

The Pennsylvania Office of Vocational Rehabilitation (OVR) has many policies and procedures in place to help us provide services for people with disabilities.

From time to time, it is necessary to update these policies and procedures. Please read the following document, *On-The-Job Training*.

If you have any comments about ways to improve this policy, please e-mail them to OVR at RA-LIOVR-STAKEHOLDER@listserv.pa.gov

If you prefer, you can mail written comments to:

Pamela Brauchli

c/o Office of Vocational Rehabilitation

1521 N. 6th Street

Harrisburg, PA 17102

All comments are due by July 15, 2016.

Thank you.

DEPARTMENT OF LABOR AND INDUSTRY
OFFICE OF VOCATIONAL REHABILITATION

PROGRAM POLICIES & GUIDELINES

NUMBER: ~~96-800.6~~ A new number in the 200 series will be assigned.

SUBJECT: On-The-Job Training

STATE BOARD

APPROVAL DATE: ~~October 1, 1996~~ This will be the date of the Board meeting.

DISTRIBUTION: OVR Staff
Office of Legal Counsel
Pennsylvania State Board of Vocational Rehabilitation
Pennsylvania State Rehabilitation Council
Client Assistance Program
Statewide Independent Living Council
Advisory Council on the Deaf and Hard of Hearing
Advisory Committee for the Blind of Pennsylvania
External Stakeholder List

EFFECTIVE DATE: ~~October 1, 1996~~ This will be the date of the Board meeting.

**IMPORTANT
CHANGES:**

Language has been updated.
CWDS procedures have been added.
The FNT is not required for OJT services.

**RESULTING
ACTION:**

Archive 96-800.6 On-The-Job Training dated October 1, 1996.

INQUIRIES:

Ralph Roach, Business Services and Outreach Division (BSOD) Chief
717-787-3940

Copies of this numbered memorandum are available upon request.
All materials provided, produced and published by OVR will be made available in the appropriate alternative format when necessary and/or upon request.

INTRODUCTION

On-the-job training (OJT) is defined as all formal or informal training furnished by an employer that ~~enables an Office of Vocational Rehabilitation (OVR) customer to acquire the~~ knowledge and skills ~~inherent to~~ the performance of a specific job. Properly planned and monitored, OJT can be a valuable service to people with disabilities because it enables the trainee to acquire job skills while earning a competitive wage.

POLICY

- OJT should be used in those cases where it can be documented that the OVR customer requires additional work skills in order to meet the job requirements.
- The determination to provide OJT should be made after evaluating the customer's individual circumstances, including prior formal training, existing vocational skills, aptitudes, interests, past work experience, etc.
- OJT services should be provided by employers who express their intention to retain the trainee in permanent employment. ~~The exception to this would be the Non-Permanent Employment OJT option (as outlined in the OVR Jobs for All OJT Guidance document).~~
- The OJT agreement is between OVR and the employer, not a community rehabilitation provider.
- The OVR Executive Director will make an annual determination regarding the **MAXIMUMS** for OJT percentage of reimbursement for wages and length of the OJT time period. Availability of funding and other criteria will be considered in making this determination.
- The Financial Needs Test (FNT) will not be applied to OJT services. ~~Financial eligibility criteria will not be applied to on the job training services.~~ The creation of financial obligations for the OVR customer to the employer could adversely compromise the OJT relationship between ~~the~~ **the OVR customer** and employer. However, ~~customer financial participation~~ **the FNT** will be applied to other cost services underway at the time of the OJT. OJT earnings should be considered in computing ~~a financial statement to ascertain~~ **the FNT in order to determine** customer financial participation toward these services.

PROCEDURE

Case Responsibilities and Recording

The OVR customer's vocational rehabilitation counselor (VRC) should develop the OJT program with the OVR customer and the employer. The provision of this service must be in accordance with the OVR customer's ~~Individualized Written Rehabilitation Program (IWRP)~~ **Individualized Plan for Employment (IPE)**.

The OVR customer and the employer will be contacted **bi-monthly or more often based upon the needs of the customer to evaluate his/her progress.** The results of these contacts should be recorded in a case progress note (CPN) **within CWDS.** ~~to evaluate his/her progress.~~ The results of these contacts should be recorded in ~~the case record~~ **a case progress note (CPN) within CWDS.**

When an OVR customer is participating in OJT, the case should be placed in status 18, in training. ****This is new language.**** Meetings will occur as needed. Encumbrances will be coded ****This is new language.**** 59805 by the Fiscal Assistant ****This language will be deleted.**** ~~appropriately for these services.~~

NOTE: 59805 is the OJT Service Code for Permanent Employment. Please review the OVR Jobs for All OJT guidance document regarding the various OVR OJT services in order to locate the correct Service Code and Fund Code information. For example, the service code for the Non-Permanent Youth OJT is 59507.

The case file is placed in status 22 *only* after the OJT is completed, and it is determined that no additional OVR services are deemed necessary. ****This is new language.**** This will be a joint decision between the VRC, the customer, and the employer and recorded in a CPN within CWDS.

Agreement Letter

The agreement with the employer must be in letter form. It must contain those points pertinent to the individual circumstances of the training situation, such as:

1. Name and address of the employer, the name of the persons responsible for training, and the location of training.
2. Dates the agreement begins and ends.
3. Name of the OVR customer to be trained.
4. Position/Occupation for which the OVR customer is being trained.
5. Agreed upon wage/salary and hours of employment including OVR's level of reimbursement.
6. The employer or his authorized representative, the VRC, and the OVR customer sign and date the agreement letter.
7. The employer receives the original agreement letter and the OVR customer receives a copy.
8. The signed agreement letter becomes part of the case record.

Wages

The VRC and the employer will determine OVR's share of the starting hourly/salary rate for the position. OVR's portion of reimbursement should be clearly stated in the agreement letter. ****This is new language.**** OVR's reimbursement is determined by the needs of the trainee, the needs of the employer, and the availability of the OVR district office's funds. The percentage of OJT reimbursement and duration of the OJT is flexible under the discretion of the District Administrator of the OVR district office. The employer is responsible for providing ****This is new language.**** a competitive wage to the OJT recipient, i.e. wages and benefits equal to those provided other employees in the same job classification.

A pre-determined wage reimbursement and the duration of the OJT period will be negotiated by OVR with each individual employer. Any OVR materials ****This is new language.**** for employers describing OJT should not include any maximum amounts of OJT hours and wage reimbursement.

NOTE: The OJT can be extended upon the written agreement of all parties setting forth the terms of the extension. ****This is new language.**** The VRC should document the circumstances regarding the needs for the

OJT extension with a CPN within CWDS. The extension can be approved by the District Administrator on a case by case basis.

The employer is responsible for compliance with all federal/state/local labor regulations and any existing agreements between labor organizations and the employer. The employer may terminate the training program when the ~~This language will be deleted. trainee is considered in regular employment status~~ **This is new language.** OVR Customer's work is unsatisfactory or if the OVR Customer does not progress in a manner that is satisfactory to the employer.

This is new language. **CWDS Procedures**

NOTE: All On-the-Job Training Agreements must be entered into CWDS.

The On-the-Job Training (OJT) Contract Form can be added to Vocational Rehabilitation (VR) cases that are in status 12 or greater. It can also be added to cases in status 11.

- Staff must enter the OJT Employer into CWDS as a regular Provider.
- Complete the mandatory fields.
- CWDS will allow staff to generate Service Authorizations from this form.
- Enter signatures as appropriate.
- Press *Save* or *Save and Print* as applicable.

Screenshot of On-the-job Training (OJT) Contract Form

The screenshot shows a web browser window displaying the OJT Contract Form. The form is titled "UAT CWDS - View On The Job Training Cont...". The fields are as follows:

- *OJT Provider Name: Gail S. Patterson, Owner
- OJT Provider Address: 5022 Noblestown RD, Oakdale PA, 15071
- *Contact Person Salutation: Mr.
- *Contact Person First Name: Joe
- *Contact Person Last Name: Smith
- *Training Supervisor Salutation: Mrs.
- *Training Supervisor First Name: Jane
- *Training Supervisor Last Name: Dou

Training Contract Information

- *Number of Training Hours (1.00 - 1000.00): 50.00
- *Starting Hourly Wage (0.01 - 999.99): 4.00
- *Percentage of Wage Reimbursement (0.01 - 100.00): 5.00
- Reimbursement Rate: \$0.20
- Total Cost: \$10.00
- Occupation Goal from Plan: Paralegals and Legal Assistants
- *OJT Occupation: Paralegals and Legal Assistants
- *OJT Occupation Title: paralegal
- *Letter Generated on Behalf of: CWDSstestBlive OVR

Wet Signatures

- Employer Signed On: 02/22/2013
- Participant Signed On: 02/22/2013
- Case Manager Signed On: 02/22/2013

At the bottom left, there is a button labeled "Create Service Authorization". At the bottom of the browser window, it says "Session will expire in: 28 minutes 44 seconds" and "Trusted sites".

Attachments

OJT Attachments

On-the-Job Training Agreement

Sample On-the-Job Training Agreement

Jobs for All Attachments

CWDS OJT Letter of Agreement Template

OJT Letter of Agreement Completed Sample

Business Services & Outreach Division Single Point of Contact Staff Listing

Multiple Placement Agreement Templates

CWDS Service Authorization Template

CWDS Service Authorization Completed Sample

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