# PROVISION OF PRE-EMPLOYMENT TRANSITION SERVICES

This Appendix defines general expectations applicable to the provision of pre-employment transition services purchased by DARS counselors. The specific Pre-ETS the Vendor is approved to provide are identified on the Vendor’s rate sheet.

## SCOPE OF SERVICES

* 1. The Vendor shall provide the following services to students with disabilities with potentially eligible (PE) or vocational rehabilitation (VR) DARS cases.
     1. **Job exploration counseling.** Support students to learn about career pathways, in-demand industries and occupations, the labor market and their career interests. At a minimum, services must include:
     2. Sharing and exploring labor market information and in-demand industries/occupations;
     3. Defining career pathways;
     4. Exploration of career pathways of interest;
     5. Exploration of student skills and support in identifying how these skills translate to careers; and
     6. Exploration of work environment preferences.
     7. **Work-based learning experiences.** Support students to further explore the world of work and various occupations and career pathways and provide students with opportunities to practice and improve their workplace skills. At a minimum, services must include:
     8. Meeting with an employer at their place of work to learn about the world of work and understand work duties associated with a job/career of interest (this can be done through a workplace tour, informational interview, volunteer/internship/paid/unpaid work experience, etc.);
     9. Learning about, and as appropriate, practicing following common workplace rules; and
     10. Identifying an area for students to grow their work skills.

A vendor may be approved to pay student wages for work experiences. As funding is available, the vendor may seek DARS reimbursement for student wages of work experiences that last three to eight weeks with a single place of business. A vendor must be pre-approved by DARS to pay student wages and have the wage reimbursement code added to their list of approved services. Wage reimbursement from DARS must be agreed upon in writing in advance of the work experience (in the form of an authorization from DARS for wage reimbursement). Wage reimbursement may not occur for work experiences at a vendor’s place of business or for contract work performed by the vendor. Wage reimbursement may only occur for work experiences that complement and do not displace the work of paid employees while providing educational benefits to the student. Wage reimbursement can only be for work experiences in which the business drives no immediate advantage from the student’s activities. All work experiences must comply with all applicable state and federal labor laws, to include the Department of Labor requirements, including the Fair Labor Standards Act.

The vendor must pay the student Virginia’s minimum hourly wage. The vendor must pay employer Federal Insurance Contributions Act (FICA) taxes and worker’s compensation taxes. DARS shall reimburse the vendor at the agreed upon reimbursement rate. To be reimbursed, the vendor must complete DARS form PreETS-6 (Time Log for Approved Student Work Experiences) and submit that completed form and form PreETS-4 (Work Experience report and bill) to DARS by the 10th of the month immediately following the student’s participation in a work experience. DARS wage reimbursement shall not exceed eight weeks.

* + 1. **Counseling on postsecondary education and training opportunities.** Support students to develop awareness of the range of postsecondary educational and occupational training opportunities and emphasizes a career pathways approach. At a minimum, services must include:
    2. Understanding the difference between high school and postsecondary education/training;
    3. Exploring different types of postsecondary academic and occupational training options and how these will support high-quality careers;
    4. Student identification of at least one postsecondary academic or occupational training of interest;
    5. Learning about federal financial aid options;
    6. Learning the process for requesting and accessing accommodations for postsecondary education/training programs;
    7. **Workplace readiness training.** Support students to prepare for adult life and develop commonly expected skills employers seek from most employees. A vendor may provide training in using transportation as a stand-alone workplace readiness training service. All other workplace readiness training services must include at a minimum:
    8. Learning where and how to search for work (including the importance of networking);
    9. Learning and practicing how to effectively complete a job application;
    10. Learning what a behavioral interview question is and practicing how to effectively answer these questions;
    11. Learning and practicing how to professionally ask for help on the job; and
    12. Financial literacy and financial empowerment.
    13. **Instruction in Self-Advocacy.** Support students’ development of effective communication and decision-making skills and emphasizes self-determination. At a minimum, services must include:
    14. Identify strengths;
    15. Identify support needs;
    16. Understand what it means to disclose one’s disability and who is responsible for doing this;
    17. Understand how to effectively request and utilize accommodations
    18. Identify ways to be a self-advocate;
    19. Identify/develop positive strategies to support effective problem solving
    20. Understand what an informed decision is and how to engage in informed decision making
  1. The DARS counselor shall inform the Vendor of the student’s pre-employment transition services needs/goals/purpose for participating in Vendor services. Any additional goals identified as a result of service provision shall be communicated by the Vendor to the DARS counselor within three business days of identification.
  2. Pre-employment transition services shall be provided on a short-term basis. Unless otherwise noted in this appendix, a single pre-employment transition service shall not exceed eight weeks. As needed, though, a student may participate in multiple services provided by the Vendor.
  3. The Vendor shall maintain for DARS review an individual case record for each student served that is clear, complete and current. At a minimum, records shall include student identifying information, student with a disability status, pre-employment transition services provided and progress reports.
  4. The Vendor shall maintain ongoing CARF accreditation as required by their full vendor agreement and all appendices that apply.

1. **Criminal Background Checks and Child Protective Services Registry Checks**
   1. The Vendor shall conduct criminal background checks and child protective services registry checks on all personnel who have direct contact with students. The Vendor shall not hire or continue to employ persons who have been convicted of any offense set forth in § 19.2-392.02 of the Code of Virginia or has a complaint confirmed by the Department of Social Services child protective services registry. The Vendor shall pay all fees associated with the processing of background checks. Verification of such background checks shall be provided to DARS upon request.

## REPORTING AND BILLING REQUIREMENTS

* 1. The Vendor shall provide the student’s DARS counselor with monthly reports by the 10th day of the month following services provided. If a student misses three (3) days of authorized services in any month, the Vendor shall immediately notify the student’s DARS counselor in writing.
     1. Report requirements:
        1. A separate monthly report shall be submitted for each student for each month the student participates in a Vendor pre-employment transition service. The report shall include:
           + Dates the student participated in the service;
           + Number of hours or days the service was provided;
           + Where the service was provided;
           + Summary of the service provided;
           + Specific notes relevant to the student’s participation in the service, to include:

Observed level of participation;

Observed interests in information presented/activities participated in;

Progress made and, as appropriate, increase and/or improvement in demonstrated skills; and

Challenges/concerns observed.

* + - * + Accommodations, compensatory techniques, and special training (if any) required by the student; and
        + Provider signature and date.
      1. The last month/final report is also to include:
* Summary of the student’s observed experience in the entire service;
* Comments on level of change in the student’s ability to make informed decisions as they relate to careers and adult life;
* Recommendations/considerations for:
  + Purposeful transition goals and
  + Additional pre-employment transition services and, if applicable, educational, vocational rehabilitation, and other community resources/services the student would benefit from to enrich their transition planning and help them prepare for a career and adult life; and
* Attachments of all material created by the student/products resulting from the service/program (e.g. resume, completed sample application, disability disclosure script, budget, elevator speech, etc).
  + - 1. Surveys
         * Pre and post-service surveys are required to be administered to students and submitted to DARS. The pre-service survey is submitted with the first monthly report and bill.  The post-service survey is submitted with the final/last monthly report and bill.  If a service only occurs within the course of one month (including single day services), submit both pre and post-service surveys with the one report and bill issued for that service.
  1. The Vendor shall provide the student’s DARS counselor with a monthly invoice for authorized pre-employment transition services provided to the student. Such bill shall be signed by the Vendor certifying the student received the authorized services included in the bill. DARS shall not be obligated to pay for services when the Vendor fails to submit an accurate invoice within thirty days after the close of the calendar month in which services were delivered. DARS reserves the right to withhold payment to the Vendor when the service provided falls outside the scope of pre-employment transition services and more specifically, outside the scope of the particular pre-employment transition service(s) authorized.
     1. Invoice Requirements:
        1. Invoices shall list the total number of hours spent providing individual services or the total number of full or half days group services were provided (group services lasting three hours or less will be paid at the half-day rate). Invoices shall not be itemized beyond this.
        2. Invoices that include student wages for three to eight week work experiences with a single business that is not the Vendor shall list the total number of hours the student participated in the work experience for the month being invoiced and the total wage reimbursement amount.

## EVALUATION CRITERIA

Services delivered under this Appendix to the Agreement shall be evaluated in accordance with the Scope of Services articulated in this document. Program reviews shall focus on, but not limited to:

* 1. The extent to which the Vendor effectively supports students’ pre-employment transition services needs as evidenced in the students’ progress reports and post-service surveys.
  2. The provision of a summary report following completion of a service that provides: an overview of the student’s experience in the service; comments on level of change in the student’s ability to make informed decisions as they relate to careers and adult life; and recommendations/considerations for purposeful transition goals, additional pre-employment transition service needs, and, if applicable, educational, vocational rehabilitation, and other community resources/services the student would benefit from to enrich transition planning and support preparation for a career and adult life.
  3. The Vendor submitting to the DARS counselor a copy of all materials created by the student/products resulting from the service (e.g. resume, completed sample application, disability disclosure script, personal budget, elevator speech, etc).
  4. The timely submission of all invoices and reports.
  5. The maintenance of and compliance with a current vendor agreement.