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Office of
Compliance
Issuance

02-2026

Release Number-Program Year

Active Date: 02/09/2026

Effective Date: 02/09/2026

Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

On-the-Job Training

ATTACHMENTS (if any): N/A

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
- Title I: Adult
- Title I: Dislocated Worker
- Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

OWD 07-2023 – Statewide On-the-Job Training Policy

29. U.S.C. 3174(c)(3)(H)

WIOA Section 3(44) [29 U.S.C. 3102(44)].

20 CFR Part 680, Subpart F

20 CFR 680.730

STLCOWD – Work Experience and Training – Adult and Youth Policy

STLCOWD – Eligible Training Provider List Policy

SUMMARY

This policy conveys guidelines for St. Louis County Workforce Development (STLCOWD) On-the-Job Training (OJT) for Adult and Dislocated Worker (AD/DW) and Youth (ISY/OSY).

BACKGROUND

This policy provides guidance for On-the-Job Training as specified by the State of Missouri. OJT is a training option used by individuals to achieve training and placement goals. The Workforce Innovation Opportunity Act (WIOA) defines OJT as: "... training, by an employer, provided to a paid individual while engaged in productive work in a job that:

- A. Provides knowledge or skills essential to the full and adequate performance of the job;
- B. is made available through a program that provides reimbursement to the employer of up to 50 percent (50%)¹ of the wage rate of the individual, except for the extraordinary costs of providing the training and additional supervision related to the training; and
- C. is limited in duration as appropriate to the occupation for which the individual is being trained, considering the content of the training, the prior work experience of the individual, and the service strategy of the individual, as appropriate."

STLCOWD will follow the guidance found in OWD's "Statewide On-the-Job Training Policy and Guidelines" Issuance, OJT Manual and attachments as a guide to develop and document the OJT.

SUBSTANCE

STLCOWD has established an OJT policy for individuals and training providers. The policy contains the following details:

A. DISPUTE RESOLUTION

OJT individual is encouraged to review the general assurances for procedures regarding resolving disputes at or regarding your site. Speaking with your designated WIOA staff member (Program Directors) can assist with any additional questions or concerns.

B. NEPOTISM

No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. WIOA defines family as:

- Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:
 - A married couple and dependent children;
 - A parent or guardian and dependent children; or
 - A married couple.
- An individual who "hires and/or supervises" refers to an individual who exercises authority to hire for the position, provides day-to-day training or direction, or keeps

¹ Case-by-case basis

time and attendance records. In addition, owners are included as supervisors/hiring managers since they have general authority to supervise, hire and dismiss.

C. AGREEMENT (CONTRACT)

OJT agreements may be written for eligible employed workers when:

- The employee's household income does not exceed 250% of the current poverty level, or the participant is not earning wages comparable to or higher than wages from previous employment²
- The eligibility requirements in 20 C.F.R. Part 680.700 are met
- The OJT relates to the introduction of new technologies, introduction to new production or services procedures, upgrading to new jobs that require additional skills, workplace literacy, and
- Leads to an increase in wages by the end of the OJT

STLCOWD allows for OJT reimbursement to equal up to 50%³ of the individual's wages during the training period. The maximum number of hours for an OJT shall not exceed 1040 hours. The actual amount of training hours for the OJT shall be established following the criteria in OWD's OJT Manual.

A waiver may be granted to exceed the 50% reimbursement rate on a case-by-case basis. This request would need to be in writing to the WIOA designated staff (Director and President) and outline the following factors that will determine the appropriateness of the reimbursement increase:

- Characteristics of the participants taking into consideration whether they are "individuals with barriers to employment"
- Size of the business, an emphasis will be on small businesses (50 employees or less)
- The quality of employer-provided training and advancement opportunities, including transferable skills and certificates.
- OJT agreement is for an in-demand occupation in the STLCOWD Region.

STLCOWD has established minimum hourly rates for OJT placements based on economic conditions and historical data reflecting the average hourly rate for WIOA individuals. The minimum placement and wage must be within the average wage shown by MERIC and/or O*Net for the local area. OJT employment is a WIOA work experience.

Each OJT agreement and outline will be approved by ITA-ETP committee before an individual can start the OJT program.

² STLCOWD Priority of Services – Adult and Veterans Policy

³ Case-by-case basis

D. AGREEMENT MODIFICATION

The OJT contract may be modified to adjust training end-date, the number of hours (not exceeding 1040 hours), the contract total amount, or for any other valid changes using the OJT Supplemental Agreement form.

E. EMPLOYED WORKERS

STLCOWD can provide OJT for employed workers at this time, based on if a skills gap/work experience gap in which additional training would be needed to obtain gainful employment is shown. This will be on a case-to-case basis.

F. FORMER EMPLOYER

An OJT agreement with an individual's former employer will be considered, based on whether a skills gap/work experience gap in which additional training would be needed to obtain gainful employment is shown. This is on a case-to-case basis.

G. REGISTERED APPRENTICESHIPS

Individual training accounts (ITAs) and OJT may be combined to place individuals into a registered apprenticeship program. Apprenticeship Training Provides must be approved through the ETPL⁴ process prior to an individual being placed. An ITA will be used to cover the classroom training portion of the registered apprenticeship⁵ and WIOA funds may be utilized to support the on-the job training portion of the registered apprenticeship⁶ as described in this OJT policy.

H. REIMBURSEMENT RATES

STLCOWD's reimbursement rates for OJT contracts considers the following factors:

- If the individual is considered an individual with barriers to employment.
 - The term "individual with a barrier to employment" means a member of 1 or more of the following populations: Displaced homemakers, low-income individuals, Indians, Alaska Natives, and Native Hawaiians.
 - Individuals with disabilities, including youth who are individuals with disabilities, older individuals, and ex-offenders.
- The OJT employer has fewer than 100 employees.
- The OJT occupation is identified by the Local WIOA Plan as an in-demand industry sector strategies or the occupation rates an "A" or "A+" rating in the Missouri Economic Research and Information Center (MERIC) Missouri Occupational Outlook Projections for future years and/or is an O*Net Bright Outlook occupation.
- The wage and benefit level provided by the employer. The wage must be within the average wage shown by MERIC and/or O*Net for the local area; and

⁴ STLCOWD – Eligible Training Provider List Policy

⁵ STLCOWD – Individual Training Account Policy

⁶ Case-by-case basis

- The relation of the training to the competitiveness of the individual.

WIOA staff will document the factors used in MoJobs when deciding to increase the wage reimbursement levels.

LINKS

DWD: ON-THE-JOB TRAINING PROGRAM AGREEMENT LINK:

[dwd-po-213_ojt_training_program_agreement_03-2020_user.pdf](#)

DWD: ON-THE-JOB TRAINING SUPPLEMENTAL AGREEMENT LINK:

[041526ojt_supplemental_agreement_dwd-po-215.pdf](#)

TIMELINE

Immediate and Continuous

INQUIRIES

Please direct all questions or comments regarding this issuance to compliance@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.