



OJT for Restoring Futures

Description of On-the-Job Training (OJT)

Through an OJT contract with ICF, employers are provided a direct reimbursement of a trainee's hourly starting wage. Reimbursement is done on a bi-weekly or monthly basis (per the preference of the employer) and a percentage of the trainee's wages (excluding tips, overtime, workers compensation and other fringe benefits) are reimbursed to the employer. Employers with under 100 employees are eligible for 75% of wages paid to the trainee during the OJT. Employers with 100 or more employees are eligible for 50% wage reimbursement. There is an expectation that the employer will retain the trainee after the training period has ended. The contract is limited to the time required for the individual to become proficient in the occupation of training, not to exceed six months. Employer reimbursements will be made electronically from ICF. ICF will assist each employer to develop a customized plan specialized to the employer's needs.

OJT Eligible Employers

All industries are encouraged to participate and benefit from *Restoring Futures*.

OJT Eligible Individuals

- A dislocated worker;
- A long-term unemployed individual;
- An individual who is temporarily or permanently laid off because of the emergency or disaster; or
- A self-employed individual who becomes unemployed or significantly underemployed because of the emergency or disaster.

Two Illustrative Examples of Employer Wage Reimbursements for Using On-the-Job Training to Hire Eligible Individuals

- Example One – Entry Level Occupation with a Small Employer (under 100 employees)
 - Employer interviews, hires, trains and retains eligible individual
 - Position pays \$12 an hour and is a 40-hour a week position; Training requires 20 weeks of On-the-Job Training
 - Employer eligible for 75% wage reimbursement by ICF during the training period
 - Employer pays \$9,600 in wages ($\$12 / \text{hour} \times 40 \text{ hours} / \text{week} \times 20 \text{ weeks}$)
 - After submitting all of the correct documents, employer is reimbursed \$7,200 ($\$9,600 \times 75\%$) by ICF
- Example Two – Professional, Technical, Scientific Occupation with a Large Employer (100 or more employees)
 - Employer interviews, hires, trains and retains eligible individual
 - Position pays \$25 an hour and is a 40-hour a week position; Training requires 12 weeks of On-the-Job Training
 - Employer eligible for 50% wage reimbursement by ICF during the training period
 - Employer pays \$12,000 in wages ($\$25 / \text{hour} \times 40 \text{ hours} / \text{week} \times 12 \text{ weeks}$)
 - After submitting all of the correct documents, employer is reimbursed \$6,000 ($\$12,000 \times 50\%$) by ICF

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