



FREQUENTLY ASKED QUESTIONS

Who can participate in the WEP program?

Trainees are adults who are receiving assistance through the Ohio Works First Temporary Assistance to Needy Families and Food Stamp Program.

Do I become the trainee's actual employer?

No. You are the *work sponsor*. You provide an opportunity for a trainee to gain real work experience in a structured and supervised setting. However, they may become your employee if you hire them into a paid position.

Are trainees subject to the same screening as we require of our employees?

All trainees are subject to the same policies and procedures as your employees. Background checks and confidentiality agreements, if used by your business, should be required of the trainee and enforced as you would with any employee.

What happens if problems arise at work?

As with other staff at your business, the employer should attempt to identify and resolve problems that arise. If a problem cannot be resolved, a Franklin County Department of Job and Family Services (FCDJFS) workforce development representative is available to assist in resolution.

Can I hire the trainee after the WEP experience is completed?

Yes. The purpose of the program is to give the trainee a work experience and an opportunity to develop skills for the workplace. We do, however, encourage you to consider trainees for permanent employment if you were pleased with their work.

How can I arrange for a WEP work placement at my business?

Once you decide to become a sponsor, you will sign a co-operative agreement and develop a written job description with a FCDJFS workforce development representative. The job description should include the position title, number of hours, duties and responsibilities, skills to be attained, requirements of the position, and who will be the worksite supervisor. A FCDJFS case manager then screens WEP trainees to determine a good match.

What is the wait time between completing a WEP job description and getting a WEP trainee?

Placements may take several weeks. FCDJFS case managers are committed to sending you the best candidate available. You have the final decision on whether that candidate is acceptable and when he/she will start.

Can I have more than one WEP trainee?

Yes. You can have as many WEP trainees as you need in multiple positions, as long as you can provide daily supervision.

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