



## Career Skills Program Employer Fact Sheet

The CSP program allows a military member the opportunity to learn new skills from a private employer while still being paid by the military. This program also allows an employer the opportunity to train and possibly employ the military member after the internship program.

1. The Military member **can be** authorized to intern at a private company for **up to five and a half months** while still being paid and receiving all military benefits.
2. The Employer will not be responsible for providing any pay or benefits, to include Unemployment Insurance and Workers Compensation, to the Military member while the Military member is interning for the employer. The military member is still considered an Active military member while interning for the company. The employer should look at this as more of a loan from the military during the internship period.  
**Note:** If the employer chooses to retain the military member after the internship, the employer will take over and assume all responsibility for the military member as a private employee.
3. It is the discretion of the Military member's commander to release him from the unit for participation in CSP. The fact that you, the employer, are interested in the CSP **does not** guarantee the military member will be released from his unit to participate.
4. Because the member is still in the military, the unit can pull the member from the internship at any time. Likewise, the member or the employer can end the internship at any time, if the internship is not working out.
5. Military members that are retiring or leaving the military will have some appointments they have to attend while participating in this internship.
6. The program is designed to assist military members to transition from the military; therefore, the military member will provide a resume and we request that the employer interview the service member for the position. This will assist the military member in understanding how to prepare for transition.
7. Military members **are not** allowed to accept any compensation of any kind for the position until and unless they transition to an "employee" of the company, after they clear the military installation. Compensation may include things like Gifts, Christmas bonuses, etc.
8. The employer will be held responsible for providing any items that are required to complete the occupation duties. Examples might include work boots, tools, and uniforms.

9. The employer will be responsible for any damage to equipment that results from the training of the intern. Employers would normally handle this type of issue through their employer insurance.
10. Military members will turn in their paperwork to their commander for signature once they receive the employer internship agreements signed by the employing company. Again, commanders require this paperwork in order to know who the employer is and where the military member will be during the period of the internship.
11. Commanders can take some time to sign paperwork allowing the release of the military member for internship. Currently the average is one month. We tell you this to prepare you for the fact that even if the military member was supposed to start the internship on; for example 15 March; we still must wait for the command to sign the paperwork prior to the begin date. Therefore, in our example if the command does not sign the paperwork until 15 April then the military member cannot start until 16 April even though the member could have begun on 15 March.
12. The employer will be responsible for completing the Career Skills Program Weekly Progress Report and emailing it to the CSP Coordinator on a weekly basis.  
**Note:** The employer will receive two notices of **past due** Reports. After that, the internship may be terminated.

Any questions concerning this program can be answered by phoning Don Hutchings at (816)805-1369 or emailed to [don.hutchings@dhewd.mo.gov](mailto:don.hutchings@dhewd.mo.gov)

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