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## Memorandum

**To:** WIA Staff

**From:** Brenda England, Administrator

**Date:** January 1, 2015

**Re:** Supportive Services for On the Job Training (OJT) and Work Experience

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Effective immediately all participants who are on an OJT will be eligible for supportive services for one month from the start of the employment date. After this time, supportive services will end unless there is an emergency circumstance which will require written documentation and a waiver signed by the Administrator.

All participants who are on a Work Experience are eligible for supportive services throughout the duration of the contract.

Wages paid to a participant on a work experience are less and hours are not always full time as in an OJT, which makes self sufficiency more difficult to attain.