

POLICY ON OJE & OJT FUNDING
SECONDARY TRANSITIONAL EMPLOYMENT PROGRAM
EFFECTIVE AUGUST, 2007

1. Students are not eligible to receive OJE/OJT funds for their work experience program until they have been certified eligible for DRS services.
2. Once a student has been certified by DRS for participation in the Secondary Transition Employment Program, he/she is eligible to begin being paid for his/her training experiences. Training experience should consist of a minimum of 5 hours or a maximum of 15 hours a week. Students should receive OJE/OJT funds for all hours they are trained.
3. STEP no longer can include payment of OJE/OJT funds for students in in-school training experiences.
4. An OJE/OJT AGREEMENT must be completed and signed by the employer in addition to the OJE/OJT WORK SITE FORM.
5. OJE/OJT funds can be paid to students on a short-term basis. The goal of OJE/OJT funding is to increase the student's skills so employers will pay them. This should be discussed with employers prior to using OJE/OJT funds.
6. Students can be rewarded for improvement in training performance and skill mastery by increasing their hourly wage. **ALL FUNDS MUST BE APPROVED IN ADVANCE BY THE TRANSITION SPECIALIST.**
7. Southwest Cooperative has approval from the Department of Labor to employ students with disabilities at less than minimum wage. The training wage approved is \$2.58 an hour.

The following guidelines are used to determine hourly wage:

JOB PLACEMENTS: Student's first employment experience is \$2.88 an hour. Off campus OJE/OJT funds are intended to be short term (1-3 months) until employer takes over payment of wage. **TRAINING PLACEMENTS USING OJE/OJT FUNDING CANNOT EXCEED 3 MONTHS.**

TEP PARTICIPANTS:

New Participants.....\$2.88 an hour.

Returning Participants.....\$2.88 an hour.
 (\$.15 quarterly raises can be given with Transition Specialist's approval until a maximum of \$3.86 an hour is reached.

Minimum to maximum range.....\$2.88 - \$3.86 an hour.