

# OJT TIPS SHEET

Eligibility	Formula Funds	Job Driven NEG (MO-40)
	Eligible for either: 1. adult 2. dislocated worker; <b>or</b> 3. youth	Eligible for either: 1. Dislocated Worker 2. Target long term unemployed defined as 27 <b>or</b> more weeks of UI benefits
<b>Funding</b>	Based on local formula funds. (Training)	Funding is awarded by DWD. Underutilized funds may be deobligated and redistributed.
<b>Employer Approval</b>		Email the following information to the OJT State Coordinator at <a href="mailto:dwdtraininghelp@ded.mo.gov">dwdtraininghelp@ded.mo.gov</a> <ul style="list-style-type: none"> <li>• Position description</li> <li>• O*Net Codes</li> <li>• Number of positions</li> <li>• Wages of each separate position</li> <li>• Total funds requested</li> <li>• Brief outline of the employer and if applicable, employer website</li> </ul>
<b>Process</b>	Based on local regional protocol.	
<b>Contract Process</b>	Based on local regional protocol.	MUST fax or email a copy of contract and training outlines to <a href="#">OJT State Coordinator</a> Contract maximum= 1040 hours The maximum reimbursement wage

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or 1-888-728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or dial 7-1-1.

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