

CATAWBA INDIAN NATION
ON-THE-JOB TRAINING GUIDELINES

Priority

1. Applicants referred through the Catawba Indian Nation Department of Social Services are top priority.
2. Second priority is for applicants living on Catawba Indian Reservation.
3. Third priority is for applicants who live in York, Lancaster and Chester counties South Carolina and Mecklenburg county North Carolina.

Application Requirements

1. All applicants must provide proof of membership to a federally recognized Native American Tribe.
2. Applicants must be 17 years of age or older.
3. Applicants must complete an application.
4. Applicants must complete an individual goal plan.
5. Applicants must provide proof of valid high school diploma or GED or as directed by a hiring company.
6. Applicants must complete a Workkeys assessment test.
7. Applicants must be unemployed or underemployed.
8. Applicant must receive final approval from the Executive Committee Member liaison before any JP&T funds will be released.
9. Applicants must remain in good academic standing at the respective training institute. If any applicant is separated from training for cause or does not properly withdrawal from the program, the applicant may be responsible for repaying any portion of the unused funds.

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Training and Financial Guidelines

1. All areas of study must be preapproved and job related as it applies to the current local labor market. There must be a reasonable expectation that by completing the program you will be able to find and secure employment.
2. Applicants currently employed may qualify for partial funding as determined by financial need and the training is related to job advancement. Applicants approved for partial funding will be required to pay the initial costs of training as determined by their individual service plan.
3. Applicants cannot have previously applied and received JP&T funding for training. In rare instances eligibility for repeat training and other financial assistance will be determined on a case by case basis by the tribal Economic Development Director and the Executive Committee Member as stated in 25 CFR Part 26.31.
4. The applicant may be required to contribute financially to their training, as outlined in 25 CFR Part 26.19.
5. Applicants must select from a list of pre-approved programs only, any program that is not on the list will not be awarded scholarship funds; and
6. Approved OJT agreements cannot exceed a maximum amount of \$5,500.00 per program.
7. Applicants must provide proof of acceptance into desired approved program.
8. Applicants must complete FAFSA or provide a statement of unmet financial need.
9. Applicants must complete within six months of the initial application date a required workforce portfolio with the CIN Vocational Coordinator consisting of a career assessment and job match analysis,

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job seeking application, cover letter, resume, reference list, WorkKeys assessment test score, basic computer skills workshop, interviewing and job searching skills **PRIOR** to receiving funding for the approved certificate program. Any committed funding for incomplete applications will be reallocated to the next approved applicant on the waiting list.

10. Applicants may be required to submit drug test and background screen if needed for on-the-job training program.
11. Applicants may be required to interview for potential on-the-job training opportunities as per individual company request.
12. Applicants will be required to meet a participating companies established hiring guidelines.