be used to directly or indirectly assist, promote, or deter union organizing;
 - Commitment that the OJT will not result in the full or partial displacement of employed workers
 - o Collect required documents from Employer Partner:
 - Job description
 - General liability insurance
 - W9 form completed by the employer
 - o Conduct a site visit to ensure the Employer Partner can provide a safe working environment

HOW IT WORKS (CONT.)

- o Determine terms and complete the OJT agreement
 - Discuss Employer Partner’s needs and identify specific skills that the participant will learn on the job
 - Determine start date, mid date, and projected end date of probationary period
 - Confirm that participant will be employed by the employer and will earn the city’s hourly minimum wage or higher
 - Discuss OJT reimbursement rate (up to \$2,000, using as the basis of calculation, up to fifty percent of the wages earned during the training period, excluding overtime pay), as well as the timing of payments (midway and at completion of the training period)
 - Collect supervisor information
- Provide information on the retention provider who will serve as a resource to the participant and employer
- Confirm expectation that employer retains participant in a position that offers opportunities for growth and career advancement after the OJT period ends
- o Employer Partner and WSC conduct regular evaluations of participant’s progress
- o Mid-way through and at the end of the OJT period, the Employer Partner submits invoice for reimbursement to the WSC, along with the participant’s timesheets and pay stubs
- o After receiving required documentation from Employer Partner, WSC sends reimbursement of \$1,000 mid-way through and \$1,000 at the end of the OJT period

CONTACT

For more information about the LA:RISE OJT program, please directly contact one of the WorkSource Centers below and ask for the employer engagement specialist for LA:RISE.

Northeast Los Angeles WSC (Goodwill SoCal)

342 N. San Fernando Road, Los Angeles, CA 90031
(323) 539-2000

Vernon-Central/LATCC WSC (Coalition for Responsible Community Development)

400 W. Washington Blvd. Los Angeles, CA 90015 - Redwood Hall
(213) 763-5951

West Los Angeles WSC (JVS SoCal)

5446 Sepulveda Blvd. Culver City, CA 90230
(310) 309-6000

Hollywood WSC (Managed Career Solutions)

4311 Melrose Ave. Los Angeles, CA 90029
(323) 454-6100

Sun Valley WSC (El Proyecto Del Barrio)

9024 Laurel Canyon Blvd. Sun Valley, CA 91352
(818) 504-0334



LA:RISE is managed by the City of Los Angeles Economic and Workforce Development Department (EWDD), Los Angeles County Workforce Development, Aging & Community Services (WDACS), and REDF (Roberts Enterprise Development Fund).



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