

# LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

 LOUISIANA <b>WORKFORCE</b> COMMISSION <small>The Department of Labor</small>	<b>Part</b>	<b>Name</b>	<b>Effective Date</b>
	412.12	On-the-Job Training	*July 9, 2020**
<b>Authorization</b> Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, §361.50, §361.52, §361.53 and §361.54.			

## I. PURPOSE

A. On-the-job training is used when:

1. The consumer needs only a few months of training on the job;
2. On-the-job training will provide the consumer with skills for gainful employment; and
3. The employment goal is one that requires skills training that can be accomplished within the given time frames.

B. Steps

1. The Counselor must locate an employer who is willing to train an LRS consumer for a specific job and to follow the regulations/guidelines set forth below.
2. In all cases the Counselor should locate an employer who has a position available that most closely matches the consumer's chosen employment goal.

C. Length of Time

The Counselor will set up on-the-job training on a Plan for a period of time not to exceed three (3) months.

D. Required of Employer

The Counselor must advise the employer of the following guidelines:

1. The employer will provide the Counselor with a general outline or schedule setting forth the various phases of on-the-job training the consumer will be expected to complete. This will be filed in the hard copy case record.

Example: Parts Salesperson - 2 weeks of orientation and/or training in the use of Parts Catalog; 4 weeks of warehouse training. Time spent in each

step will depend on the consumer's ability to progress. This information should be documented in the case record.

2. The employer is expected to keep the employee as a regular and permanent employee at the conclusion of the on-the-job training period and to pay the consumer the going rate for the job being performed.
3. The employer is responsible for making any and all deductions from the employee's paycheck that is required by law.
4. The employer must furnish the Counselor with a statement of hours worked, wage information and a copy of the progress report signed by the consumer. The employer will permit the Counselor to discuss this information with the consumer (employee) as needed.
5. As with any other employee, the employer is required to carry worker's compensation insurance on the consumer and make available to the consumer benefits offered to any other employee. The Counselor should provide information to the employer about the Louisiana Worker's Compensation Second Injury Fund which reimburses employers or, if insured, their insurance carriers for part of the worker's compensation costs in certain instances when an individual with a disability is injured on the job. To obtain specific information regarding this fund, please call (225) 342-3111/TDD (800) 259-5154 or visit the web site: [http://www.laworks.net/WorkersComp/OWC\\_EmployerMenu.asp](http://www.laworks.net/WorkersComp/OWC_EmployerMenu.asp).
6. If the employer is not an approved LRS vendor, the employer must complete and submit an IRS W-9 form and a direct deposit form. The Counselor must submit the completed forms to the District Supervisor for approval.

E. Employment Incentives

The Counselor should provide information about employment incentives, such as OJT and the Work Opportunity Tax Credit (WOTC). The Counselor should contact the Louisiana Workforce Commission's area Business and Career Solution Center (BCSC) for information regarding the coordination of OJT and WOTC.

Web Site Addresses: <http://www.laworks.net/default.asp>  
<http://www.laworks.net/Downloads/WFD/WOTCLetter.pdf>  
<http://www.laworks.net/OnlineServices.asp>

## II. PURCHASING GUIDELINES FOR ON-THE-JOB TRAINING

The Counselor can reimburse an employer under an on-the-job training program as follows:

- A. \*The rate of reimbursement is equal to one and one-half times (1.5) the consumer's monthly base salary.\*\*
- B. Reimbursement is made up to a forty (40) hour work week. Number of hours worked weekly should be jointly discussed and determined between the employer, Counselor and Consumer as applicable
- C. Overtime is not reimbursed by LRS. A consumer can work overtime and receive payment from the employer; however, LRS will not reimburse the employer for overtime hours worked by the consumer.
- D. The Counselor must complete the IPE/Plan. Submit to the District Supervisor for approval unless Counselor is on Independent Status. Upon approval the RCA/Counselor will enter the Authorization(s). See Chapter 4, Part 411.1 for further instructions on Secondary Approval requirements.
  - 1. The IPE/Plan for OJT cannot exceed a period of 3 months.
  - 2. If the total of all items/services on any IPE/ Plan is equal to or greater than \$25,000, it shall be considered "high cost." In these instances, all Counselors must have the IPE/Plan approved by both the District Supervisor and the Regional Manager.
- E. The employer must invoice the Counselor along with the progress report signed by the consumer. A paycheck stub covering the hours that are invoiced and verification of payment of wages by the consumer must be received before reimbursing an employer for OJT. The invoice, along with the supporting documentation, is used to process payment to the employer.