



ASSISTANT COMMISSIONER
OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
Vocational Rehabilitation
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POL 14-09

To: All Vocational Rehabilitation Staff

Date: September 22, 2014

Subject: 1375.40 Work-Try-Out (WTO)/On-The-Job Training (OJT) Policy

ACCES-VR has updated the Work-Try-Out (WTO)/On-The-Job Training (OJT) Policy 1375.40 to expand opportunities. The change to the WTO provides for a longer experience which will increase the individual's opportunity to fully demonstrate that the job skills have been obtained.

The change in the wage reimbursement structure for OJT provides additional financial benefit to the employer and simplifies the process for employers and for VR staff.

The key changes in the revised policy are highlighted:

- For WTO, ACCES-VR can reimburse an employer 100% of gross wages for a period not to exceed 480 hours.
- For OJT, ACCES-VR will pay 100% wage reimbursement to the employer of the individual's gross weekly earnings for up to 26 weeks.

EFFECTIVE DATE: October 1, 2014

OBSOLETE: July 2009 POL- 1375.40 Work-Try-Out (WTO) / On-the-Job Training

REFERENCE:

208.00 Comparable Benefits and Services Policy and Procedure
PRO-10-02 Limits on Duration and Cost of Services

INQUIRIES: Any questions concerning this memorandum should be addressed to the Policy and Partnership Unit at 518-473-1626.

Debora Brown-Johnson
Assistant Commissioner