

**ACTION BULLETIN**

**TO:** All Workforce Innovation and Opportunity Act Title I (Title I) Funded Alameda County Workforce Development Board Service Providers

**DATE:** May 1, 2026

**SUBJ:** **Alameda County Workforce Development Board’s (Board) Approved Changes to the On-the-Job Training Policy**

**PURPOSE OF BULLETIN:**

This bulletin is being published to formalize Board-approved changes to the On-the-Job Training Policy. Staff will develop an all-inclusive policy framework and publish it at a later date.

**CITATIONS:**

- Workforce Innovation and Opportunity Act (Public Law 113-128) Section 3(44) and Section 134(c)(3)(H)
- Title 20 Code of Federal Regulations “Title I Final Rule” Sections 680.200, 680.700-680.750
- Training and Employment Guidance Letter 19-16 “Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (Program), as amended by Title III of Title I, and for implementation of the Program Final Rule.” (March 1, 2017)
- The Board’s Action Bulletin 18-06 Revision 2 – On-the-Job Training Program Policies and Procedures; published December 17, 2019.

**BACKGROUND:**

At their March 13, 2025, meeting, the Board approved of staff’s request to update the existing On-the-Job Training policy to include new allowances intended to improve employer engagement and support the advancement of quality job access. Specifically, the changes, as highlighted in this bulletin are:

1. A new tiered wage reimbursement structure that recognizes and incorporates quality jobs characteristics;
2. A new allowance for contracting with staffing firms is allowable when the staffing firm represents the host employer (business that will onboard the jobseeker) waives their right to engage with the Board’s Title I program; and
3. A new allowance for contracting with employers offering part-time employment opportunities (considered on a case-by-case basis).

## **BOARD-APPROVED UPDATES:**

### **1. New Tiered Wage Reimbursement Structure**

Keeping pace with the rising minimum wage, a new, tiered On-the-Job Training reimbursement structure has been created that factors in quality job characteristics. Employers who engage in the On-the-Job Training program may receive up to 50% reimbursement of the wage rate for each trainee, not to exceed between \$5,000 and \$7,500 based on the new tiered quality jobs-aligned reimbursement schedule shown in the table below.

The tiered system classifies employers based on the wage level and benefits they provide, ensuring that occupations aligned with some of the quality jobs characteristics receive higher reimbursement support. As wages and required medical benefits increase across tiers, the maximum allowable reimbursement rises accordingly.

<b>Quality Jobs Eligibility Standards</b>			<b>Reimbursement Scale</b>
<b>Level</b>	<b>Wage Scale</b>	<b>Medical Benefits</b>	<b>Max Amount</b>
<b>Tier 1</b>	<b>Minimum Wage - \$24.99/Hr.</b>	<b>Encouraged</b>	<b>\$5,000</b>
<b>Tier 2</b>	<b>\$25.00/Hr. - \$29.99/Hr.</b>	<b>Required</b>	<b>\$6,500</b>
<b>*Tier 3</b>	<b>\$30.00/Hr. or Greater</b>	<b>Required</b>	<b>\$7,500</b>

Note: Where a local minimum wage exceeds the state minimum wage, the local wage prevails.

\*Based on the median income tier living wage standards for a single person with no dependents.

### **2. Allowance for Contracting with Staffing Firms/Employment Agencies**

Either staffing firms or hosting employers may serve as the employer of record for the purpose of taking advantage of the On-the-Job Training program. The following conditions must be met in order for a staffing firm or employment agency to engage with the Board's On-the-Job Training program:

- A. The positions must have a minimum duration of 12 months or offer a clear path to permanent employment. Jobs with a known end date of less than 12 months with no potential to convert to permanent are not eligible.
- B. The On-the-Job Training opportunity must be offered to and declined by the host employer first. Only one entity would be eligible for the On-the-Job Training opportunity. The staffing firm must make the case and show evidence that the host employer is interested in maintaining the employee beyond the term outlined in the staffing firm contract.
- C. There must be written attestation forms from both the staffing firm and the host employer maintained in the case file. These forms should contain acknowledgement

from both parties regarding their acceptance that only one of them would be eligible for engagement with the program.

- D. Career Service Provider staff must ensure that the staffing firm is reputable and in good standing within the community.
- E. Career Service Provider staff must ensure that participants are provided with contact information for individuals they may reach out to in the event they have questions about the program or their participation therein.

### **3. Allowance for Part-Time Employment Opportunities under the Board's On-the-Job Training Program**

On-the-Job Training opportunities may be made available for participants who:

- A. Work in occupations where entry-level opportunities are generally offered part-time (less than 30 hours per week); or occupations are bound to part-time work because of the nature of the industry
- B. Because of personal circumstances may only commit to part-time employment.

These part-time situations must be presented to and approved by Board staff in advance of engaging in the development of the Master Agreement or in advance of referring eligible candidates when a Master Agreement is already in place for the hiring employer.

#### **ACTION:**

All Board contracted Career Service Providers must immediately enact these new allowances as outlined within this Action Bulletin. Additionally, this bulletin should be shared with all staff responsible for the provision of services.

*Action Bulletins referenced in this item were the most current available on the date this bulletin was drafted. Any updated information may be located at the [Board's Program Policies Page](#).*

*Any discrepancies arising between this policy/procedure and federal or state provisions (due to future revisions) will default to the current minimum federal and state regulations and guidance available **until such time that this policy can be updated.***

#### **For information and inquiries please contact:**

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