

Attachment G

Summer Work Experience Guidance and Employment Site Proposal

Objective:

Provide a work-based learning experience in a competitive integrated setting for students with disabilities during the summer.

Overview:

- The VR Summer Work Experience is an IPE-driven service option for VR eligible students with disabilities.
- The VR Summer Work Experience is a service that is provided in collaboration with approved Missouri VR Community Rehabilitation Programs (CRPs).
- Participants must be students who are entering their final year of high school and have no prior successful formal work experience in a competitive integrated setting.
- The VR Summer Work Experience will consist of one, six week, work-based learning experience during the summer. All six weeks must be completed within an eight week window of time.
- Total weekly hours will be 20 hours per participant. Sixteen hours per week will be spent engaged in the tasks associated with the job the student has chosen to do. The remaining four hours per week will be dedicated to soft skill training activities which will be facilitated by the associated Community Rehabilitation Program (CRP). The 20 hours per week may be allocated over the course of either a four or five day work week.
- Participants will be paid at the rate specified in State or local minimum wage law, up to 20 hours per week, for the duration of the six week summer work experience. The CRP will hire the student as a temporary employee and serve as the employer of record, which will include responsibility for providing liability insurance and workers compensation.

CRP roles and responsibilities:

- CRPs will develop employment sites within their local communities. Site locations may be at for-profit, non-profit, or government entities. Each site must provide access to work-based learning experiences in a competitive integrated setting.
- CRPs will submit the *VR Summer Work Experience Employment Site Proposal* to the Director of Community Rehabilitation Programs for review and approval. Please email to Elizabeth.perkins@vr.dese.mo.gov.
- Proposals are due by January 15th of each year.
- VR makes no referral guarantees. It will be critical that CRPs communicate regularly with the associated VR office(s) about their employment sites to ensure informed choice is provided to students who are eligible to participate.
- CRPs will provide one staff person to support up to six students.
- CRPs may develop multiple employment sites.
- Work experience opportunities should be appropriate for high school students who have had little to no community-based work experience (e.g. entry-level positions).
- CRPs will provide on-site support during the entire experience.
- CRP staff will lead classroom discussion for four hours per week focusing on the following six soft skill topic areas:
 - Communication
 - Enthusiasm & Attitude
 - Teamwork
 - Networking
 - Problem Solving & Critical Thinking
 - Professionalism
- As it pertains to soft skill instruction, CRP staff may develop their own curriculum and/or use materials from the following list of resources:

US Department of Labor - <http://www.dol.gov/odep/topics/youth/softskills/>

NCWD-Youth - <http://www.ncwd-youth.info/411-on-disability-disclosure>

Urban Career Academy - <http://www.livebinders.com/shelf/view/152012>

Access key: Inclusive

Hard copies can be made available upon request – email

Elizabeth.perkins@vr.dese.mo.gov

- CRP Staff should be mindful of variations in student reading levels when selecting and developing soft skill curriculum.
- While soft skill curriculum must be built around the six core areas listed above, CRPs should strongly consider also incorporating instruction on topics such as drug testing in the workplace, the importance of credit and how to check your credit report, social media use as it relates to employment, the impact of legal history on employment, sexual harassment, budgeting, etc.
- CRP Staff will complete the *VR Summer Work Experience Plan* following referral and prior to start of the work experience. CRP staff will complete the *VR Summer Work Experience Report* upon completion of the summer work experience. These documents are available on the VR website.
- The involved CRP will hire, employ, and provide payment to participants in accordance with its established policies and procedures.

VR roles and responsibilities:

- In cooperation with the local school district, identify VR eligible students with disabilities who can benefit from the VR summer work experience.
- Participants must be students who are entering the summer prior to his or her final year of high school.
- As it pertains to IPE development; utilize the student's identified career pathway within his or her Personal Plan of Study, 504 plan, IEP, and the students expressed interests and goals to develop and describe a specific employment outcome. The employment outcome may be a description of the student's projected post-school outcome.
- Authorizations should be completed by April 30th of each year.
- Provide access to benefit planning resources for those students receiving SSI/SSDI. <https://www.ssa.gov/ssi/spotlights/spot-student-earned-income.htm>
- Provide consultation and support to the student, CRP staff, and employer during the summer work experience.
- A staffing should occur during the last week of the Summer Work Experience. This will allow the VRC, client and provider an opportunity to hopefully meet on site to get feedback about the experience, review what has been completed to date on the report, and to discuss moving forward with vocational planning and what those next steps will be.
- The VR Summer Work Experience Report, as well as VR counselor observations and feedback should be made available to school district personnel so that this information can be included in school-based transition planning efforts, including the IEP if applicable.

VR Summer Work Experience Employment Site Proposal

Community Rehabilitation Program Name:

Employer Name/Work Site Address Location:

High School(s) Associated With the Proposed Work Site :

List Jobs Available at Each Work Site:

Expected Start and End Date for Each Work Experience:

Daily Schedule for each Work Site:

Location of Classroom Experience:

Total Number of Available Positions per Work Site/ Number of CRP Staff Assigned to Each Site:

Additional Information including but not limited to, employer specific requirements such as background checks, TB tests, uniforms, etc...:

Attach a detailed job description of each job available for the summer work experience at the employment site.

Submit Completed Proposal Form electronically to the Director of Community Rehabilitation Programs: Elizabeth.Perkins@vr.dese.mo.gov