



OJT

SHOW-ME HEROES OJT TIPS SHEET

	Must be a dislocated worker, and meet one of the following criteria:		
Eligibility	<p style="text-align: center;">Veteran</p> <ul style="list-style-type: none"> • Meets the Federal definition of a Veteran (Title 38 USC code Chapter 42); and • Cannot have a dishonorable discharge; and • Must not be over one year from date of discharge from active duty. 	<p style="text-align: center;">Military Service Member</p> <ul style="list-style-type: none"> • Member of a Reserve Component of the US Armed Forces (National Guard, Army Reserve, Marine Corps Reserve, Air Force Reserve, Navy Reserve, or Coast Guard Reserve); and • Service member must have been deployed for at least 4 months; and • Must not be over one year from date of discharge from a deployment. 	<p style="text-align: center;">A Spouse</p> <ul style="list-style-type: none"> • Who is unemployed; and • Of a member of the active duty US military personnel; or • Of a member of the Active or Reserve Component of the US Armed Forces (National Guard/Reserve/Active Duty). • Where the service member must have been deployed for at least 4 months; and • Where the service member must not be over one year from date of discharge from a deployment.
Approval	<p>Must request funds from OJT State Coordinator <u>Email OJT State Coordinator</u> with the following information:</p> <ul style="list-style-type: none"> • Position description • O*NET Codes • Number of positions • Wages of each separate position • Total funds requested • Brief outline of the employer and if applicable, employer website 		
Process	Based on local regional protocol.		
Contract Process	Fax or email a copy of contract and training outlines to OJT State Coordinator.		
Dislocated Worker	<i>If a veteran has a DD214 with any discharge other than dishonorable AND they did not retire from the military, they are considered a dislocated worker. Service members retired from the military must use their civilian job after retirement to meet the definition of a dislocated worker under the WIAO regulations.</i>		

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 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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