

Alachua County 2022 Recovery Plan  
Closing Health Care Disparities with Community Health Care Workers and  
Improving Health Care Communications

Addendum A  
Employer On the Job Training  
Application and Approval Process

## Summary:

In September of 2022, the Alachua County 2022 Recovery Plan for Closing Health Care Disparities with Community Health Care Workers and Improving Health Care Communications Plan was approved by the Alachua County BoCC. County staff have developed job descriptions and negotiated Vendor Contracts for Professional Services for the Program Administrator, the Training Facilitator, and the Mentor/Co-Facilitator. The purpose of this plan is to define the process for employers to apply to become an On the Job Training site, be approved to be a site, be provided trained Community Healthcare Workers (CHWs) to interview and select for hire, develop an Individualized Training Plan, execute an On the Job Training Contract, and then submit invoices to be reimbursed for the wages of the CHW employee as defined in the contract.

## Process:

An OJT opportunity may be identified by CHW Vendors or by business inquiries. Documentation for the OJT can be located on the [CareerSource North Central Florida website](#). For prescreening purposes, the interested business must submit the OJT Application with required documentation.

CSNCFL CareerSource Manager will review the OJT application and verify all requirements are met and that funding is available. CSNCFL CareerSource Manager may approve requests up to \$20,000 per individual CHW. Any individual requests over \$20,000 must be submitted to the Alachua County BoCC for approval.

CSNCFL CareerSource Manager will use the following formula for awarding the percentage of wage reimbursement: For employers with less than 25 employees=100% wage reimbursement; for employers with 26-50 employees=75% wage reimbursement; for employers with more than 50 employees=50% wage reimbursement.

The wage reimbursement request will be based on the actual wage rate of the employer and the documented hours needed to accomplish the On the Job Training. For example, an employer paying \$22.00/hour documenting that the CHW will need 40 hours of specific training in addition to the required 500 hours of On the Job experience needed to sit for the certification requests a wage reimbursement of 100%, they have less than 25 employees, for the 540 hours x \$22.00/hour or \$11,880.00

CSNCFL CareerSource Manager will notify the business of the final decision. If approved, CSNCFL CareerSource Manager and staff will work with the Business to refer trained CHWs for interviews. If the Business selects one of the trained CHWs to hire as their employee, an Individualized Training Plan (ITP) will be developed which details the skills needed by the CHW for that business, along with a schedule, wages, start date, hours needed to develop the skills, and exact wage reimbursement the Business will be invoicing. This ITP will become part of the OJT contract.

Next, the OJT contract will be executed by both parties, with one (1) being provided to

the business. A copy of the agreement will be sent to the Program Administrator and the finance team in O & B. The Business is then free to hire the CHW as their employee. The CHW in no part is an employee of Alachua County or CareerSource North Central Florida.

CSNCFL CareerSource Manager must then establish a budget and hours in the financial tracking spreadsheet shared with the Administrative Support Manager, Mentor, Training Facilitator, and the Program Administrator. Staff will utilize this tracking spreadsheet to ensure funds are not overextended and businesses are not recruited when funds are all allocated.

#### Payments:

The Business will submit a monthly invoice for the approved percentage of wages of the CHW to [accountspayable@careersourcencfl.com](mailto:accountspayable@careersourcencfl.com)

The invoice will include a copy of the customer's monthly payroll payment(s). This backup documentation must include total hours worked, total compensation paid and evidence that all wage tax obligations have been satisfied.

#### Authorized Signatories:

The CSNCFL CareerSource Manager is hereby authorized to execute individual ARPA CHW OJT Agreements up to \$20,000.

If necessary during the OJT process, CSNCFL will accept electronically submitted scanned or faxed documents with signatures of the representatives that have legal authority to contract and bind the respective organization in their capacity as a signatory official.