

Are you eligible for G.I. Benefits?

Georgia Jail Association

Essential Aspects of the GI Bill's **On-the- Job Training Program (OJT)**:

- Veterans must be eligible to receive GI Bill benefits
- Active Guard and Reserve may also be eligible
- If so, they may receive benefits in the workplace, not just in college
- Veterans must be **recently hired** (within one to two years), in an **entry-level** job, working **full-time**, and must be **supervised**
- Wages cannot include commission
- Employer may be private, local or state government
- Benefits range from \$216.00 to \$753.00 per month, tax-free, depending on eligibility
- **Contact the State Approving Agency** for eligibility information and an application:

(404) 463-0356

Georgia Department of Veterans Service
State Approving Agency
Floyd Veterans Memorial Building
Suite E-972
Atlanta, Georgia 30334-4800

Email: saaga@mindspring.com

Website <http://sdvs.georgia.gov>

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Approval Process for Training Establishments

Approval Process for On-The-Job (OJT) and Apprenticeship (APP) Training Programs

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The On-The-Job Training (OJT) Program offers veterans and other eligible persons an alternative way to use their VA (G.I. Bill) education benefits. Under OJT, veterans learn skilled occupations by performing each job process described in the master training program outline. This is done under the supervision of a skilled worker. While training, eligible participants can receive monthly education benefits from the Veterans Affairs in addition to their salary as an income supplement.

OJT programs may be in a wide variety of occupations; some in trades that relate to military occupation, but many that do not. Currently approved programs range from correctional officer to mechanics to electronics technicians.

Employers also benefit from these programs. The OJT program is an excellent way to attract and retain well-disciplined employees in hard to fill positions. Employers direct the training of the veterans, thereby ensuring that they become familiar with work processes as defined by the employer, equipment to be used upon completion of training, and company policies. There are no direct payments to employers under this program. Payments received by the veteran are intended to serve as a salary supplement during the period of training.

How To Apply

The veteran or other eligible person locates, or is referred by the Employment Office to an employer who can provide him/her with training in a bona fide trade or skill for which he/she is not already qualified and is willing to train.

If you are recently employed, eligible for VA education benefits and interested in the OJT program, the first step is to contact your employer. Your employer will know if the job objective toward which you are to be trained has been approved for OJT benefits. If the program is already approved then you and the employer must complete a [VSO Form 55](#) (Training Request) and forward this form to the Georgia Department of Veterans Service to begin the enrollment process. The Georgia Department of Veterans Service is the recognized State Approving Agency (SAA), which is responsible for the evaluation and approval of all education and training programs offered to veterans in Georgia.

If there is not an approved OJT program for your job, or if you are beginning training in a new position within a company, complete a [VSO Form 55](#) (Training Request) (go to VSO Forms section of this web site and download) and ask your

employer to send the completed form to, or contact the SAA for approval information.

Program Requirements

The basic requirements are that the employer must provide adequate space, equipment, instructional material, and qualified personnel to furnish satisfactory training on the job. In addition, the workplace must be free of safety hazards.

An OJT program may only be designed for an occupation that requires at least 6 months but not more than 24 months of training. A veteran cannot be already qualified for the job by previous training or experience. Jobs, which take relatively little time to qualify for such as fast food attendant, bartender, salesman, or building custodian, cannot be approved.

At the completion of training the employers are required to pay veterans or other eligible persons no less than the fully trained starting wage. The veterans' wage must be increased in regular periodic increments during the training period. Not later than the last full month of scheduled training, the wages will be at least 85 percent of the fully trained wage paid for the job for which the veteran or eligible person is being trained.

The employer must certify that there is a reasonable certainty that a job will exist for the veteran once the training has been completed.

The rules for employers participating in the OJT program are intended to safeguard the veteran's or other eligible person's right to a legitimate training opportunity. While these rules may appear to be extraordinary at first glance, the overwhelming majority of participating employers find that following them poses little difficulty. In fact, once the initial application for approval has been granted, the administrative burden to the company is minimal.

The State Approving Agency personnel conduct annual visits to assure that progress is being made and that records of progress and pay are maintained properly.

Apprenticeship Programs

Apprenticeship training is similar in nature to OJT, but it includes theoretical instruction as well as practical training. The person learning a trade, an "apprentice" is taught by a skilled worker, a "journeyman." The veteran or other eligible person receives VA education benefits while working full-time and earning wages.

Apprenticeship programs differ from OJT in that they are normally two or more years in length. Apprenticeship programs require a minimum of 144 hours of related instruction per year. The employer, local technical college or the Federal Bureau of Apprenticeship Training usually provides related instruction. Non-

registered programs are approved by the State Approving Agency of the Georgia Department of Veterans Service. Both the Federal Bureau of Apprenticeship Training and the State Approving Agency approve registered apprenticeship programs. Some examples of approved apprenticeships are carpenter, electrician, brick mason and plumber.

Veterans Requirements

For chapter 30, veterans must have honorable discharge and be within ten years of separation. Reserve component applicants must be within 14 years of acquiring eligibility, and on a 6-year contract.

Veterans enrolled in OJT or Apprenticeship programs must show that they are making satisfactory progress in their training. To demonstrate progress, veterans are required to maintain a written record of their work and training hour for each month. Veterans in training are required to be present on the job for the same number of hours that others in the company normally work in a week. Veterans are allowed to work overtime or irregular hours. However, a veteran must work at least 120 hours during each month to be entitled to full benefit payment for that month.

Who to Contact for Additional Information?

Direct Questions concerning the OJT and APPRENTICESHP programs to:

Georgia Department of Veterans Service

State Approving Agency
Floyd Veterans Memorial Bldg.
Suite E-970
Atlanta, Georgia 30334
PH: 404-656-2306/2322 (8:00 a.m. to 4:30 p.m.)
FAX: 404-657-6276
E-Mail Address: saaga@mindspring.com

If you have questions concerning your **ELIGIBILITY FOR EDUCATION BENEFITS** contact:

US Department of Veterans Affairs

Regional Office
P.O. Box 100022
Decatur, Georgia 30031-7022
PH: 1 (888) 442-4551(8:00 a.m. to 4:00 p.m.)

VSO Form 55 (Revised 4-4-05) Previous editions may not be used. For use with Project 819 only