



Business Services: Youth Internships/On-the-Job Training/Customized Training

Youth Internships

- Youth internships are work assignments for out-of-school youth, ages 18 to 24, which assist them in gaining knowledge and experience in the workplace
- Participating employers must be incorporated private-for-profit or non-profit organizations
- Wages and fringe benefits for participating youth are paid by HempsteadWorks
- Internships are limited in duration as appropriate to the occupation for which the intern is being trained, taking into account the content of the training, the prior work experience of the intern, and the individual service strategy of the intern
- The length of the internship must be between 140 and 280 hours
- Internships must include an educational or occupational component established by HempsteadWorks

On-The-Job Training

- The term "on-the-job training" or "OJT" means training conducted by an employer for a paid trainee while engaged in productive work
- OJT provides knowledge or skills essential to the full or adequate performance of the job
- Participating employers may be reimbursed up to 50 percent of the wage rate of the trainee in exchange for the extraordinary costs of training and supervision related to the training
- OJT is limited in duration as appropriate to the occupation for which the trainee is being trained, taking into account the content of the training, the prior work experience of the trainee, and the individual employment plan of the trainee
- The length of training must be between 320 and hours 640
- The maximum allowable wage for OJT trainees is \$25.00 per hour
- The maximum reimbursement level per trainee per OJT contract is \$4,000

Customized Training

- Customized training is designed to meet the special requirements of an employer or group of employers.
- It is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual upon successful completion of training
- The employer pays for not less than 50 percent of the cost of the training

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