

CSG Client Services Guide	Date Issued 01/28/19	Subject Transition Services	Section 1700
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Section 1700	TRANSITION SERVICES	1
1700	DEFINITIONS	1
1710	OUTREACH/REFERRAL/CASE OPENING	2
1720	IEP AND 504 PLAN MEETING PARTICIPATION	2
1730	COORDINATION WITH PRE-EMPLOYMENT TRANSITION SERVICES	2
1740	ELIGIBILITY	2
1750	ORDER OF SELECTION.....	3
1760	IPE DEVELOPMENT	3
1770	SERVICES.....	3
1780	SUCCESSFUL EMPLOYMENT OUTCOME.....	4

[CSG Table of Contents](#)

Federal Regulations

- [34 CFR 361.5](#) – Definition
- [34 CFR 361.22](#) – Coordination with Education Officials
- [34 CFR 361.45](#) – Development of the individualized plan for employment
- [34 CFR 361.46](#) – Content of the individualized plan for employment
- [34 CFR 361.56](#) – Requirements for closing the record of services of an individual who has achieved an employment outcome

State Rules

- [5 CSR 20-500](#)

Section 1700 TRANSITION SERVICES

1700 DEFINITIONS

- *Youth with a disability* means an individual with a disability who is 14 – 24 years of age.
- *A student with a disability* is an individual with a disability in a secondary, postsecondary, or other recognized education program who is age 16 – 21 and is eligible for and receiving special education or related services, which includes services under a 504 plan.
- Transition services are a coordinated set of activities for a student or youth with a disability that prepares him/her to move from school to post-school

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 01/28/19</p>	<p>Subject Transition Services</p>	<p style="text-align: center;">Section 1700</p>
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activities. They are based upon the individual student's or youth's needs, preferences and interests including instruction, community experiences, the development of employment and other post-school adult living objectives.

1710 OUTREACH/REFERRAL/CASE OPENING

- Vocational Rehabilitation (VR) will facilitate the coordination of transition planning and services from school to post-secondary education and/or employment for youth with disabilities who are still enrolled in high school and are, or may be, eligible to receive vocational rehabilitation services.
- Referrals can be made and VR cases opened at any point during the year.
- For students under age 18, attempts should be made to engage the parents and/or guardians of students who are referred to VR. If face-to-face contact with a parent or guardian is not possible, at a minimum, the parent or guardian must sign the VR application and all other associated intake documents before a VR case can be opened.
- **Procedure**
 - Refer to [CSG Section 200](#) for information on the referral process.

1720 IEP AND 504 PLAN MEETING PARTICIPATION

- When invited, the counselor is encouraged to attend all IEP and 504 Plan meetings. If unable to attend in person, the counselor should participate via phone, video conferencing or may provide the information about VR along with the Simply Said transition video to be shared at the meeting.

1730 COORDINATION WITH PRE-EMPLOYMENT TRANSITION SERVICES

- **Procedure**
 - Refer to [CSG Section 250](#).

1740 ELIGIBILITY

- **Procedure**
 - Refer to [CSG Section 300](#).

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 01/28/19</p>	<p>Subject Transition Services</p>	<p style="text-align: center;">Section 1700</p>
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1750 ORDER OF SELECTION

- If a student with a disability receives Pre-ETS prior to being determined eligible for VR services, he or she should continue to receive those services even if placed into a closed category.
- If a student has not received Pre-ETS prior to being determined eligible for VR, they are not eligible to receive Pre-ETS while in a closed category.

1760 IPE DEVELOPMENT

- **Procedure**
 - An Individualized Plan for Employment (IPE) should be coordinated with the student’s IEP goals/objectives, 504 plan, personal plan of study, and/or other transition-related plans so as to minimize duplication of services. The student’s IPE should be completed before exiting or graduating the secondary school setting, and within 90 days of the student’s eligibility determination, unless there is a documented exception.
 - When a student with a disability is enrolled in a secondary or post-secondary program, any necessary Pre-ETS must be included on the IPE.
 - When the counselor is providing Pre-ETS, the time spent providing Pre-ETS should be documented in ETA accordingly.
 - Refer to [CSG Section 500](#) for additional information.

1770 SERVICES

- In addition to other services described throughout the Client Services Guide, the following services may be available for transition from school to work:
 - Work-Based Learning Experience
 - Cooperative Work-Experience Program (COOP)
 - Employer-Based Transition Training/Project Search (EBTT/PS)
 - Summer Work Experience Program
- **Procedure**
 - Refer to [CSG Section 1200](#) regarding EBTT/PS and Summer Work Experience Program.

CSG Client Services Guide	Date Issued 01/28/19	Subject Transition Services	Section 1700
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1780 SUCCESSFUL EMPLOYMENT OUTCOME

- The case may be Closed-Rehabilitated when the student has graduated/exited the secondary school setting, been successfully employed for at least 90 days and all other closure criteria have been met.
- **Procedure**
 - Refer to [CSG Section 100](#).