OJT Pre-Award Checklist – Employer Eligibility

Local Workforce Innovation Area 7 – Chicago Cook Workforce Partnership
This On-the-Job Training (OJT) Pre-Award Checklist is a required document for employers interested in participating in OJT programs funded through the Workforce Innovation and Opportunity Act (WIOA) under Local Workforce Innovation Area (LWIA) 7, managed by the Chicago Cook Workforce Partnership.

The purpose of this checklist is to verify employer eligibility and ensure compliance with federal, state, and local regulations prior to the start of any OJT contract. It is critical that employers complete this form accurately and thoroughly, as it helps determine the employer's readiness and appropriateness for hosting WIOA-funded trainees.

This document collects information related to your business operations, workforce practices, training capacity, and legal compliance. Your responses also serve to confirm that the OJT position meets all regulatory requirements and does not adversely affect existing employees.

Please note that submission of this form does not guarantee approval for OJT participation. All information will be reviewed by the Chicago Cook Workforce Partnership or its delegate agencies to determine eligibility.

Thank you for your commitment to building a strong workforce in the Chicago and Cook County region.

CHICAGO COOK WORKFORCE PARTNERSHIP
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On-the-Job (OJT) Pre-Award Checklist
Employer Eligibility

Section 1: Employer Information

1. Employer's legal business name		
2. Federal Employer Identification Number (FEIN)		
3. Former name(s) under which employer conducted business		
4. Employer Address	Address	
	City, State, Zip	
	Web Site URL	
5. Contact person	Name	
	Title	
	Telephone	
	Fax	
	Email	
6. Type of Organization	☐ Individual ☐ Partnership ☐ Limited Liability Corporation ☐ For Profit ☐ Non-Profit	
7. NAICS Code		
8. Number of current employees		
9. Years in existence		
10. Is the business being sold or merging with another company?	☐ Yes ☐ No	
11. Contractor's workers compensation insurance carrier		
12. Policy #		
13. Policy period		
14. Payroll System		
15. Location of payroll records		

Section 2: Meeting Federal /Local Criteria

Checking off a box indicates you agree to the statement:

- ☐ **120-Day Requirement**: The employer has operated at the current location for at least 120 days.
  OR if less than 120 days:
  The employer relocated from another U.S. area and confirms no employees were laid off at the prior location as a result.
- ☐ **No Relocation Using WIOA Funds**: WIOA funds will not be used to relocate the business in whole or in part.
- ☐ **No Local Displacement**: The establishment, if new or expanding, has not displaced employees in Illinois.
- ☐ **No Current Worker Displacement**: OJT will not result in the promotion or displacement of current employees or reduce their hours.
- ☐ **No Layoff Conflict**: The employer confirms that no individuals are currently on layoff from the same or substantially equivalent jobs in Illinois.
- ☐ **No Pre-Planned Workforce Reduction**: The employer has not terminated or involuntarily reduced its workforce with the intention of using OJT trainees to fill those vacancies.
- ☐ **No Hiring Freeze Conflicts**: The OJT position is not open due to a hiring freeze.
- ☐ **Full-Time, Non-Seasonal Employment**: The trainee will be hired as a full-time employee, not for seasonal or temporary work.
- ☐ **Wage Requirements**: The trainee's wages will be at least $14.00/hour and equal to those of similarly situated employees. (Must comply with OJT wage policy.)
- ☐ **Training Capacity**: The employer has the capacity and commitment to provide meaningful training addressing the trainee's skill gaps.
- ☐ **Monitoring & Reporting Compliance**: The employer agrees to comply with all WIOA monitoring and reporting requirements.
- ☐ **Legal & Regulatory Compliance**: All employment and training conditions comply with applicable federal, state, and local laws (e.g., labor, anti-discrimination, health/safety).
- ☐ **No Union Activity Funding**: OJT funds will not be used to promote or discourage union organizing efforts.
- ☐ **Collective Bargaining Compliance**:
  - The OJT will not violate existing service or labor agreements.
  - If a union covers the position, the employer has obtained the union's concurrence.
  OR there is no collective bargaining agreement in place.

Bargaining Representative's Name	
Bargaining Representative's Title	
Union Affiliation:	

Section 3: Signatures

I hereby certify that the above information is, to the best of my knowledge, true and correct.

Employer Certifying Official - Contact Name	
Title	
Signature	
Date	

To be completed by Agency Only

Check the appropriate answer - Yes, No and N/A

1. Have WARN notices relating to the employer been filed in the last year?	☐ Yes ☐ No
2. Has the employer exhibited a pattern of failing to provide OJT trainees with continued long-term employment in the last 2 years?	☐ Yes ☐ No ☐ N/A
3. If question **Wage Requirements** was not checked from Section 2, attach your agency's email from The Partnership granting special circumstance approval.	☐ Yes ☐ No ☐ N/A
4. Employer meets all requirements of the OJT pre-award.	☐ Yes ☐ No
Delegate Agency Name	
Delegate Agency Representative Name and Title	
Signature	
Date	