

Georgia Vocational Rehabilitation Agency

Vocational Rehabilitation Program

Work Adjustment Training

Punctuality, dependability and focusing on tasks are critical for success in today's workplace. Work Adjustment Training offers people with disabilities who want to work the opportunity to develop these and other solid work habits and skills. VR staff matches the requirements of the employer with a trainee who has expressed an interest in the work the business offers. Therefore, virtually any business environment can serve as a successful work site for trainee placement.

VR services throughout the process benefit both employer and trainee. VR staff manages the administrative details, provide timely individualized counseling, and work with the employer regarding any accommodations the trainee might need. The only VR paperwork required from the employer is a monthly time sheet and work performance progress report. The person at the business who provides supervision typically handles this task.

VR pays an incentive equal to minimum wage for all trainees, with a maximum of 15 work hours per week for students, and a maximum of 40 work hours per week for all others. There is also a 15% overhead provision.

Payment is directly issued to the employer; where appropriate, a U. S. Department of Treasury Form 1099-MISC (Miscellaneous Income) will be issued at the end of the year. Placing trainees on the payroll allows them to receive pay like regular employees and goes a long way towards making trainees feel like a part of the "real" workforce. It also allows them to be carried under the employer's existing Worker's Compensation policy, which normally covers liability issues. The 15% overhead cost that VR provides assists with administrative and other expenses incurred by the business.

If either the employer or the trainee is dissatisfied, there is no obligation to continue in the particular training relationship. If requested, VR will seek a new match for any employer. If things go well, however, the employer is encouraged to consider the trainee when full-time openings become available.

Participating in the Work Adjustment Training effort offers the employer the opportunity to screen potential applicants who also have the support of GVRA Vocational Rehabilitation. And if a VR trainee is hired, the business may apply for and receive a tax credit. But clearly the most important benefit is the valuable service the employer provides in developing the local workforce.