

On-the-Job Training Tip Sheet



Outreach

- Allows for reimbursement of 50% of new hire wages for up to 1040 hours depending on the job description/length of training if the candidate meets eligibility for WIOA programs.
- We help find qualified candidates and will refer them to the Employer
- Employee must be enrolled in our program prior to employer offering employment.
- Paperwork is minimal, and we help complete it all. The hardest part is registering for E-Verify if employer does not already utilize the system.
- Outreach Flyer - <https://jobs.mo.gov/sites/jobs/files/media/pdf/2022/07/ojt-employers.pdf>

Steps for OJT

1. Complete the OJT Pre-Award Review with the Employer - <https://wdbnorthmo.org/wp-content/uploads/2024/03/OJT-Pre-Award-Review.pdf>
2. Complete the OJT Program Agreement - https://jobs.mo.gov/sites/jobs/files/media/pdf/2022/07/dwd-po-213_ojt_training_program_agreement_03-2020_user.pdf
3. Review EO guidelines with employer and have them sign EO-15 https://jobs.mo.gov/sites/jobs/files/media/pdf/2022/07/dwd-eo-15_10-2019_eo_complaint_and_grievance_notice_user.pdf
4. The completed agreement/pre-award review needs to be sent to WDB Director for approval.
5. Complete the OJT Job Training Outline and Job Description - https://jobs.mo.gov/sites/jobs/files/media/pdf/2022/07/dwd-po-214_ojt_outline_and_job_description_11-2019.pdf
 - a. Make sure a job order is on jobs.mo.gov for the above job with the employer, if it is not already in the system it must be added prior to the start of the OJT.
6. Screen candidates for WIOA eligibility and refer them to the employer.
7. Refer candidate to employer for interview
 - a. Remember prior to the employer making the job offer, you must have enrolled the participant into the appropriate WIOA program
8. After participant is enrolled into WIOA Employer takes proper steps to hire the individual.
9. Staff open the OJT activity in MoJobs
10. Employer completes and submits Progress Report/invoice (at least monthly) to Job Center
<https://jobs.mo.gov/sites/jobs/files/media/pdf/2022/12/OJT%20Monthly%20Progress%20Report-Invoice%20%28DWD-PO-220%29.pdf> . Submission of this form requires backup documentation (payroll record to show employee was paid).
11. Sub-recipient issues payment to employer based on invoice received.

12. Halfway through the training Case Manager must complete an on-site mid-point monitoring using form -
https://jobs.mo.gov/sites/jobs/files/media/pdf/2022/07/dwd-po-219-b_03-2020_user_revised.pdf
13. Once the OJT is completed the Case Manager must complete the end-point monitoring with the employer using form -
https://jobs.mo.gov/sites/jobs/files/media/pdf/2022/07/dwd-po-219-a_11-2019_user.pdf
14. Staff result the OJT activity for the participant in MoJobs
15. If at anytime there is a change in wages, number of employees, or hours, a supplement agreement must be completed using the form:
https://jobs.mo.gov/sites/jobs/files/media/pdf/2022/07/ojt_supplemental_agreement_dwd-po-215_110119.pdf

Completing the OJT Program Agreement

1. Training Operator = WDB North Missouri
2. Contact Person = Case Manager
3. Training Operator Phone Number = Case Manager Phone Number
4. Contract number will be assigned by the WDB office.
5. The rest of the fields in this section are for the employer contact.
6. Fill in the blanks in the narrative section.
7. Have the employer answer the questions – These are qualifying questions that determine employer eligibility.
8. Have Employer Review and Sign Legal and nondiscrimination/EO Assurances
9. Complete the appropriate E-Verify documentation.
10. Have Employer review and sign the OJT Program Contract General Assurances
11. Submit this document along with the pre-award review to the WDB Executive Director to sign the first page of agreement.

Completing the OJT Training Outline and Job Description

1. Form must be completed for each OJT participant.
2. Find ONET code on ONET website.
3. SVP code is on ONET website (use the OJT Manual to determine appropriate number of hours based on SVP Code).
4. Complete the remaining fields with assistance from employer.
5. Have the employer sign the form – participant will sign the form once selected.

OJT CHECKLIST

Employer File (All documents should be uploaded to employer file in MoJobs):

- ☐ OJT Pre-Award Review
- ☐ OJT Program Agreement
- ☐ Signed EO-15 Form
- ☐ Notarized E-Verify Forms
- ☐ OJT Outline and Job Description
- ☐ Supplemental Agreement (If Applicable)
- ☐ Monthly Progress Reports/Invoices
- ☐ Payroll Support Documentation
- ☐ OJT Monitoring Form
- ☐ Job Order for the OJT Position

Participant File (All documents should be uploaded to participate file in MoJobs):

- ☐ Proper Eligibility Documentation including Employment Plan and Training Justification.
- ☐ E-Verify printout from Employer for the Participant
- ☐ OJT Monitoring Form (Skills gain if monitoring shows successful)
- ☐ Resulted Job Order in MoJobs showing participant was hired
- ☐ OJT activity opened for accurate dates in MoJobs

Reminders:

- The participant cannot be hired by the employer prior to WIOA enrollment
- The OJT Agreement must be signed by the WDB Executive Director prior to the start date.
- The WDB must be made aware of any changes to the OJT Agreement
- The Mid-Point and End-Point monitoring can be used for Measurable Skill Gains if they are successful.
- Case Notes should be entered on the Participant and Employer files in MoJobs
- Each OJT position must have an open Job Order in MoJobs
- When a participant is hired, the Job Order must be resulted to reflect the participant was hired.