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On The Job Training

Approved: *Signature on File*

PURPOSE

The purpose of this procedure is to provide Social Workers and Employment Counselors (SW/EC) with guidelines to be used when scheduling Welfare-To-Work (WTW) participants into the On the Job Training (OJT) WTW activity.

OJT

OJT is a form of subsidized employment in which a participant receives job skills training from an employer, and the employer pays for a portion of the participant's salary during the training period, which can last up to, but not exceed, six months. After the training period, it is expected that the participated will be hired on as a regular employee, and the employment would become unsubsidized.

OJT is an allowable WTW activity, and only available for clients participating in the WtW WIB Program (see WTW procedure 281) or for refugee clients participating in Refugee Employment Services (see procedure 230 for working with OJT assignments through the refugee service providers).

REFERRAL CRITERIA

There are two ways a participant may be scheduled into an OJT activity assignment:

- A client already enrolled in the WtW WIB Program may be assigned to attend an OJT activity based on the recommendation of the WIB Case Manager (CM), and in conjunction with the SW/EC; or
- A vocational assessment may recommend OJT as an activity. In this instance, the SW/EC would refer the participant to the WtW WIB Program and discuss an OJT placement with the WIB CM.

WTW PLAN

The SW/EC will ensure that an Assessment has been completed and the WTW 2 or WTW 3 signed by the client for participation in the WtW WIB Program. Since this program offers a range of activities and is intended to be a long term assignment, the SW/EC does need to specify OJT as an activity in the WTW 2 or WTW 3 (See WTW procedure 211).

COMPLIANCE

Compliance with an OJT or any other assignment through the WtW WIB Program is mandatory. Failure to attend or complete the assignment without good cause will result in sanction (See WTW procedure 240).

GIS ENTRIES

The **OJT** component code is designated to record participation in an OJT assignment but cannot be entered alone. It must be in conjunction with the **PIC** component that is designated for the WtW WIB Program.

Likely sequence of GIS entries is:
JSR – ASM - PIC - OJT
The SW/EC will update the SCHD screen, ensuring to schedule the client with the appropriate provider and update the TRAK screen as appropriate. Participation hours will be recorded on the PART screen.

Note: Ensure that the OJT component and any other concurrent activities show 32/35 hours of participation.

REFERENCES

WTW Procedures:
211
230
240
281

OCSA