

ON-THE-JOB TRAINING WORKFORCE POLICY DEVELOPMENT TRACKER

A. GENERAL INFORMATION

Policy Name: Workforce Policy 009 -- On-the-Job Training
Policy Type: Programmatic – WIOA-General
Policy Rationale: Revised to align with Workforce Policy 100 – Work-Based Training and Work-Based Learning Opportunities
Date to Publish: May 22, 2025

B. PROJECT SUMMARY

CareerSource Florida Workforce Policy 009 – On-the-Job Training establishes guidelines and procedures for local workforce development boards (LWDBs) and local workforce development regions to implement and sustain On-the-Job Training (OJT) to support the needs of businesses and improves employment outcomes for participants. Information in the OJT Policy was duplicative of board approved Workforce Policy 100 – Work-Based Training and Work-Based Learning Opportunities and was removed.

Issuing technical assistance as an alternative to formal policy was considered. CareerSource Florida and FloridaCommerce elected to proceed with actionable and monitorable workforce policy.

CareerSource Florida and the FloridaCommerce worked with executive directors and staff of local workforce development boards, and CareerSource Florida leadership to align the updated policy with the law and existing policies.

C. OVERVIEW OF CHANGES

Substantive Change	Location	Reason
Key Objectives added.	Section II. Key Objectives (Pages 1-2)	Key Objectives serve as guiding principles that define the strategic and operational goals of the policy. This helps ensure clarity, consistency, and effectiveness by outlining what the policy aims to achieve.
Measurable Performance Outcomes added consistent with the requirements in Section II of Florida's WIOA Combined Plan. Details specific to targets associated with the performance outcomes can be found in Florida's Combined	Section III. Measurable Outcomes (Page 2)	Measurable outcomes serve as key indicators of success and effectiveness allowing the SWDB, LWDBs and stakeholders to assess whether the policy achieves its intended purpose.

Plan and in each LWDB's local negotiated targets.		
1. Participant Eligibility Section Modified This section describes requirements for WIOA participant eligibility, Individual Service Strategies (ISS) and Individual Employment Plans (IEP), and OJT contracts established for employed workers.	Section V. Policies and Procedures, 1. Participant Eligibility (Page 3-4)	Revisions consistent with WIOA, 20 CFR 680, 20 CFR 681, and 20 CFR 682. This aligns with CareerSource Florida Workforce Policy 100 – Work-Based Training and Work-Based Learning Opportunities and CareerSource Florida Policy 111 – Priority of Services for Veterans and Eligible Spouses.
Removes a requirement that the occupation be listed on the local Targeted Occupation List.	Section V. Policies and Procedures 2. Employer and Occupation Eligibility (Page 3)	The TOL policy specifically excludes OJT. The reason for that is that there can be some good one-off positions where an eligible participant can get a good job with good wages (and maybe transferable skills).
Requires OJT to be provided under a written contract using the standardized template approved by CareerSource Florida and distributed to LWDBs by FloridaCommerce.	Section V. Policies and Procedures, 3. OJT Required Contracts (Page 4)	This complies with the board approved CareerSource Florida Statewide Standardization of Tools and Services Policy.
LWDBs should use O*NET or another occupation classification model to determine the appropriate duration of training. The length for the OJT must be included in the OJT contract with the employer and in the participant's individual Service Strategy, Individual Employment Plan. Contracts must not exceed 12 months, except when a longer duration is necessary for occupations requiring extended training, such as registered apprenticeships. If an OJT exceeds 12 months, the LWDB must document the justification.	Section V. Policies and Procedures, 3. OJT Required Contracts (Page 4-5)	Leveraging occupational information sources, such as O*NET and other systems, ensures OJT strategies are grounded in reliable and data-driven insights. Consistent with 20 CFR, Part 680 Subpart F, policy language updated to include considerations when justifying and OJT contract beyond 12 months
LWDB's must ensure employers operating under an OJT contract are documented as such within Salesforce.	Section V. Policies and Procedures, 8. General Guidelines, (Page 7)	Ensuring employers operating under an OJT contract are documented in Salesforce ensures statewide access to information about business stakeholders.
LWDBs must develop local operating procedures (LOP) that govern the eligibility and training process.	Section V. Policies and Procedures, 10. Local Operating Procedures (Page 7)	LOPs help local areas provide guidance for career center staff and further define and clarify how programs are operated locally.

Section VI. Implementation Section added.	Section VI. Implementation (Page 8)	This section identifies when policy is effective, how LWDBs shall implement policy, and how CareerSource Florida and FloridaCommerce will monitor policy and track performance.
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D. LEGAL REFERENCES AND APPLICABLE GUIDANCE

[Public Law 113-128, Workforce Innovation and Opportunity Act](#)

[2 CFR Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)

[20 CFR 680.700 - 680.840](#)

[20 CFR 683.400](#)

[20 CFR 683.410](#)

Training and Employment Guidance Letter [\(TEGL\) 19-16](#)

[Chapter 445, Florida Statutes](#)

[CareerSource Florida Strategic Policy 2021.12.09.A.1 – Comprehensive Employment Education and Training Strategy](#)

[CareerSource Florida Workforce Policy 100 – Work-Based Training and Work-Based Learning Opportunities](#)