

**Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.  
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**Part-Time Youth On-The-Job Training Policy**

**BY-2016-12**

The Workforce Solutions Center operates a federally subsidized Part-Time Youth On-The-Job Training Program that would have to meet the following standards:

- The youth is 18-24 years of age.
- The customer OR the business must reside in Fulton, Montgomery or Schoharie County.
- The position must pay at least \$.50 per hour over minimum wage to start.
- Some kind of fringe benefit must be offered.
- Training time can vary depending on the trainee's former experience, skills, and the employers needs – provided the SVP (Specific Vocational Preparation) level is at least 8 weeks, training times can vary from 4 weeks to 26 weeks.
- During any one Board Year (July 1 – June 30), businesses with 8 or more employees may contract up to 25% of their workforce.
- \$3,000 maximum reimbursement per person.
- Employer must offer year-round employment (minimum 20 hours/week and no more than 8 weeks layoff per year).
- Reimbursement may be up to 50% of gross wages.

*The WDB Executive Director can grant an exception to the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file. If further clarification is needed, the staff person should get it in writing from the WDB Director.*

JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL EMPLOYMENT PLAN.

Original Resolution PY2002-12 - Adopted 07/17/02 Original Resolution Revised and Adopted 11/6/02  
BY2003-25 Part-Time On the Job Training Revised -Adopted 2/4/04  
BY-2005-17 – Part Time OJT Revised – Adopted 2/1/06  
BY-2006-12 –Revised/Approved 10/4/06  
BY-2008-06 Revised/Approved 7/9/08  
BY-2016-12 – Revised/Approved 5/3/17