



WIOA OJT Waiver Request Form

Please submit this waiver form or any questions to your WIOA TA liaison at NJDOL and WIOApolicy@dol.nj.gov.

Policy **WD-PY21-3** outlines how local areas can use WIOA Title I dollars to fund OJT opportunities. The maximum amount for each WIOA funded OJT per participant should not exceed \$10,000 over a six-month period in which eligible employers are typically reimbursed up to 50 percent of an OJT participant's wage during the OJT to offset the costs associated with providing training, the potential lower productivity of the OJT participant, and the additional supervision needed for the OJT participant.

For those OJT opportunities that are funded through temporary, grant or any other federal/state dollars, the costs per trainee can exceed the training cap established under WD-PY21-3 up to the maximum amount permitted by the relevant funding source.

Under limited circumstances, local areas may request a waiver to exceed the WIOA OJT funding cap; increase the employer reimbursement rate up to 75%; and or extend the period of reimbursement beyond six months.

In addition, OJTs that fall outside of the standard criteria with regards to employer and position eligibility, wages and minimal hours, and duration caps outlined in WD-PY21-3 must be reported to NJDOL's workforce unit.

Please complete the fields below:

Date:	WDB:
Employer Name:	Job Title:
OJT Description:	



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The OJT criteria you'd like to waive:

Funding Cap

Reimbursement Rate

Reimbursement Period

Employer/Position Eligibility

New Amount

Requested Rate

Alternative Period

Other wage/hours

Reason for Request

Determination

Approved

Denied

Reason for Approval or Denial

Signature:

Date: