

Regional Program Standards

Focus: WorkSource Centers Youth Program Services
 Other: Economic Opportunity program

Topic: Occupational Training and Child Care

Date: January 3, 2022

New Revised

Page 1 of 7

Overview

The Occupational Training and Child Care (OTCC) program is funded by a JP Morgan Chase grant to address the barrier of the high cost and low availability of child care to low-income families. The OTCC program is intended to provide child care assistance to individuals seeking training services, to assist these individuals in successfully completing training and obtaining career track employment.

Contents

Overview.....	1
Eligibility and Documentation	1
Service Definitions.....	2
Child Care Assistance.....	2
Pre-Apprenticeship Programs	2
Training Services.....	2
Workforce Preparation Activities	3
Support Services.....	3
Child Care.....	3
Performance.....	4
Performance Calculations.....	4
Data Tracking and Documentation Requirements	6
Additional Performance Definitions	7

Eligibility and Documentation

To receive OTCC services, participants must meet the following eligibility criteria:

- 18 years of age and over.
- Be eligible for and enrolled in the WIOA Adult or Dislocated Worker program, including completion of WIOA Documentation, or enrolled in a qualifying Career Coaching program. Enrollment is to be verified through I-Trac.
- Be enrolled in or approved for enrollment in a Pre-Apprenticeship program or training service as defined below in *Service Definitions*, and in need of child care to attend the program as evidenced by one of the following documents maintained in the participant file:
 - Copy of the approved Individual Training Account (ITA) from WorkSource Portland Metro.
 - Copy of a completed Work Experience Training Agreement.
 - Copy of a completed On the Job Training (OJT) Agreement.
 - Documented confirmation via email from the Pre-Apprenticeship or training program provider that the participant is enrolled in the program.

Service Definitions

Child Care Assistance

A Child Care Assistance service includes helping a participant find and secure child care and guiding, motivating, and supporting participants to maintain their child care by ongoing assessment of their needs and barriers and identifying resources and support services.

Pre-Apprenticeship Programs

A program designed to prepare participants to enter and succeed in a Registered Apprenticeship Program. Pre-apprenticeship programs are Oregon BOLI registered and should have at least one, if not more, documented partnership(s) with a Registered Apprenticeship Program that will assist in placing participants who complete the pre-apprenticeship program into their Registered Apprenticeship Program.

Training Services

There are two categories of training service offered through the OTCC program – classroom and cohort training and work-based training

Classroom and Cohort Training

The training program must either be on the Portland Metro Eligible Training Provider List (refer to WorkSource Portland Metro regional program standards for additional information), or the training must have been procured for following Worksystems' procurement policy. The training may be offered through a school or training organization on a per-student basis or offered through a cohort agreement with Worksystems.

- **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Occupational Skills Training must:
 - Be instructor-led in either an in-person or virtual format.
 - Be outcome-oriented and focused on an occupational goal specified in the Training Plan.
 - Be of sufficient duration to impart the skills needed to meet the occupational goal.
 - Lead to the attainment of a recognized, DOL-defined credential.
- **Pre-Requisite Training:** Any class or training that is required by the training provider prior to enrolling into a training program represented on the Eligible Training Provider List (ETPL). This excludes activities defined under Workforce Preparation. The training program must be on the Oregon ETPL and must indicate the pre-requisite course is required for entry into the training program.

Work based Training

- **On the Job Training (OJT):** An agreement between the WorkSource program and an individual employer who agrees to act as a training provider. The OJT is a hire-first program; the trainee is hired as an employee of the company, a training plan is developed to outline the skills the trainee is lacking to be proficient in the position, and the employer agrees to provide the necessary training on the job to bring the trainee up to entry-level standards for the position. The employer is compensated for the extraordinary costs and decreased productivity associated with training the participant.

Regional Program Standards

Topic: Occupational Training and Child Care

Date: January 3, 2022

Page 3 of 7

Refer to OJT Regional Program Standards and the OJT development manual for additional detail and requirements.

- **Work Experience:** Work Experience (WEX) services provides participants with career exposure, opportunities to practice workplace skills and work ethic and, in some instances, provide a reconnection to the workforce. Participating employers provide a structured work environment while wages are paid by an approved Employer of Record. A WEX worksite may be in the private for-profit, non-profit, or public sector.

The WEX is a planned, structured, short-term learning/training experience that takes place in an employer's workplace and involves work that is defined by a written, signed training agreement with the employer. The agreement outlines the expectations and responsibilities of all parties and specifies learning objectives and criteria for demonstrating learning and skills gained. In a WEX an employer-employee relationship exists, and a wage is paid. The Internal Revenue Service Fair Labor Standards Act applies, and completion of an I-9 form is required.

Workforce Preparation Activities

Activities, programs, or services designed to help an individual acquire any combination of the skills necessary for the successful transition into and completion of postsecondary education or training, or successfully entering employment. Activities may include but are not limited to computer literacy, forklift operator, flagger, OLCC certificate, first-aid required for an employment position, food handlers' certificate and other occupational skills education leading to non-DOL defined credentialed certifications that are required for entry level, health, or safety employment requirements.

Support Services

To receive the Child Care support service, a completed Prosperity Planner budget must be saved in the participant I-Trac record and the support must be needed to enable the participant to engage in education, training, job search activities or employment.

Child Care

Childcare costs are for a child(ren) age 12 and under during the time the participant is engaged in training services as defined above and subsequent job search. Due to the high cost and limited resources this support should only be considered on a case-by-case basis. A spouse, sibling, or other family member residing within the same household may not be paid with Support Service funds to provide childcare for the participant's children. Costs for care of an individual age 13 and over may only be paid if there is a documented disability stating the individual may not be left alone.

Child Care must be provided utilizing an approved Child Care provider from the ODHS approved providers list. Child Care support services can be provided for a maximum of 12 months. Participants who become disengaged with the program will be given a notice that child care payments will cease after 60 days, unless the participant re-engages with the program.

Regional Program Standards
Topic: Occupational Training and Child Care
Date: January 3, 2022
Page 4 of 7

Required Documentation: A child care log (completed by the participant and signed by the care provider verifying dates, times and cost) is to be used to track the costs being reimbursed. The log must be retained in the financial documentation for the payment.

Performance

Tracking of OTCC performance applies to all participants unless they exit under a Global Exclusion reason (see below). All data is tracked, managed, and reported through I-Trac.

Performance Calculations

Performance Element	Description	Performance Cohort
Participants who enter Training	Denominator All participants. Numerator Number of participants with a training service with a Status of Started.	At Exit
Participants who complete Training	Denominator All participants with a Training service with a Status of Started (does not include Status of Cancelled). Numerator Number of participants with a Training service with a Status of Completed.	At Exit
Participants placed in a Work Experience	Denominator All participants. Numerator Number of participants with a Work Experience service with a Status of Started.	At Exit

Regional Program Standards
Topic: Occupational Training and Child Care
Date: January 3, 2022
Page 5 of 7

Performance Element	Description	Performance Cohort
Participants who complete the Work Experience	<p>Denominator All participants with a Work Experience service with a Status of Started (does not include Status of Cancelled).</p> <p>Numerator Number of participants with a Work Experience service with a Status of Completed.</p>	At Exit
Participants who obtain a Credential	<p>Denominator All participants with a Training service with a Status of Started (does not include Status of Cancelled).</p> <p>Numerator Number of participants that earn a Credential.</p>	At Exit
Participants placed into full-time Employment	<p>Denominator All participants.</p> <p>Numerator Number of participants placed into full-time Employment, defined as at least 35 hours per week.</p>	At Exit
Participants placed into Employment earn an average wage of \$17/hour	<p>Denominator All participants who obtain employment.</p> <p>Numerator N/A</p> <p>*Calculation will be based on wage of all participants who obtain employment.</p>	At Exit
Participants who retain child care services for 90 days	<p>Denominator All participants</p> <p>Numerator Continued enrollment for 90 consecutive dates following Participation Date.</p>	At Exit

Regional Program Standards

Topic: Occupational Training and Child Care

Date: January 3, 2022

Page 6 of 7

Data Tracking and Documentation Requirements

Performance Element	I-Trac Data Entry Fields	File Documentation
Participants who enter Training	Services Tab Training, Post-Secondary Education & Employment Skills Control. Service with a Status of Started.	One of the Following: Copy of the approved Individual Training Account (ITA) from WorkSource Portland Metro. Copy of a completed On the Job Training (OJT) Agreement. Documented confirmation via email from the Pre-Apprenticeship or training program provider that the participant is enrolled in the program.
Participants who complete Training	Services Tab Training, Post-Secondary Education & Employment Skills Control. Service with a Status of Completed.	N/A
Participants placed in a Work Experience	Services Tab Work-Based Training Control. Service with a Status of Started.	Copy of a completed Work Experience Training Agreement.
Participants who complete the Work Experience	Services Tab Work-Based Training Control. Service with a Status of Completed.	N/A
Participants who obtain a Credential	Services Tab Training, Post-Secondary Education & Employment Skills Control Outcomes Tab Credentials Control	Copy of Credential.
Participant placed into full-time Employment	Outcomes Tab Employment Information Control. Employment Confirmation Control.	N/A
Wage of Participants placed into Employment	Outcomes Tab Employment Information Control. Employment Confirmation Control.	N/A

Regional Program Standards

Topic: Occupational Training and Child Care

Date: January 3, 2022

Page 7 of 7

Additional Performance Definitions**Training Completer**

A participant who completes a planned program of training or all terms of a planned program paid for with a WorkSource Individual Training Application (ITA) with a “complete” or “pass” designation from the school (for pass/no pass programs) or a passing grade (defined as D or better). Training completion must be reflected in the I-Trac record and supported by verification information from the participant or school. Credentials obtained by completing training must be entered in I-Tac and a copy filed in the participant file.

Global Exclusions for Performance

Participants who find themselves in certain circumstances beyond their control and that preclude them from continuing participation in OTCC services may be manually exited from the program. These exit reasons must include documentation in the participant file in support of the early exit. When a Global Exclusion exit is recorded, the participant will not be included in any of the performance measure denominators.

- **Reserve Forces/Called to Active Duty:** For more than 90 days. A case note is required that includes the name and title of the military representative that verified the call, or a copy of the military orders must be in the file.
- **Deceased:** A copy of the death certificate or a copy the obituary or newspaper article must be in the file.
- **Health/Medical:** Exits program because of a medical treatment and that treatment is expected to last longer than 90 days. A case note that includes the name and contact information of the family member or agency staff person providing the exclusion information (do not put specific medical diagnoses or specific medical information into either the file or the I-Trac record).
- **Institutionalized:** Becomes incarcerated in a correctional institution or is a resident of an institution or facility providing 24-hour support such as a hospital or treatment center while receiving services. A copy of public information verifying the incarceration, or a case note that includes the name and contact information for the family member or agency staff person providing the exclusion information.