

Veteran Short-term Training Program (VSTP)

January 2005

- 1) *Is the OJT contract between ODJFS and the employer, or between the local agency and employer?*

The OJT contract is between the local board and/or its designated WIA local entity and the employer.

- 2) *Training through OJT must be in occupations linked to local employment opportunities or to an area where the individual is willing to relocate. Is demand occupation a requirement for OJT?*

Demand occupation is a requirement to receive training services through an individual training account (ITA). Employment opportunities may be available in the local area or another area, but the occupations may not have been determined in demand by the local area.

In an OJT, there is a job opening and a need (demand) to fill it. When employment opportunities are not in occupations determined in demand by the local area, training services may be given through one of the three exceptions to ITAs. One of the exceptions is OJT and customized training contracts. The intent of WIA is that training services are provided in occupations where there is a demand.

- 3) *When a veteran is enrolled in the Veteran Short-term Training Program (VSTP), do staff have to complete our enrollment application?*

WIA guidance must be followed to determine eligibility for VSTP. If you use a WIA enrollment application to determine eligibility, then it is necessary. If the veteran is **not** enrolled in WIA, the application does not have to be kept in the WIA files. The application must be maintained in the VSTP file. Regardless which staff determine eligibility, the eligibility documentation must be kept in the Veteran customer's file. When WIA is audited, records are audited for customers who are enrolled in WIA.

- 4) *The vet rep for our area is working with the VSTP program. He has three individuals who will probably qualify by WIA guidelines. Two are from neighboring counties. All three work here in Wyandot County. The company and vet rep are looking at "on-the-job training" so that they can continue to be employed and advance. Can I do the eligibility for all three, and would I be the case manager for all of them? Our county would not be paying any WIA dollars out. All funding would be by the vet program.*

Although you are required to use WIA eligibility criteria for the VSTP program, unless you are spending WIA local dollars for these individuals, they would not have to be entered into the SCOTI WIA system.

However, as part of the process of participating in the Veterans program, they will have entered the individuals' Basic Intake information into the SCOTI LE system.

Unless you are spending local WIA dollars on these individuals, you would not be determining eligibility using SCOTI WIA.