

**DEPARTMENT OF LABOR & INDUSTRY  
OFFICE OF VOCATIONAL REHABILITATION  
PROGRAM GUIDELINES**

**NUMBER:** 23-200.01

**SUBJECT:** On-The-Job Training

**STATE BOARD APPROVAL DATE:** September 8, 2016

**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:** March 2, 2023

**IMPORTANT CHANGES:** Defined Apprenticeship, Non-Permanent, and Internship OJTs  
Period of Performance guidelines for OJT  
Addition of OVR-234, **OJT Completion Report**

**RESULTING ACTION:** Archive 20-200.02 **On-The-Job Training**, dated August 1, 2020

**INQUIRIES:** Business Services & Outreach Division Chief  
717-787-5244

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.

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## **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 required for 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.

### **Client Assistance Program (CAP)**

All programs, including community rehabilitation programs, and projects that provide services to individuals with disabilities under the Act shall advise such individuals who are applicants for or recipients of the services, or the applicants' or individuals' representatives, of the availability and purposes of the Client Assistance Program (CAP) under section 112 of the Rehabilitation Act of 1973, as amended, including information on means of seeking assistance under such program.

## **POLICY**

- OJT should be used in those cases where it can be documented that the 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 to employers who express their intention to retain the trainee in permanent employment. The exception to this would be the Non-Permanent OJT or Internship OJT options.
- The OJT agreement is between OVR and the employer, not between OVR and a community rehabilitation provider.
- The OVR Executive Director will make the determination regarding the 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.
- Individual OJTs may be extended on a case-by-case basis upon agreement between the customer, Vocational Rehabilitation Counselor (VRC), and employer. The VRC will complete Case Progress Note(s) (CPN) documenting the agreed upon terms of the extension along with the justification of need.
- The Financial Needs Test (FNT) will **\*\*not\*\*** be applied to OJT services. However, the FNT will be applied to other cost services underway at the time of the OJT. OJT earnings should be considered in computing the FNT to determine customer financial contribution toward these services.

## **PROCEDURES**

### **Case Responsibilities & Recording**

The customer's VRC should develop the OJT program with the customer and the employer. The provision of this service must be in accordance with the customer's Individualized Plan for Employment (IPE) or IPE Amendment.

The VRC will contact the customer and the employer based upon the needs of the customer to evaluate his/her progress. The results of these contacts should be recorded in a CPN within CWDS to evaluate his/her progress.

When a customer is participating in OJT, the case is placed in status 18 (Training). Meetings will occur as needed.

Upon completion of a permanent OJT, the case is placed in status 22 (Employment), **\*\*only\*\*** after it is determined no additional OVR services are deemed necessary. This will be a joint decision between the VRC, customer, and employer and recorded in a CPN within CWDS. The case may be evaluated for successful case closure (status 26).

### **Financial Needs Test (FNT)**

The FNT will **\*\*not\*\*** be applied to any OJT services. However, the FNT will be applied to other cost services underway at the time of the OJT. OJT earnings should be considered in computing the FNT in order to determine customer financial contribution toward these services.

Please refer to OVR Numbered Memo, **Financial Needs Test**, for further information about FNT and FNT-related waivers.

### **On-the-Job Training Agreement Letter (OVR-235)**

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:

- Name and address of the employer
- Name of the person(s) responsible for training
- Location of training
- Name of the customer to be trained
- Position/Occupation for which the customer is being trained
- Agreed upon wage/salary and hours of employment, including OVR's level of reimbursement
- At least one statement of a measurable skill gained during the OJT.
  - The number of measurable skills will be determined by the VRC and the employer.
  - Any number of measurable skills may be added to the **OJT Agreement Letter**.
- The employer or their authorized representative and the VRC must sign and date the agreement letter; the customer is **\*\*NOT\*\*** required to sign the **OJT Agreement Letter**.
- The employer receives the original agreement letter, and the customer receives a copy.
- The signed agreement letter is uploaded into the customer's case file and 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 must be clearly stated in the agreement letter. OVR's reimbursement is determined by the needs of the trainee, the needs of the employer, and the availability of the OVR funds. The percentage of OJT reimbursement and duration of the OJT is determined by the OVR Executive Director and is subject to change. The employer is responsible for providing 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, within guidelines set forth by the OVR Executive Director. Any OVR materials for employers describing OJT may not include any maximum amounts of OJT hours and wage reimbursement.

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 prior to the completion of the agreed number of OJT hours if the customer is considered to have attained regular employee status by the employer or, conversely, does not progress in a manner satisfactory to the employer and is terminated or resigned.

## **OJT Completion Report (OVR-234)**

The **OJT Completion Report** is a required document to be completed by the employer at the end of the OJT. The report will include information pertaining to the customer receiving the training, employer providing the training, measurable skills to be obtained, and employer evaluation of those skills.

The **OJT Completion Report** will be required for all OJTs (i.e., permanent, apprenticeship, non- permanent, and internship OJTs).

## **Documentation for Reimbursement**

The employer is required to submit the following documentation to OVR for reimbursement of customer's wages:

- OVR-235, **OJT Agreement Letter**
  - Signed by authorized employer representative
  - Measurable skills are clearly stated on **OJT Agreement Letter**
- OVR invoice
  - Invoice must clearly state service dates (i.e., dates of customer employment), total number of units (hours) of customer employment within identified service dates, hourly wage, and total amount to be reimbursed for service dates.
- Pay stubs
  - Pay stubs submitted by employer matching the service dates on invoice

- Pay stubs must be submitted with invoice(s)
- **OVR-234, OJT Completion Report**
  - **OJT Completion Report** must be completed by employer at the conclusion of the OJT.
  - Authorized employer representative must sign the **OJT Completion Report** before submitting to OVR.
  - Measurable skills gained during OJT are addressed by employer on the OJT Completion Report.
  - **OJT Completion Report** is **\*\*ONLY\*\*** used at the conclusion of the OJT; VRCs are responsible for documenting progress in CPNs during the OJT.

### **CWDS Procedures**

OJTs may not begin until a case is in plan status (status 12 or above).

- Staff must enter the OJT employer into CWDS as a Provider
- OJT is listed as a service on the IPE or IPE amendment
- **OJT Agreement Letter** (OVR-235) is complete
- Service Authorization is complete
- **OJT Completion Report** (OVR-234) is pre-populated with pertinent information
- **OJT Agreement Letter**, Purchase Order, Invoice, and **OJT Completion Report** are delivered to employer
- Employer and VRC signatures are obtained on **OJT Agreement Letter**
  - All **OJT Agreement Letters** must be entered/uploaded into customer case file and become part of the case record
- Employer delivers necessary documentation to OVR for reimbursement of wages
- Invoices are paid in a timely manner by OVR
- **\*\*Credential Attainment/Measurable Skills Gains (CA/MSG) tracker is completed in CWDS 2.0 for Permanent and Apprenticeship OJTs only.\*\***

### **PERIOD OF PERFORMANCE GUIDELINES FOR OJT**

#### **Background**

In order to comply with state auditors and RSA requirements, all OJTs must be pre-authorized in writing on the OVR purchase order, have a signed **OJT Agreement Letter**, and have OJT identified on the customer's IPE or IPE amendment prior to the first date the employer is requesting reimbursement for the customer's wages. OJTs do not have to begin on the first day of customer employment, but can be provided for the full days/units as agreed to with the employer, customer and OVR.

#### **OJT FEE CODES & GUIDANCE**

All existing OJT fee codes and guidance are listed below.

## **Permanent OJT**

A permanent OJT employment on-boarding support and incentive option is intended for customers with an IPE in status 12 or higher, to allow them to obtain permanent employment as a start to their career. This OJT creates a direct incentive for employers to hire OVR talent and to offer close supervision and training throughout the duration of the OJT. Routine feedback is provided to the VRC and customer on work activities and quality. Upon completion of the Permanent OJT, the case can be moved into status 22, employment, and evaluated for case closure.

Upon completion of a permanent OJT, measurable skills gained during the permanent OJT must be tracked. Data must be entered in the CA/MSG Tracker in CWDS 2.0.

- Permanent OJT Fee Schedule:
  - Permanent OJT – service code 59805
- Reimbursement – percentage and duration of the OJT will be determined by OVR Executive Director and are subject to change.
- All provisions in this Numbered Memo will apply when using Permanent OJT.

## **Apprenticeship OJT**

An Apprenticeship OJT is a Permanent OJT using OJT reimbursement as an incentive option for customers with an IPE in status 12 or higher, to allow them to obtain permanent employment in an apprenticeship program. This OJT creates a direct incentive for employers to hire OVR talent and to offer close supervision and training throughout the duration of the OJT. Routine feedback is provided to the VRC and customer on work activities and quality. Upon completion of the Apprenticeship OJT, the case can be moved into status 22 (Employment) and evaluated for case closure.

Upon completion of an Apprenticeship OJT, measurable skills gained during the apprenticeship OJT must be tracked. Data must be entered in the CA/MSG Tracker in CWDS 2.0.

- Apprenticeship OJT Fee Schedule:
  - Apprenticeship OJT – service code 59805A
- Reimbursement – percentage and duration of the OJT will be determined by OVR Executive Director and are subject to change.
- All provisions in this Numbered Memo will apply when using Apprenticeship OJT.

## **Non-Permanent OJT**

A Non-Permanent or Temporary paid work experience uses OJT reimbursement as a direct financial incentive for employers to promote hiring customers with an IPE in status 12 or higher. The intent of this work experience is to provide formal or informal training furnished by an employer that leads to the acquisition of specific knowledge and skills inherent to the performance of a specific job on a temporary basis. Non-Permanent OJTs allow an individual to gain relevant work experience in support of their vocational goal. Routine feedback is provided to the VRC and customer on work activities and quality.

Upon completion of a Non-Permanent OJT, an employer may elect to hire the customer into a permanent job position. A permanent OJT can be offered to the employer at that time.

- Non-Permanent OJT Fee Schedule:
  - Non-Permanent OJT – service code – 59507
- Reimbursement – percentage and duration of the OJT will be determined by OVR Executive Director and are subject to change.
- All provisions in this Numbered Memo will apply when using Non-Permanent OJT.

### **Internship OJT**

An Internship OJT is a professional learning experience that uses wage reimbursement as a direct financial incentive for employers to promote career exploration and opportunities for customers with an IPE in status 12 or higher. The intent of this experience is to provide experimental learning integrating knowledge learned in the classroom with practical work experience for beginners in an occupation or profession. Training is furnished by an employer and leads to the acquisition of specific knowledge and skills relevant to the progression of the customer's IPE job goal. Routine feedback is provided to the VRC and customer on work activities and quality.

Upon completion of an Internship OJT, an employer may elect to hire the customer into a permanent job position. A Permanent OJT can be offered to the employer at that time.

- Internship Fee Schedule:
  - Internship OJT – service code – 59507i
- Reimbursement – percentage and duration of the OJT will be determined by the OVR Executive Director and are subject to change.
- All provisions in this Numbered Memo will apply when using the Internship OJT.

### **OVR DOCUMENTS FOR OJT**

**OVR-235, OJT Agreement Letter** – document stating employer, customer, wages, total monetary commitment of OVR and measurable skills to be gained during OJT experience. **OJT Agreement Letter** is signed by the employer and VRC and uploaded in customer case file.

**OVR-234, OJT Completion Report** – document stating employer, customer, customer performance during OJT experience, and verification of measurable skills gained.

**OVR Purchase Order (PO)** – document stating effective date of the OJT, total number of units, customer hourly wage, and total dollar amount. The PO is for employer's records.

**OVR Invoice** – document the employer will complete and submit to OVR for reimbursement of customer's wages. The Invoice **\*\*MUST\*\*** state the time period for the reimbursement, amount of units, the cost per unit, and the amount to be reimbursed in



the appropriate areas. The invoice must be signed and is submitted to OVR accompanied by a copy of the customer's pay stubs matching the time period of requested reimbursement.