



## On-The-Job Training Support Services Student Application

***Requests must be approved in advance of purchase or providing services. WSDOT will not honor invoices submitted for payment that do not have prior approval.\****

### **Form Completion Instructions**

- All services provided are only for residents of Washington State.
- Fill out all requested information. Incomplete forms will be returned to you.
- All requested documentation must accompany the application or it will be returned to you.
- Forms that are difficult to read will be returned to you, so please print clearly.
- Attach additional sheets if necessary to provide all requested information.
- Each student must submit with the application a copy of a valid Washington State driver's license.
- Out of state driver's license: student must submit a copy of their valid driver's license and a copy of a utility bill in their name as proof of residency.
- Any student that additional supportive services are being requested for must have a WSDOT student application on file.

### **Who should fill out this Form?**

- The student must fill out the Student Application, sign and date.
- The authorized representative of the agency sponsoring the student must also sign the application.

### **How do I return the form?**

Complete the application, print, scan and email a copy to [OJTSSinfo@wsdot.wa.gov](mailto:OJTSSinfo@wsdot.wa.gov). Please retain a copy for your records.

Contact 360-704-6314 or [OJTSSinfo@wsdot.wa.gov](mailto:OJTSSinfo@wsdot.wa.gov) with any questions.

### **Please Note:**

- Services provided must be for the student represented on the application. If a student discontinues participation in the program or is removed from the program, WSDOT must be notified immediately and all services associated with that student must be discontinued.

- A new student must not be “substituted” for, or replace a student that is no longer in the program.
- A new student may not be “added” to a training program already in progress at a pro-rated rate.

Funds/Items requested are only to be used for the approved purpose or individual. Any misappropriation of funds may result in action being taken by WSDOT to recover the funds, and any future requests for funding may be denied.

All receipts, invoicing and reporting requirements must be submitted completely and in accordance with WSDOT deadlines. Failure to meet these requirements may result in denial of payment.

### **Privacy**

All information provided to WSDOT’s OJT/SS program is kept strictly confidential and not disclosed to any other individual/third party. Information regarding students is not subject to Agency Public Disclosure Requests, and will remain in the possession of the Office of Equal Opportunity and kept in either secure physical or electronic locations. Information that needs to be shared for invoicing or reporting purposes will be redacted to protect student privacy. Student information will not be disclosed in writing or over the phone to any agency or individual without written consent from the student. Information no longer needed on each student will be destroyed in accordance with WSDOT policy.