



OWD Issuance  
**03-2020**  
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Release Date:  
 August 21, 2020  
 Effective Date:  
 August 21, 2020  
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 Continuous, until further notice

**SUBJECT:**

**Statewide On-the-Job Training Policy**

**ATTACHMENTS: On-the Job Training Practices and Procedures Manual**

*This Issuance is Official Policy of the Missouri Office of Workforce Development*

**ISSUING AUTHORITY:**

Mardy Leathers, Director  
 Missouri Office of  
 Workforce Development  
 (OWD)

**THIS ISSUANCE DOES NOT REQUIRE CREATION OR ALTERATION OF A CORRESPONDING LOCAL POLICY**

**KEYWORDS:**

On-the-Job Training, WIOA, Work-Based Learning.

**THIS ISSUANCE AFFECTS:**

Missouri One-Stop Delivery System (MJC/AJCs)  
 WIOA Title I Local Areas/Local Boards/Local Plans  
 WIOA Title I In-State Funding  
 WIOA Title I Performance/Accountability  
 WIOA Title I One-Stop Delivery/Service Providers  
 WIOA Adult Employment/Training  
 WIOA Dislocated Worker Employment/Training  
 WIOA Youth Workforce Investment Activities  
 National/Statewide Programs/Grants  
 WIOA Fiscal/Administrative Procedures  
 Trade Adjustment Assistance  
 State of Missouri Workforce System Procedures

**FOR THE ATTENTION OF:**

OWD State Professional Staff  
 One-Stop frontline staff  
 Chief Elected Officials  
 Local Fiscal Agents  
 Local WDB Directors  
 One-Stop Operators  
 One-Stop Functional Leaders  
 Service Providers  
 Local Quality Assurance Monitors  
 Missouri One-Stop Delivery System (MJC/AJCs)  
 WIOA Title I Local Areas/Local Boards/Local Plans  
 WIOA Title I In-State Funding  
 WIOA Title I Performance/Accountability  
 WIOA Title I One-Stop Deliver/Service Providers  
 WIOA Youth Workforce Investment Activities  
 State of Missouri Workforce System Procedures

**RESCISSIONS:**

OWD Issuance 21-2017, “Statewide On-the-Job Training Policy and Guidelines,” March 1, 2018.

**REFERENCES:**

[20 CFR 682.210](#);  
[20 CFR 680.320\(a\)\(1\)](#);  
[20 CFR 680.700](#);  
[OWD Issuance 18-2017](#), “Statewide Individual Employment Plan Development Policy,” January 16, 2018;  
 WIOA Sec. 134 (c)(3)(H) [[29 U.S.C. 3174\(c\)\(3\)\(H\)](#)];

**SUMMARY:**

This Issuance conveys operational guidelines for the Office of Workforce Development’s (OWD) On-the-Job Training (OJT) program. The practices and procedures in the attached OJT Program Manual are OWD policy. This Issuance updates previous guidance on this topic, which it supersedes and rescinds.

**BACKGROUND:**

OJT is a training option used by participants to achieve training and placement goals. The Workforce Innovation Opportunity Act (WIOA) defines OJT as: “... training, by an employer, provided to a paid participant while engaged in productive work in a job that—

- (A) provides knowledge or skills essential to the full and adequate performance of the job;
- (B) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 3174(c)(3)(H) of this title, for the extraordinary costs of providing the training and additional supervision related to the training; and
- (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.”<sup>1</sup>

**SUBSTANCE:**

OWD’s *On-the-Job Training Practices and Procedures Manual* (ATTACHMENT 1) provides operational guidance and forms for participation in the program. Revisions to the OJT Practices and Procedures in this update include:

- OJT-specific outcomes have been removed as selectable outcomes. All OJT services will now be closed as either “successful completion” or “unsuccessful completion”.
- The Governor may increase the reimbursement rate for the OJT agreements funded through the statewide employment and training activities described in [20 CFR 682.210](#)<sup>2</sup> up to 75 percent. Local WDB also may increase reimbursement rate for OJT agreements described in [20 CFR 680.320\(a\)\(1\)](#) up to 75 percent. The manual has been updated to expand upon the circumstances that would enable either entity to increase the reimbursement rate.

All future updates made to the manual will be described in the Frequently Asked Questions attachment to this Issuance.

OWD maintains fillable PDF versions of the following forms used to administer the OJT program. These forms are available at <https://jobs.mo.gov/dwdprograms>:

- OJT Program Agreement [DWD-PO-213](#);
- OJT Outline and Job Description [DWD-PO-214](#);
- OJT Supplemental Agreement [DWD-PO-215](#);
- OJT Eligibility Notification [DWD-PO-217](#);
- OJT Monitoring Report [DWD-PO-219-A](#) (Employer);
- OJT Monitoring Report [DWD-PO-219-B](#) (Participant); and
- OJT Monthly Invoice [DWD-PO-220](#).

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<sup>1</sup> WIOA Section 3(44) [[29 U.S.C. 3102\(44\)](#)].

<sup>2</sup> “What are allowable statewide employment and training activities?”

As noted in the above list, to clarify the filing purpose, the DWD-PO-219 monitoring report is now two separate forms, one for monitoring OJT provider activities, and one for monitoring participant progress.

OWD's *On-the-Job Training Practices and Procedures Manual* can also be found at <https://jobs.mo.gov/dwdprograms>.

**ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:**

All Local WDB Directors and Supervisors should immediately inform frontline workforce system staff of the rules in the referenced online document.

All frontline workforce system staff working with OJTs, including posting services to the State electronic case-management system (MoJobs), should immediately apply these rules.

**TIMELINE:**

**All Missouri Workforce System Staff** – Implementation of these rules.....**Immediate and Continuous**

**INQUIRIES:**

Please direct all questions or comments regarding this Issuance document to [dwdpolicy@dhewd.mo.gov](mailto:dwdpolicy@dhewd.mo.gov). All active Issuances are available at [jobs.mo.gov/dwdissuances](https://jobs.mo.gov/dwdissuances). Expired/rescinded Issuances are available on request.

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

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