Agreement
On the Job Training (OJT)

OJT Agreement #: OJT2026-06

On-The-Job Training (OJT) Agreement

Between: CareerSource Suncoast And Turning Points.

Section 1. Employer Information

OJT Provider Name: Turning Points	FEIN: 59-3340921
Type of Business: Non Profit Organization	
Contact Person / Title: Kathleen Cramer/Executive Director	
Address: 701 17th Avenue West Bradenton, FL 34205	Phone Number: 941-747-1509 Email Address: kcramer@tpmanatee.org

Worksite Information, if different from the Employer Information above.

OJT Provider Name:	FEIN:
Type of Business:	
Contact Person / Title:	
Address:	Phone Number: Email Address:

Section 2. On-The-Job Training Agreement

This On-The-Job Training ("OJT") Agreement (the "Agreement") is between CareerSource Suncoast, whose legal name is Suncoast Workforce Board Inc. (hereinafter referred to as "CSS"), and Turning Points, (hereinafter referred to as "Employer"), for the purpose of providing OJT services to eligible participants in accordance with the Workforce Innovation and Opportunity Act ("WIOA"). CSS and Employer may hereinafter be referred to collectively as the "Parties" and each individually as a "Party." Both Parties agree to the terms and conditions set forth within this Agreement. The term of this Agreement commences on 09/21/2026, or on the last date fully executed by both parties, whichever is later, and terminates on 06/30/2027.

The Employer agrees not to commence OJT activities with a participant until after deciding on a mutually agreed upon start date with CSS. An eligible participant shall not begin work/training under the OJT assignment prior to all documents[1] and processes being completed and executed by the Parties and the participant, as applicable.

[1] Documents include eligibility items, IEP, OJT training plan, OJT contract, and any other document needed to complete the activity.

Occupation Eligibility
CSS must ensure that participants are placed in OJT for occupations that are in demand in the local area, are appropriate for the program and included on the Targeted Occupations List ("TOL") or for an occupation for which the employer has requested OJT.
Occupations or job types that are not suitable for OJT are occupations that are:

a. Based on commission
b. Seasonal in nature
c. Less than part-time

Section 3. General Terms and Conditions

This Agreement may be amended at any time if both Parties agree in writing by signing an amendment to the Agreement. The agreement cannot extend beyond 12 months, except in instances where it takes longer to learn the job, e.g., apprenticeships. The Parties must document reasons for any OJT that takes longer than 12 months.

In instances where there is a Professional Employment Organization[2] ("PEO") serving as the employer of record for the OJT activity, the PEO and the Employer must communicate with each other to ensure this agreement is carried out in accordance with the 12-month requirement and exceptions based on the time required to do the work as noted in this section.

OJT DEFINITION
In accordance with the WIOA sec. 3 (44), the term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work. This training will:

a. Provide knowledge or skills essential to the full and adequate performance of the job
b. Qualify for reimbursement to the employer of up to 50 percent (Note: in some circumstances, depending on the size of the employer, the reimbursement rate may go up to 75 percent) of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training
c. The reimbursement rate for this Agreement is: Fifty Percent (50%)
d. Be limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

OJT may be provided to eligible employed workers when:

a. The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment, as determined by LWDB policy
b. The requirements in 20 CFR 680.700 are met
c. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the LWDB.

Section 4. Employer Assurances

A. Compliance with the Law

1. Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to labor and employment laws, environmental laws and health and safety laws).

[2] A Professional Employment Organization is a third-party company that manages human resources functions for small businesses, including payroll processing and benefits administration.

2. Employer agrees to schedule the participant with a full-time scheduled number of work hours. Exceptions may include holidays, requested time off, or other granted leave time.
3. Employer agrees not to engage participants in sectarian activities or in the construction of sectarian facilities while participating in an OJT activity, as provided in WIOA section 188(a)(3) and 20 CFR 683.255.
4. Employer agrees that a participant may not be assigned to an activity or employed in a position if the employer has created the vacancy or terminated an existing employee without good cause in order to fill that position with a program participant.
5. Employer agrees that this program will not result in the displacement or reduction in hours of currently employed workers or impair existing agreements or contracts for services.
6. Employer agrees that the funds reimbursed from this Agreement shall not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike, is being locked out in the course of a labor dispute, or the filling of a job which is otherwise an issue in a labor dispute involving a work stoppage.
7. Employer agrees that funds will not be used to impair a collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and Employer concerned.
8. Employer will not encourage or discourage union activities. If employees are unionized, this Agreement has been entered into with their concurrence. Funds provided to employers pursuant to this Agreement may not be used to directly or indirectly assist, promote (encourage) or deter (discourage) union organizing.
9. Employer agrees funds provided under this Agreement will not be used to fill position openings created by layoff, staff reduction, or company re-location within 120 days prior to the execution of this Agreement and that employment under this Agreement will not result in the displacement of employed workers or impair existing agreements for services or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed.
10. Employer hereby confirms it has not relocated all or part of its business (located in the US or its territories) within the previous 120 days where such relocation resulted in the loss of employment at the original site.
11. Employer assures that they have not been debarred or suspended in regard to federal funding.
12. Employer agrees that no candidate shall be placed in an OJT where a member of that person's immediate family is directly supervised by or directly supervises the candidate. Family means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: a married couple and dependent children; a parent or guardian and dependent children; or a married couple.
13. Employer commits to retaining participants upon successful completion of the OJT assignment, as permanent employees. However, the Employer shall not be obligated to retain, nor be penalized for failing to retain, any participant in the event such participant is terminated for cause, voluntarily resigns, or is laid off through a broad reduction in workforce or otherwise caused by force majeure.

B. E-Verify

Employer warrants and represents that it complies with section 448.095, F.S., in which the State of Florida expressly requires the following:

1. As of July 1, 2023, all private employers in Florida with 25 or more employees will be required to use E-Verify system to verify a new employee's employment eligibility.

2. An employer shall verify each new employee's employment eligibility within three business days after the first day that the new employee begins working for pay. If the E-Verify system is unavailable for three business days after the first day that the new employee begins working for pay and an employer cannot access the system to verify a new employee's employment eligibility, the employer must use the Employment Eligibility Verification form (Form I-9) to verify employment eligibility.

C. Wages and Benefits

1. Employer will provide the participants with the same terms of employment, working conditions, wages and fringe benefits provided to other employees in the same or similar positions while participating in the OJT assignment.
2. Participants will be compensated at the same wage rates, including periodic increases, as trainees or employees who are in similar occupations by the same employer and who have similar training, experience, and skills. Wage rates must be in accordance with applicable law.
3. Employer shall provide workers' compensation coverage for the participant.
4. Employer agrees that WIOA funds will not be used to pay fringe benefits. The Employer agrees to take full responsibility to pay fringe benefits with non-WIOA funds.

D. Reimbursement

1. CSS will reimburse the Employer based on wages paid, at the conclusion of the specified training period, or such period as the LWDB and the Employer both agree is acceptable, following confirmation of receipt of required documentation.
2. Overtime hours in excess of 40 hours per week shall be reimbursed at the regular rate of pay. The Employer agrees to pay the overtime rate in excess of the regular rate in full using non-WIOA funds.
3. Employer will not be reimbursed for paid holidays, sick, vacation, or other leave time granted to the participants.

E. Record Requirements and Retention

1. Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under this Agreement.
2. Employer agrees to provide access to the records related to the program to CSS and state and/or federal officials, through the record retention period.
3. Employer agrees to maintain such records for five (5) years after the completion of OJT activities.
4. Employer agrees to protect the Personally Identifiable Information (PII) of all OJT participants in accordance with applicable federal and state laws and policies, including, but not limited to, USDOL ETA Training and Employment Guidance Letter No. 39-11, Guidance on the Handling and Protection of Personally Identifiable Information.

IF EMPLOYER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO EMPLOYER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Custodian of Public Records 3660 N Washington Blvd. Sarasota FL 34234.
Email address: accounting@careersourcesc.com

F. Monitoring

Employer agrees that records directly related to this OJT Agreement are subject to review, monitoring, and audit by CSS, the State and/or the federal government, at any time.

Section 5. Training

1. Employer agrees to employ the participant and develop a training plan for the OJT that includes competencies needed to be satisfactorily skilled in the OJT position. The training plan will be signed by CSS, the Employer, and the participant and will become part of this Agreement.
2. No training will commence prior to the training start date listed in the OJT contract and training agreement. The date shall be the same for both documents.
3. Employer agrees to notify the LWDB when the participant completes training and/or unsubsidized employment begins.
4. Employer agrees to notify the LWDB if training is extended beyond the predetermined initial date or if training is terminated prior to the agreed upon completion date.
5. This OJT agreement and the participant's training plan must be executed prior to a participant being placed in an activity and the participant shall not begin work/training prior to all required documents and processes being completed and executed by all parties.
6. Each participant will be trained in accordance with guidelines described in their individual training plan while engaged in productive work which is essential to the full and adequate performance of the job.
7. Each participant's training plan must explicitly show the required training hours, the hourly wage for the participant, and the percentage of reimbursement.

Section 6. Additional Terms

CSS and the Employer agree this Agreement shall not bind CSS or the Employer to any exclusive relationship, including without limitation recruitment or placement. There is no expectation or required number of participants to be processed through the OJT activity. Both Parties are free to recruit, place, employ and/or assign employees to their own workforces or those of others. This Agreement shall apply only to those OJT participant(s) that the Employer and CSS collectively agree, in writing, to place in an OJT activity under this Agreement.

This Agreement may be renewed following the initial term if such an extension is agreed upon by the Employer and CSS. Such an extension is contingent upon satisfactory performance evaluations and is subject to the availability of funds. Terms and conditions of extensions shall be negotiated prior to the effective date of any extension.

The Employer agrees that upon successful completion of the training program and/or completion of the Employer's customary probationary period, the OJT participant will continue to be employed as a regular member of its workforce. The participant will be retained as a regular employee at the OJT agreement wage rate (or higher) as specified in this Agreement, and at a full-time scheduled number of work hours. The Employer acknowledges that failure to retain an OJT participant who has successfully completed training may be grounds for disqualification for subsequent additional OJT agreements.

The Employer agrees to comply with the wage determinations provided by the Federal government and all documentation outlined in the Davis Bacon Act, as applicable. Contractors must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors are required to pay wages not less than once a week.

By signing this Agreement, all parties agree that the provisions contained herein are subject to all applicable Federal, State, and local laws, regulations and/or guidelines relating to nondiscrimination, privacy rights of participants, and maintenance of records and other confidential information.

When issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents—such as toolkits, resource guides, websites, and presentations (hereinafter "statements")—describing the projects or programs funded in whole or in part with federal funds, the Employer must clearly state:

a. The percentage and dollar amount of the total costs of the program or project funded with federal money
b. The percentage and dollar amount of the total costs of the project or program funded by non-governmental sources

The Employer will adopt and abide by a conflict-of-interest policy that ensures compliance with state and federal law and applicable CareerSource Florida State Board and FloridaCommerce policies. The Employer will make reasonable modifications to the policy if requested by FloridaCommerce. The Employer must ensure that adequate firewalls are in place to prevent actual or perceived conflicts of interest, poor internal controls, or the appearance of impropriety.

A. Termination for Convenience

Either Party may terminate this Agreement at any time for convenience, which is defined as any reason other than Termination for Cause, upon giving ten business days to the other Party. If this Agreement is terminated for convenience, CSS shall be relieved of all obligations under the Agreement and will only be required to pay that amount of the Agreement actually performed to the date of termination. This Convenience provision is intended to allow either party to terminate the Agreement without the need to establish default. If the Agreement is terminated for convenience, the Agreement is terminated without cause or penalty.

B. Termination for Cause

In the event CSS determines that the Employer's services are not being performed as agreed upon, the Employer shall be considered to be in default and CSS reserves the right to terminate this Agreement for cause upon 48 hours' written notice.

This Agreement is subject to modification or termination due to actions taken by Federal, State, or Local governments that result in changes to the program.

C. Performance

Participant data will be collected by the LWDB in accordance with state and federal program guidelines on performance for the following indicators: Employment Rate 2nd Quarter After Exit, Title I Youth Education and Employment Rate-2nd Quarter After Exit, Employment Rate-4th Quarter After Exit, Title I Youth Education and Employment Rate-4th Quarter After Exit, Median Earnings 2nd Quarter After Exit, Credential Attainment, Measurable Skill Gains, and Effectiveness in Serving Employers.

D. Financial Reporting

The Employer must comply with all aspects of the Sarbanes-Oxley Act, which include the accuracy and integrity of financial reports, management and assessment of internal controls, and the CEO and CFO acceptance of responsibility for the intentional certification of financial reports that attempt to mislead or contain fraudulent information.

E. Disputes and Grievances

The Employer must work with CSS to resolve issues that arise related to this Agreement in accordance with the local area's grievance procedures in a timely manner. A face-to-face meeting may be requested by either Party to address the issue. When a resolution is reached, the issue and resolution must be in writing.

F. Discrimination Complaints

CSS will follow the requirements in section 188 of WIOA, which prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

Programs that are funded through CSS are equal opportunity programs that provide auxiliary aids and services for individuals with disabilities upon request. Individuals using TTY/TTD equipment use Florida Relay Service 711. Disabled individuals may submit a request for reasonable accommodations to CSS designated Equal Opportunity Officer.

Any person with questions or concerns regarding any form of perceived discrimination can contact the CSS designated CareerSource Equal Opportunity Officer. Any person can ask questions, file a complaint or state a concern without fear of retaliation or reprisal.

CSS will not discharge, intimidate, retaliate, threaten, coerce or discriminate against any individual who files a complaint or grievance. The same prohibition applies to individuals who provide information, assist or participate in any way in an investigation, review, hearing or any additional activity that pertains to the administration of, or exercise of authority under, or privilege secured by 29 CFR Part 35.

Section 7. Applicable Law and Jurisdiction

This Agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida.

Section 8. Signatures

IN WITNESS WHEREOF, the Parties hereby agree to all the terms and conditions set forth in this OJT Agreement, and upon placing their signatures below, have hereby caused this Agreement to be executed.

Employer	**CareerSource Suncoast**
Kathleen Cramer Kathleen Cramer (Sep 21, 2026 16:29:24 EDT)	Joshua Matlock Joshua Matlock (Sep 22, 2026 08:02:44 EDT)
Authorized Signature	Authorized Signature (CSS Officer)
Kathleen Cramer, Executive Director	Joshua Matlock, President/CEO
Printed Name and Title	Printed Name and Title
09/21/2026	09/22/2026
Date	Date

ATTACHMENT ONE
ADDITIONAL APPLICABLE CONTRACT PROVISIONS

SIMPLIFIED ACQUISITION THRESHOLD

Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

NONDISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

Each Party to this Agreement agrees to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

The Employer also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above.

PUBLIC ANNOUNCEMENTS AND ADVERTISING

To comply with the Stevens Amendment, the Employer agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, the Employer shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

PUBLIC ENTITY CRIMES

The Employer shall comply with subsection 287.133(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

PROCUREMENT OF RECOVERED MATERIALS

The Employer agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Agreement Addendum
On the Job Training

OJT Agreement #: OJT2026-06

Both CSS and the Employer agree to comply with all terms and provisions of this Agreement including and incorporating the **Employer Account Information** form (Attachment 2); **Training Plan/Job Description** form (Attachment 3); and **Contract/Agreement Modification** form (Attachment 4); **Training Plan/Job Description Modification** form (Attachment 5); **Monthly Evaluation/Site Visit** form (Attachment 6).

I. Employer Account Information

The **Employer Account information** provides specific information to verify an employer's eligibility to participate in and receive funds in the On-the-Job Training program.

II. Training Plan/Job Description

The **Training Plan/Job Description** form is completed for an individual trainee. The form provides specific On-the-Job training details for the individual Trainee. Details include but are not limited to: Hourly wage, duration of training, job skills to acquire, supervisor contact information, worksite address, trainees' responsibilities, and obligations.

As the employer, your company shall make the hiring decision(s) from among those individuals who have been prescreened and referred by CSS. No trainee shall begin work prior to the execution of the Agreement and its attachments: **Training Plan/Job Description** form and/or **Agreement/Agreement Modification** form.

III. Monthly Evaluation/Site Visit

The **Monthly Evaluation/Site Visit** form is completed for an individual trainee by the employer and the trainee to document the progress of the on-the-job training program. This form must be completed and submitted to CSS monthly.

IV. CSS RESPONSIBILITIES AND RIGHTS

CSS is responsible for:

A. Recruiting, prescreening, and referring applicants to your company for job openings connected to the CSS Local Targeted Occupations Lists.

B. Payment to your company according to the terms of this Agreement for the costs associated with training. These terms are based on the actual hours the trainee spends during work-related training and/or instruction. Payment will not be made for: paid or unpaid holidays, sick leave, vacation, overtime hours, fringe benefits, work performed outside of the OJT Agreement or hours worked after completion of the training plan.

C. Servicing this Agreement: Throughout the duration of your Agreement, a CSS representative will call and/or visit your company to review the trainee's progress and to be of assistance to you and your staff as needed. These visits are also intended to improve communication between CSS, your company supervisor(s), and the trainee(s). Monitor the trainee's skill progression. Answer any questions and ensure compliance with program requirements.

   1. During these visits, we will make every effort to avoid disruption in your normal, daily operation. The CSS representative may follow the procedures listed below:

a. Representative introduces him or herself to the person in charge and informs the supervisor of the purpose of the call/visit.

b. Reviews the time and attendance records and other program related records for CSS Trainees.

c. Conducts a brief interview with the training site supervisor.

d. Tours the training site virtual or in-person, including a brief observation of the trainee at work.

e. Discusses any questions or concerns with the person in charge prior to leaving the training site.

2. The CSS representative will then be responsible for following up on any questions or requests made by your company, supervisor(s), or the trainee.

V. EMPLOYER'S RESPONSIBILITY AND ACKNOWLEDGEMENT

Your company agrees to assume responsibility for the following:

A. Hiring – Any participant you hire will be a full-time (32 hours per week) employee of your company and on your payroll (not being paid as 1099), and as such, your company is responsible for all actions of the Participant while on the job.

B. Reverse Referral - Referrals of job applicants from your company to CSS may be made so long as the individual(s) referred have not already been hired or preselected for employment, which includes a written letter offering employment. Hired or preselected individuals cannot be trained under an OJT Agreement. Applicants cannot be a previous employee with the company.

C. Training - Your company accepts the full responsibility of providing the training described in the **Training Plan/Job Description** for the individual trainee. This training must be provided in an environment conducive to learning and must be adequate to obtain the skills required for the job.

D. Supervision - to ensure adequate supervision and productive work through the training period, CSS requires that no more than five (5) OJT Trainees should be assigned to one supervisor at any given time.

E. Disciplinary Action - if there are recurring problems with the trainee not meeting your expectations, please contact CSS. CSS will provide support and assistance to resolve the problems. Note: disciplinary action remains at your company's total discretion.

F. Invoices - your company is responsible for prompt completion and submission of accurate invoices in accordance with the terms and format contained in this Agreement and repayment to CSS for any/all disallowed payments due to inaccurate invoice information (such as, but not limited to, hours reported as worked but not worked). The Employer must submit payroll records and time sheet/ hours worked information for reimbursement at least two days prior to scheduled monthly site visit. Reimbursement rates are noted on the **Training Plan/Job Description** for each individual trainee. The invoice will be created by CSS and reviewed and signed by both CSS and the Employer during the scheduled visit.

1. Your company is also responsible for assigning the person who has the administrative capability to properly prepare and maintain these invoices. Only those persons whose names appear as authorized signatures on your account information form can sign an invoice. Unauthorized signatures will prevent processing and may result in delay of payment.

2. If the trainee is terminated from your company during the training period, a final invoice must be submitted to CSS within thirty (30) calendar days of the termination. This invoice should request payment for any unpaid training and provide a final trainee evaluation.

3. At the completion of the training period, your company is responsible for submitting the final invoice within thirty (30) calendar days, along with the signed On-the-Job Training Plan form indicating what training has been completed.

4. At the completion of the training period, your company is required to provide CSS quarterly follow-up employment information (wages, hours worked, etc.) for the participant.

VI. General Provisions

CSS, or any Federal, State, or local agency to which CSS has responsibility and accountability of funds provided under the contract, shall:

A. Have the right to visit any site, interview any trainee or observe any action covered by this Agreement.

B. Reserve the right to refuse payment for which a billing is submitted to CSS more than thirty (30) days after the billing could first have been presented for payment under the terms of this Agreement.

C. Have the right to follow up on a trainee's employment status and wage rate for twelve (12) months after the end of the training period.

D. Be the sole judge of conditions governing this Agreement.

IN WITNESS WHEREOF, the parties hereto execute this contract and in signing, thereby validating this contract, also certify that each possesses legal authority to contractually bind their respective organizations.

Employer	**CareerSource Suncoast**
Kathleen Cramer Kathleen Cramer (Sep 21, 2026 16:29:24 EDT)	Joshua Matlock Joshua Matlock (Sep 22, 2026 08:02:44 EDT)
Authorized Signature	Authorized Signature (CSS Officer)
Kathleen Cramer, Executive Director	Joshua Matlock, President/CEO
Printed Name and Title	Printed Name and Title
09/21/2026	09/22/2026
Date	Date

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

CareerSource SUNCOAST

Employer Account Information
On the Job Training

EMPLOYER DETAILS			
Company Name:	Phone:		
Physical Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Federal I. D. Number (Call 850 487-1395 if not available):	NAICS Code:		
Description of Business:			
Business Classification: ☐ Private for Profit ☐ Private Non-Profit ☐ Public			
Owner(s) of Company: Name(1):	Name(2):		
Authorized person(s) to Sign Agreement and other Official Documents: Name & Title(1):	Name & Title(2):		
Contact person(s) if different: Name & Title(1):	Name & Title(2):		
Is employer an "Equal Opportunity Employer": ☐ Yes ☐ No			
Years business has been in operation locally:			

FRINGE BENEFITS
Participants employed under this agreement are provided benefits at the same level and to the same extent as regular employees working a similar length of time and doing the same type of work.
☐ Yes ☐ No Medical Insurance; Life Insurance
☐ Yes ☐ No Paid Holidays; Sick Leave; Personal/Vacation Leave
☐ Yes ☐ No Bonus/Profit Sharing:
☐ Yes ☐ No Are personnel policies and procedural handbooks available?
☐ Yes ☐ No Are grievance policies and procedures available?

AGREEMENT PROVISIONS
☐ Yes ☐ No Is a collective bargaining agreement in effect covering jobs similar to those requested? If yes:
Job(s):
Name of Labor Organization:
Address:
Phone Number:
Contact Person:
☐ Yes ☐ No Have any employees been laid off in the past 6 months, and are any eligible for recall into this position?
☐ Yes ☐ No Has employer relocated to this area in the last 120 days; were any jobs lost? (If yes, employer does not qualify)
☐ Yes ☐ No Displacing, replacing or reducing current workforce? (Includes partial displacement such as: reduction in the hours of non-overtime work; wages; employee benefits; layoffs; or a hiring freeze)
☐ Yes ☐ No Infringing upon promotional opportunities of currently employed workers?
☐ Yes ☐ No Will these funds be used for Sectarian activities?
☐ Yes ☐ No Will these funds be used for Political activities?
☐ Yes ☐ No Will these funds be used for Relocating establishment?

Attachment 2

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

AGREEMENT PROVISIONS (Continued)
☐ Yes ☐ No Using OJT funds in lieu of funds which would otherwise be available for training?
☐ Yes ☐ No Using OJT funds for union activities?
☐ Yes ☐ No Using OJT funds for contributions to a retirement system?
☐ Yes ☐ No Using OJT funds for entertainment cost?
☐ Yes ☐ No Will tools/uniforms be required?
☐ Yes ☐ No If yes, will the employer incur the cost?
☐ Yes ☐ No Does the employer have the necessary equipment and materials to provide training?
☐ Yes ☐ No Will trainee be required to work, be trained in, or receive services in buildings, surroundings or under working conditions which do not appear to satisfy Health and Safety standards?
☐ Yes ☐ No Does the employer forecast sufficient work to provide long-term, regular employment?
Employer past performance ☐ On the Job Training ☐ New employer
_____ Number of past On the Job Training participants
_____ Number of participants given permanent positions
_____ % Success Ratio

INTERNAL CONTROL AND PAYROLL SYSTEMS REVIEW		
☐ Weekly ☐ Biweekly ☐ Semimonthly ☐ Monthly How often is payroll processed?		
☐ Yes ☐ No Are payrolls based on the attendance reports?		
☐ Timecard ☐ Sign in/out sheet	Other (specify):	
☐ Employee ☐ Supervisor Time and attendance reports certified by? (check all that apply)		
☐ Yes ☐ No Are all employees paid only by check?		
☐ Yes ☐ No Are all payroll records maintained at the work site? **If no**, please give address for audit and review:		
Describe the payroll records. Do they contain the following? (check all that apply)		
☐ Yes ☐ No Participant's name	☐ Yes ☐ No Social security number	☐ Yes ☐ No Payroll period
☐ Yes ☐ No Hours worked	☐ Yes ☐ No Hourly rate	☐ Yes ☐ No Gross amount paid
☐ Yes ☐ No Deductions	☐ Yes ☐ No Net amount paid	☐ Yes ☐ No Payroll check number

Supervision		
_____ Number of current employees (If 15 or more employees as of 7/26/94, ADA applies and checklist must be completed)		
_____ Number of requested participants or jobs		
_____ Number of Supervisors	_____ Number of Employees (nonsupervisory)	_____ / _____ Supervisor/Employee ratio
☐ Yes ☐ No Is there adequate supervision to provide training?		
☐ Yes ☐ No Is the job(s) requested at least minimum wage and full time?		
☐ Yes ☐ No Are the wages to be paid considered the prevailing rate for similar occupations by the employer?		
Workers Compensation Policy Number:	Effective date:	Agent:

ATTESTATION: I certify, by my signature, that I have read and acknowledge the information on this form is true and accurate.

Authorized Company Representative Printed Name	Authorized Company Representative Signature	Date
CSS Staff Printed Name	CSS Staff Signature	Date

Attachment 2

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Training Plan / Job Description
On the Job Training

To Be Completed by CareerSource Suncoast (CSS) Staff:

1. Trainee Name: _____ 2. Last Four SSN: _____

3. Trainee Phone: _____ 4. Trainee Email: _____

5. Contract #: _____ 6. Funding Source: _____

7. FEIN: _____ 8. Employer Name: _____

9. Worksite Address: _____

10. Worksite Phone: _____ 11. Worksite Email: _____

12. Supervisor's Name / Title: _____

13. Trainee's Job Title: _____

14. SOC Code: _____ 15. SVP Code: _____ 16.Reimbursement % _____

17. Training Period: Start Date: _____ End Date: _____

18. Hourly Wage: _____ 19. Hours Per Week: _____ 20. Total Training Hours: _____

21. This contract initiates the contractual obligation to a total reimbursement amount not to exceed $ _____ which shall be paid to the employer by CSS for the provision of training

22. Weekly Schedule (Indicate Begin-End time per day):

Sun _____ Mon _____ Tue _____ Wed _____

Thu _____ Fri _____ Sat _____

23. Job Description:

24. Are Tools / Uniforms Required? ☐ Yes *(Please identify below)* ☐ No

Attachment 3

Trainee Responsibilities and Obligations

- Follow all Health and Safety Standards of the employer
- Maintain monthly contact with their assigned CSS staff
- Participate in monthly evaluations to document progress in training with the employer
- Provide copies of all earned credentials to their assigned CSS staff
- Inform their assigned CSS staff of any changes of employment and provide details (company name, job title, rate of pay, etc.)
- Respond to all follow-up contacts by CSS staff and provide any employment information as requested

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Training Plan:

Identify both: ***Training Method*** - Observation, Hands On, Classroom, Computer, etc.
Measurement Method- Observation, Test, etc.

Job Skills to Learn	Est. Hours	Method	Measurement
Total Hours			

Attachment 3

The following signatures acknowledge the above On the Job Training details outlined for the specified trainee.

Trainee Printed Name	Trainee Signature	Date
Employer Printed Name	Employer Signature	Date
CSS Staff Printed Name	CSS Staff Signature	Date

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Contract/Agreement Modification

Choose the type of contract that will be modified

☐ Internship/Work Exp. ☐ On the Job Training ☐ CT / IWT ☐ Transitional

Employer Name _____ Effective Date _____

Address _____ Contract/Agreement Number _____

City, State Zip _____ Modification Number _____

Items being modified:

☐ Date Change New Begin Date: _____ New End Date: _____

☐ CareerSource Suncoast Contribution Changed to: $ _____

☐ Change in the number of participants (CT / IWT) new total of participants: _____

☐ Other Change: _____

Explanation for contract changes:

This modification is effective on the above date. Except as hereby modified, all terms and conditions of the original contract remain unchanged and in full force and effect.

Worksite	**CareerSource Suncoast**
Authorized Signature	Authorized Signature (CSS Officer)
Printed Name	Printed Name
Title	Title
Date	Date

Attachment 4

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Training Plan/Job Description Modification

To Be Completed by CSS Staff:

1. Client Name: _____ 2. Last Four SSN: _____
3. Client Phone: _____ 4. Client Email: _____
5. Agreement #: _____
6. Worksite Name: _____
7. Employee's Job Title: _____
8. Explain what modification is required:

9. Employment Period of Modification: Start Date: _____ End Date: _____

Attachment 5

These signatures below acknowledge the approved modification to the Youth Employment positions, job description and duration for the specified client under the CSS funded program.

Client Printed Name	Client Signature	Date
Worksite Staff Printed Name	Worksite Staff Signature	Date
CSS Staff Printed Name	CSS Staff Signature	Date
CSS CEO/COO Printed Name	CSS CEO/COO Signature	Date

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CareerSource SUNCOAST

Monthly Evaluation/Site Visit
On the Job Training

Participant Name _____ Last 4 SSN _____ MM/YYYY of Visit _____

Employer _____ Company Trainer / Supervisor _____

☐ Yes	☐ No	Are there any health/safety issues, discrimination or other OJT agreement violations?
☐ Yes	☐ No	Do payroll records, employee pay statements and invoice to CSS agree?

Participant Skills Evaluation:

Evaluation	Above Average	Average	Needs Improvement	Needs Counseling
Progress on Training Plan				
Work Ethics (On time for start of shift; Demonstrate honesty / integrity)				
Work Attitude (Positive; cooperative; follow directions; adhere to policy)				
Other:				

Measured Skills Gained from Training Plan:

Job Skill	Date Skill Attained	Trainer Initials	Participant Initials

Employer's Comments:

Employee's Comments:

Participant Printed Name _____ Participant Signature _____ Date _____

Employer Printed Name _____ Employer Signature _____ Date _____

CSS Staff Printed Name _____ CSS Staff Signature _____ Date _____

Attachment 6

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.