

DVR Youth On-the-Job Training (Y-OJT) Hiring Initiative (February 2016)

The DVR Youth On-the-Job Training (Y-OJT) Hiring Initiative is designed to provide an opportunity for youth to find employment while in high school. It provides a timeframe of up to 500 hours and a wage subsidy of up to 100% reimbursement to allow a business to offer competitive employment to a youth with significant disabilities in transition. On a case by case basis, the Division of Vocational Rehabilitation (DVR) will negotiate the length and level of wage subsidy directly with the employer business.

Definition and Parameters for the DVR Y-OJT Hiring Initiative:

To qualify for a DVR Y-OJT Hiring Initiative:

1. The consumer agrees to the training initiative offered to the employer business by DVR.
2. The training is for a job that matches the consumer's interests and abilities. Wages and fringe benefits are compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer to others doing similar work. Up to 100% of this cost is reimbursable for up to 500 hours of the consumer's training, paid to the employer in 90 day increments until the negotiated timeframe ends.
3. Work hours must meet the DVR consumer's needs and can be part-time or full-time for up to 40 hours per week.
4. The DVR consumer is to be considered a permanent employee, and the employer agrees to maintain the employment and pay the wage and fringe in full after the training period.

Recommendations and Considerations:

Include the service (DVR Y-OJT Hiring Initiative) in the consumer's IPE and include the expectation of the consumer providing DVR with pay stubs.

Consider the graduation date of the consumer when negotiating the timeframe of the Y-OJT. DVR staff should make an effort to end the agreement around that same timeframe to facilitate transition to long term support or other funding programs as needed.

Other DVR services can be provided when someone is using a Y-OJT such as job coaching or transportation. The counselor may work with other resources to assist in the cost and provision of other support services.

The placement must be developed individually for each youth in transition based on their interests and skills. Consider the length of training and likely accommodation needed when negotiating with the employer. Each Y-OJT is to be developed based on the needs of the consumer and the employer for the purposes of training the consumer for a permanent job.

It is developed with direct DVR staff contact with the employer. School staff may assist in a manner similar to the way job developers assist in other Y-OJT development. They may share the Y-OJT option with businesses but must include that the terms are negotiated with DVR and are finalized in a written agreement.

It is likely that it will be used after age 16 in most cases because of child labor law restrictions in many work settings. This may also occur due to the lack of positions available in many communities for youth under age 16.

The consumer will maintain the employment after the Y-OJT period ends.

Some youth will stay in the position permanently and some youth may go on to other opportunities like training (post-secondary or occupational) or other employment opportunities just like their peers.

Consider the consumer's need for accommodations/rehabilitation technology/short-term job coaching. Add these services to the IPE if needed. The DVR Y-OJT Hiring Initiative cannot be used in circumstances of job replacement if a company is on strike.

Consider consultation with local business services teams regarding the employer's track record of layoffs when considering the DVR Y-OJT Hiring Initiative.

Employer businesses should be made aware of the benefits of utilizing Job Center of Wisconsin (JCW - <https://jobcenterofwisconsin.com/>) for the hiring needs.

Technical Issues and Authorization Procedures:

All DVR Y-OJT Hiring Agreements are processed in the following manner:

The DVR counselor provides the consumer with information to make an informed choice about providing an employer with training funds for permanent employment. This includes vocational counseling and guidance to consumers as using the DVR Y-OJT Hiring Initiative would disclose that they are a DVR consumer to the employer.

If the consumer agrees to participate, the DVR counselor is responsible for negotiating and completing the [Y-OJT Agreement Form \(DVR-17169-E\)](#) with the business. Information about the possible use of a Y-OJT may be provided by school district staff of DVR service provider.

The business places the consumer on the company's payroll paying the usual and customary wage and fringe benefits subject to existing business policy. All hire paperwork (W-4 and I-9 forms) are completed in the customary way for all employees by the business.

Prior to the start of the Y-OJT, WDA staff will need to verify the employer is set up as a vendor in STAR and if not, follow the [instructions for new and existing vendors](#). Y-OJT vendors only need to complete the W-9 form. Sufficient time should be planned for completion of the W-9 and entry into STAR. Remember to write "OJT" on top of the W-9 form and indicate in the email to ASD Vendors. A purchase order cannot be approved until the employer is approved in STAR and imported into IRIS.

- For questions regarding the timing of entry into STAR after the W-9 has been submitted, an email may be sent to: DWD MB ASD Vendors.

DVR issues a purchase order to the employer prior to the start of the training. A payment plan should be developed based on the associated costs in 90 day increments. Y-OJT POs should be coded to 064 Training: Youth OJT (see sample PO language below).

Payment will be made to the employer for each 90-day period. DVR staff should enter one PO for each Y-OJT agreement and use a new line for each 90-day payment. Only 90 days should be entered at one time. At the time of receiving for a 90 day payment, a new PO line should be added to the PO for the next 90 day payment.

WDA staff are responsible for sending the payment plan form to CCP each 90-day period for each payment to be processed.

The DVR counselor provides follow up monthly for the length of the training period for consumers. The case is closed successfully after the consumer has been paid 100% by the employer for 90 days.

The DVR consumer provides DVR with a copy of each pay stub received.

Example of language for a DVR Y-OJT Hiring Initiative PO:

“Authorization for a DVR Youth On-the-Job (Y-OJT) Training Hiring Initiative: This authorization is for XX% of the personnel costs associated with the paid training required for the permanent hire of the individual named above. A total of X hours at an hourly rate of \$XX is approved for this individual's training. In lieu of an invoice, payments are initiated upon receipt of the signed Y-OJT Hiring Initiative Agreement in 90 day increments.”