

Rehabilitation Services On-the-job training instructions

Policy Manual

There are two references to on-the-job training in the Rehabilitation Services Policy Manual.

Section 3 / Part 17: On-the-job training requires a written agreement between the client, counselor, and employer, which stipulates the hourly wage, training to be provided by the employer, and any other conditions of employment. Job coaching may be provided in conjunction with on-the-job training if it does not duplicate the work-related training being provided by the employer.

Section 3/Part 4: Use service code 560. On-the-job training is training in specific job skills by a prospective employer. Generally the individual is paid during this training and will remain in the same or a similar job upon successful completion.

Implementation instructions

Following extensive research about practices in other states and in other Kansas workforce development programs, the Field Advisory Committee developed the following questions/answers to assist counselors in implementing this service.

- 1. What is the purpose of on-the-job training?** The purpose of on-the-job training is to provide an opportunity for a client to develop proficiency in the skills necessary to be successful in a specific job or occupation, or to learn work requirements that are unique to a specific employer. The training is planned, organized and conducted at the worksite by the employer. On-the-job training is also often used as a hiring incentive for employers since they can be reimbursed for part of the worker's wages during the training period. Clients benefit by being able to "learn while they earn."
- 2. In order to implement on-the-job training, is there a minimum number of hours per week that the client would be expected to work?** No, there is no minimum. However the number of hours worked in the on-the-job training placement must be consistent with the IPE and vocational objective.
- 3. What is the length of time of the training period?** It may be one to six months, depending on the needs of the client and the learning curve associated with the job. A good resource for information on the required skills associated with specific occupations is O'Net, which can be accessed at the following link: online.onetcenter.org Please also reference position descriptions or vacancy postings/classified ads. Extending the on-the-job training period beyond six months would require an exception approved by the Program Administrator.

- 4. What is the amount of on-the-job training expenses that can be funded through vocational rehabilitation?** VR may fund up to 50% of the actual hourly wage being paid the client. The hourly wage must be the usual and customary wage paid to any person employed in the same position.
- 5. May we provide other VR services in conjunction with on-the-job training?** Yes, the full scope of VR services is available if related to the client's rehabilitation needs, identified on the IPE, and authorized in advance by the VR counselor. When considering the provision of job coaching in addition to on-the-job training, the counselor must assure that the job coaching does not duplicate the work-related training being provided by the employer.
- 6. Does VR pay the client or the employer?** VR pays the employer, who then pays the client. The client is working for the employer.
- 7. What Status should the case be in during on-the-job training?** 18
- 8. When can we begin counting the 90-day period toward job stability and successful case closure?** At the end of the on-the-job training and conclusion of any other substantial IPE services.
- 9. Are there other requirements that must be considered?** Jobs must be competitive, integrated employment.
- 10. What are the specific requirements of the written agreement between VR and the employer?** The written agreement must stipulate the hourly wage, training to be provided by the employer, and any other conditions of employment. The completion date should be specified. Please see the example agreement on the following pages.
- 11. Who must sign the written agreement?** The employer, the client and the VR counselor.
- 12. Is there an expectation of permanent employment if we use on-the-job training?** Yes, there is the expectation that the client will be retained in employment following the on-the-job training if the client meets the performance expectations of the employer.
- 13. Are there comparable benefits for on-the-job training?** Consider whether apprenticeships are available through your local workforce development center.
- 14. How frequently are payments made to the employer?** This is usually done on a monthly basis to coincide with the progress reports submitted by the employer. Please be sure that the employer clearly understands the prior approval, authorization, invoicing and payment procedures. The employer will also be required to have vendor identification number on FARMS.