

For more information, call the LRS office nearest to you or visit our website at [www.laworks.net](http://www.laworks.net).

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Louisiana Rehabilitation Services

# An Employer's Guide to On-the-Job Training

Services at No Cost to Employers



## What Is Louisiana Rehabilitation Services?

*Louisiana Rehabilitation Services is a program that provides services to help people with disabilities obtain the job skills and other resources they need to get a job, and keep a job. LRS is committed to helping people find meaningful careers, and On-the-Job Training (OJT) is one way of preparing them.*

### What Is On-The-Job Training?

On-the-Job Training (OJT) is an opportunity for you, the employer, to hire and mentor a person with a disability, helping them develop the skills needed to realize their career goals. During OJT, the employee holds a regular position, and is entitled to the benefits that all other employees receive. OJT helps people with disabilities gain valuable work experience.

### Benefits To Employers

By participating in OJT with LRS, you will receive reimbursement for the trainee's salary for up to three months. LRS may also provide:

- Support services (uniforms, tools, bus passes)
- Job-site assessment and any needed accommodations

In addition, federal tax credits may be available to employers who hire individuals with disabilities into permanent positions.

### Who Arranges On-The-Job Training?

LRS staff will arrange an OJT placement and provide follow-up services. The employer hires the individual for an existing vacancy and is reimbursed for their salary for up to three months.

Paperwork is submitted monthly but is minimal and simple to complete.

LRS will work closely with all parties to develop an OJT experience that will benefit both the customer and the employer.

After the customer begins training, LRS continues to offer support to the customer and employer, including assistance with invoicing.

**» Receive reimbursement for up to three months of a trainee's salary. Learn how; contact LRS today!**

### How Do I Participate?

- Contact your local LRS Regional Office.
- Work with LRS and the trainee to develop an agreement on salary, type and length of training and other costs associated with training.

We look forward to working with you to create the best possible training experience for all involved.

