# **Vocational Rehabilitation Services Manual C-1000: Employment Services**

Revised June 1, 2022

## **C-1007: Job Placement Services**

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### C-1007-4: On-the-Job Training

On-the-job training (OJT) is a way to help individuals build skills and reestablish employment when they have limited skills, limited work history, and a history of unemployment, legal issues, or incarceration. OJT can be used as a hiring incentive with employers while helping customers to overcome employment barriers. The US Department of Labor offers the [Federal Bonding Program](http://bonds4jobs.com/), which can provide fidelity bonding for the first six months of employment for hard-to-place customers with a history of incarceration.

OJT is a service for which VR pays an employer to train a VR customer who has been hired as an employee of the business earning the same rate of pay and benefits as other individuals without disabilities hired into the same or similar position. The employer trains the customer in the skills necessary to perform both essential and nonessential job duties. The specifications of the training are established using the [VR1609, On-the-Job Training Worksheet](https://twc.texas.gov/forms/index.html) and entered into a "Service Authorization" in RHW.

OJT is:

* individualized to the customer's and the employer's needs;
* training for a VR customer who is hired as an employee of the business earning the same rate of pay and benefits as other individuals without disabilities hired into the same of similar position;
* when the customer meets the minimum requirements for a position, but requires formal and/or informal training activities at the employer's work site to acquire the skills necessary for a specific position or occupation; and
* a commitment from the employer to retain the customer as an employee after successful completion of the OJT, if the customer competently performs essential functions of the position or industry.

OJT is a substantial service, as defined in [B-600: Closure](https://twc.texas.gov/vr-services-manual/vrsm-b-600) . Time spent in OJT cannot be counted toward the 90 days of employment required for a successful closure. The start date of employment entered into RHW must be after the date of OJT completion.

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