



WORKSOURCE COBB BUSINESS RESOURCES



WorkSource Cobb is a workforce provider that assists individuals and companies with their workforce needs. Through federal funding, WorkSource Cobb provides educational and training resources to cultivate Cobb's qualified labor force pipeline.

Incumbent Worker Training (IWT)

The IWT program is designed to improve the skills of employee(s) and the competitiveness of employer(s). Classroom or work-based learning may be provided through an education provider of the employer's choice, on- or off-site, remotely where feasible and/or in-person. Training must be a minimum of 40 hours.

FUNDING

IWT is a reimbursement program funded by the Workforce Innovation and Opportunities Act (WIOA) under the administration of WorkSource Cobb (WSC). The reimbursement process starts once the training has been completed. The maximum funding per participant is \$7,000 and is based upon fund availability.

Employer expectations include:

- Proof of the hourly wages paid to trainees "while in training" signed by comptroller or HR.
- Signed daily attendance records and training evaluations post training for each trainee.
- Any receipts for expenditures listed on the budget.
- Employers will not be reimbursed for trainees that do not complete the training.

ELIGIBILITY CRITERIA

Employers:

- Must provide a current business license as proof that they are operating a business in Cobb County.
- Must provide documentation attesting that the business is current on all state and federal tax obligations.
- Must complete Cobb County Vendor Application and W-9 form for the reimbursement of trainee wages.
- Must complete an IWT agreement and training plan budget.

For more information, please contact information@cobbworks.org or (770) 528-4300.

On the Job Training (OJT)

OJT provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of productivity time to train newly hired employees. OJT can assist employers who are looking to expand their business and need additional staff trained with specialized skills. It is a great opportunity to bring on employees that are eager to learn new skills.

FUNDING

The OJT program is a funded by the Workforce Innovation and Opportunities Act (WIOA) under the administration of WorkSource Cobb (WSC). OJT is reimbursed at 50% of the new employees' salary. The maximum funding per participant is \$8,000 based upon availability of funds.

Employers will be expected to provide the following:

- Proof of the hourly wages paid to trainees "while in training" signed by comptroller or HR.
- Copies of documents relating to the training expense and/or employment records directly related to all approved OJT trainee(s).
- Invoices free of errors and/or omissions shall be processed within thirty (30) days upon receipt of the invoice.

THE PROCESS

- The Employer receives, signs, and returns the Agreement provided by WSC. Once received, it is given to the CEO for full execution.
- Employer and WSC staff finalize OJT Training Plan for OJT Trainee.
- If the potential new hire qualifies for eligibility, employer submits a copy of the offer letter to WSC.

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Work Experience (WEX)

WEX is an opportunity for businesses to help shape our future workforce by providing valuable work experience for young adults (16-24 years of age). WorkSource Cobb pays all wages and workers' compensation insurance while interested companies provide real-life work experience. The program is designed to engage eligible Cobb County, young adults, in work-based training that will improve their basic work skills, gain exposure to the "world of work" and provide meaningful work experiences needed to obtain and/or advance in employment.

A WEX Internship is a planned, structured learning experience that takes place in a workplace (on-site or virtually) for a limited period of time, maximum of 16 weeks. An Internship may be paid or unpaid. Internship worksites may be in the private, for-profit sector, the non-profit sector, or the public sector.

Steps to begin include an application, site visit, financial review, etc. Interns can be selected, trained and placed by WorkSource Cobb or interested companies are welcome to interview and recommend potential interns themselves.

For more information and to obtain a copy of the application, visit www.worksourcecobb.org or reach out to information@cobbworks.org.

Recruitment Assistance

WorkSource Cobb offers no-cost on-site interviews to local businesses to assist with talent sourcing. Businesses have access to recruitment assistance which may include free job postings and job fairs; candidate recruitment, screening, and selection assistance from our work-ready talent pool; and access to our state-of-the-art Mobile Career Center.

WorkSource Cobb's Mobile Career Center (MCC) is a state-of-the-art, fully accessible, computer lab. The center provides the latest in workforce and job skills development services for little or no cost.

The major features are:

- Thirteen (13) computer stations
- Private interview area
- High speed satellite Internet connection
- Printer, scanner, and copy services
- Easily divided into two separate spaces
- 42" Plasma TV with Smart Board Overlay
- Additional Flat screen TV located within the private interview area
- Fully accessible ADA workstation with movable table and auxiliary equipment

The mobile career center offers several options to a variety of clients, including:

- Cobb County businesses
- Faith-based organizations
- Conferences and trade shows
- School events
- Veterans groups
- Community based groups
- Job fairs
- Educational seminars
- Youth centers

It is especially geared to businesses. Many of the services include:

- Candidate recruitment and screening
- Internet training
- Employee assessments
- Staff development and employee training
- Rental of the unit for special training programs or initiatives
- Pre-opening, on-site recruitment office for new business openings
- Support with company closings or layoffs (Rapid Response activities)