



**Contra  
Costa  
County**

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Date: May 10, 2022

Subject: Workforce Innovation and Opportunity Act, Individual Training Accounts

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to process payments for tuition and training expenses and to execute contracts with local employers to partially reimburse expenses for on-the-job training and hiring, for eligible Workforce Innovation and Opportunity Act enrolled participants and eligible Prison to Employment participants, in an amount not to exceed \$385,000, for the period July 1, 2022 through June 30, 2023.

**FISCAL IMPACT:**

This Board action will authorize expenditures for Fiscal Year 2022-2023, in an amount not to exceed \$385,000. Funding Category sources: Federal Workforce Innovation and Opportunity Act (WIOA) Title 1 Formula Funds. Funding is 100% Federal (CFDA Nos. 17.258, 17.259, 17.278) (No County Cost)

**BACKGROUND:**

The [Workforce Innovation and Opportunity Act \(WIOA\) Public Law 113-128](#) mandates the provision of training services to eligible adults,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/10/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 10, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: V. Kaplan, (925)  
608-5052

cc:



## BACKGROUND: (CONT'D)

dislocated workers, and youths. An Individual Training Account (ITA) for job training is a training service for participants enrolled in the Adult, Dislocated Worker and Youth programs, as well as for participants in other special extraneous grants. Training services are provided through the America's Job Centers of California (AJCC), historically known as the One-Stop Career Centers, and are available to eligible job seeker participants who are determined to be in need of training and are unable to obtain assistance from other sources. Eligible participants are enrolled into WIOA and/or special extraneous grants, assessed for training needs, and placed in occupational trainings with approved schools and vendors. The vendors offering trainings must register and have their training evaluated by the California Employment & Development Department (CA EDD) to be placed on the Eligible Training Provider List (ETPL). Through ITAs, participants receive occupational skills that lead to industry recognized certificates, credentials, licenses or degrees.

On-the-Job Training (OJT) is an allowable and fundable activity under Federal WIOA guidelines. Program participants are eligible for, and enrolled in, the WIOA program and are hired as regular full-time employees by local employers, and trained for the positions in which they are placed. Employers are responsible for payroll, associated taxes, and worker's compensation for each OJT program participant, as outlined in a Master Worksite Agreement. Through the Master Worksite Agreement/OJT contract, occupational training is provided for participants in exchange for reimbursement ranging from 50% to 75% of the wage rate, to offset the employer's training costs for a specific period of time. In addition to outlining a training plan of the skills to be learned, the OJT contract sets forth the duration of the contract term (based on the participant's training needs) and the reimbursement rate (based on participant's characteristics or barriers to employment.)

The positive features/intent of the OJT Program are: the OJT program helps employers recruit, pre-screen, hire and train new employees in the specific skills that are needed to help the business thrive and the participant starts as a permanent employee, receives training in a work setting while gaining knowledge of the job and acquiring and applying occupational skills. Reimbursement invoices/demands are submitted for each client employed through the OJT Program. Invoices are reviewed by Workforce Development Board staff for accuracy and submitted to the Employment and Human Services Fiscal Unit for payment.

## CONSEQUENCE OF NEGATIVE ACTION:

Without approval, participants in WIOA and/or special extraneous grant programs will not have access to classroom instruction and job trainings that lead to self-sufficiency, which would adversely impact these participants. Local businesses will have fewer qualified candidates for positions, and the local Workforce Development Board will be out of compliance with WIOA Section 134, by not meeting expenditure requirements.