STATE OF WISCONSIN

DWD

Department of Workforce Development

Vocational Rehabilitation

DVR Statewide Services: Internship/Temporary Work

SERVICE PROVIDER TRAINING

2026 RELEASE

Training Objectives

- Understand the purpose and key elements of Internship/Temporary Work (I/TW).
- Understand how the service works.
- Recognize common purposes of an I/TW.
- Recognize how this service supports consumer outcomes.
- Understand DVR expectations for service delivery and reporting.

Where These Services Fit in DVR Services

An I/TW can occur at various points in the DVR process depending on the consumer's needs and purpose of the service.

- Prior to IPE: An I/TW may be used before an IPE is developed to help identify vocational goals.
- Within an IPE: An I/TW can be included as part of an IPE for a variety of purposes, including to develop skills or explore accommodations.
- Before permanent employment: I/TWs are intended as short-term experience prior to a long-term job placement, helping DVR and the consumer make informed decisions.

How Services Work Together

I/TW may be provided as a stand-alone service or in conjunction with:

- Job Development (including SE, CE, and SWBL)
- Systematic Instruction (SI)
  - If providing SI concurrently, a fading plan for anticipated supports should be discussed and documented prior to I/TW.

Service Overview – I/TW

What is an I/TW?

- Paid, time-limited work experience in a competitive, integrated setting.
- Helps determine strengths, support needs, and vocational goals.

Key purposes:

- Determine a compatible vocational goal
- Determine needs for assistive technology or job accommodations
- Build endurance for work (work hardening)
- Develop new skills
- Establish current work references
- Try out a position to determine if it is a good fit

DVR staff identify the purpose and goals of the I/TW with the consumer and communicate this to the provider.

The Goal of These Services

- The purpose and goals of the I/TW are intended to support the consumer's individual employment goals.
- Goals for the I/TW are individualized based on:
  - The purpose of the I/TW.
  - The consumer's needs, interests, and support needs.
  - The specific skills, experiences, or information being explored.
- Individualized placement:
  - Each I/TW site should be developed to match the consumer's unique skills, interests, and identified purpose and goals for the experience.

Summary of Services

Service	Purpose	Timeframes	Deliverables	Payment
Internship/ Temporary Work (I/TW)	• Determine a compatible vocational goal • Determine needs for rehabilitation technology or job accommodations • Build endurance for work (work hardening) • Develop new skills • Establish current work references • Try out a position to determine if it is a good fit	• I/TW set-up within 60 days from receipt of the PO • Duration of I/TW as authorized by DVR	• I/TW Agreement • Job Development Monthly Report(s) • I/TW Monthly and Final Reports – Submit I/TW Monthly report when no SI is provided. Submit I/TW Final report upon completion of I/TW. For more detail on report use, see Reports/Forms	• $750 • Paid upon completion of I/TW

I/TW - Key Components

- DVR authorization is required prior to offering or negotiating an I/TW with an employer or consumer.
- Timeframe considerations:
  - Durations should be no longer than necessary to meet the stated purpose.
  - Typically, two weeks to 45 calendar days; cannot exceed 45 days with local DVR management approval.
  - Should not exceed 90 calendar days.
  - Timeframe is individualized and should correspond to the identified purpose and consumer needs.

I/TW - Key Components

- Restrictions – I/TWs should **not** be used:
  - For the purposes of maintenance (to meet the financial needs of consumer).
  - For an employer to "try out" a consumer to determine if the consumer can perform the job.
  - To replace or reduce hours of current employees (including those laid off, on strike, or labor disputes).
  - To create dedicated positions at a set location/business which become "slots" for consumers.
  - For work sites in which groups of consumers perform similar work together (non-integrated).
  - When the request for the I/TW is based solely on the consumer's disability.

I/TW - Key Components

Exceptions:

- Any exception to the listed restrictions requires an Exception Request approved by a WDA Director.
- Additionally, Exception Requests are required for:
  - Completing another I/TW within 15 business days of a prior I/TW.
  - A subsequent I/TW is requested at the same work site (must be a new position with new job duties).
  - I/TWs at nonprofits for work that is typically performed by a volunteer.
  - I/TWs needing to be extended beyond the allowable 90 calendar days.

I/TW – Service Delivery

Once an I/TW has been authorized, refer to the I/TW Process Checklist for specific steps on setting up and completing an I/TW.

- Share the I/TW for Consumers and I/TW Information for Businesses handouts.
- Once an employer work site has been secured and DVR approves of the proposed site:
  - Complete the I/TW Agreement and submit the completed agreement to DVR to obtain a PO for wages.
  - Assist the consumer with onboarding tasks, as needed, in the Employer of Record (EOR) system.
  - I/TW Agreement and Wages PO must be uploaded to the EOR at least seven calendar days prior to the consumer's planned start date.

I/TW – Service Delivery

- Monitor the work site, ensure workplace rules are followed, and confirm DVR-authorized hours are adhered to.
- Confirm weekly time entries with the employer and approve the consumer's worked hours in the EOR system each week by the deadline (Tuesday 12:00 PM).
- Notify DVR of any changes to schedule, site concerns, or agreement circumstances.

Note: Consumers may not work more than 40 hours per week or earn overtime during an I/TW.

Case Example – I/TW

- Alex, 22, is interested in culinary work.
- Provider receives referral & PO for I/TW indicating the purpose of the I/TW:
  - Determine if Alex has the stamina and skill set for a line cook role.
  - Identify any job accommodations needed.
  - Build new kitchen skills.
- And individualized goals:
  - Complete a full 6-hour kitchen shift without needing additional support.
  - Learn and demonstrate safe knife handling and food prep skills.
  - Establish a reference with the employer for future employment.

Case Example

Process:

- Service Provider develops and secures a placement at a local restaurant kitchen for Alex.
- After DVR agrees this placement seems to be an appropriate fit, the provider completes the I/TW Agreement with Alex and the employer.
- Provider sends the completed agreement to DVR; DVR returns the signed agreement along with a PO for wages for the EOR.
- Provider assists Alex with getting onboarded through the EOR portal in time for his anticipated start date.
- Throughout the I/TW, the provider monitors progress and documents in monthly I/TW reports.
- Employer provides feedback on skills, stamina, and readiness for a permanent role.

Case Example

Outcome:

- Alex successfully completes 40 hours over 3 weeks.
- Identified need for workstation modification for comfort during long shifts.
- Gains positive reference and confidence in pursuing culinary career.
- DVR, provider, and Alex discuss next steps: Job Development Hire, with additional skill-building supports if needed.

Key Takeaways:

- Purpose and goals were individualized and clearly communicated.
- Close coordination between DVR, consumer, and provider.
- Documentation in reports ensured progress tracking and decision-making for next steps.

Distinction Between Services

- When a consumer requires hands-on training for a specific job, consider if an On-the-Job Training (OJT) may better meet those needs.
- OJT may be more appropriate when:
  - Consumers need practical skill development
  - Employers can provide structured training
  - When the workplace environment is conducive to learning on the job

Key Principles of I/TW

- Individualized, consumer-centered
- Time-limited
- Purpose-driven

Common Situations

Sometimes providers may encounter challenges such as:

- I/TW was set up, but the consumer didn't start.
- I/TW was started but not completed.
- I/TW with provider agencies.
- Employer pays two different rates (e.g., shift differentials, weekend rates).

Service Documentation

- When job development activities are provided to secure or set up an I/TW, progress must be documented monthly using the Job Development Monthly Report.
- When SI is authorized concurrently with an I/TW:
  - Ongoing monthly progress must be documented using the Systematic Instruction Report only, to reduce duplicative reporting.
  - The final I/TW Report is still required at service conclusion.
- When no SI is authorized:
  - An I/TW Report must be completed at the end of each month during the I/TW and at service conclusion.

- I/TW Report (DVR-18025-E)
- I/TW Agreement (DVR-17206-E)
- Job Development Monthly Report (DVR-18028-E)
- Systematic Instruction Report (DVR-18212-E)

Updates to Reports for 2026-2028

- Streamlined prompts to reduce duplication and align with service delivery.
- Reorganized prompts into sections:
  - Ongoing updates (for monthly reports)
  - Outcomes/Recommendations (completed only in final report)
- Instructional text added to clarify monthly vs. final report sections.
- New/revised questions to document:
  - Purpose and goals of the I/TW.
  - Whether purpose was achieved and/or progress toward goals was made.

Fee Schedule Notes

Service	2026 Rate
Internship/Temporary Work	$750

See Fee Schedule for full payment criteria and requirements.

- Services must begin with 30 days of receiving the purchase order.
- Reports must be submitted within five (5) business days of service completion or the end of the reporting period.
- Payment is contingent on acceptable service delivery and documentation.
- Monthly services require monthly reports documenting consumer progress.

Qualifications and Metrics

- Service Provider personnel delivering I/TW services must meet DVR Service Provider Qualification Requirements (SPQR) by July 1, 2027.
  - More details on SPQR can be found on the Service Provider webpage.
- DVR will continue to collect metrics for continuous quality improvement efforts.
- Metrics include placement quality, wages, hours, and job title match to IPE.

Resources/Links

- I/TW Forms, Publications, & Resources
- I/TW for Consumers handout (printable)
- I/TW Information for Businesses handout (printable)
- I/TW Process Checklist
- Shared Roles and Responsibilities in DVR Services
- DVR Transportation Plan form
- Competitive Integrated Employment Guidance
- WI APSE
- BPDD
- Job Center of WI resources
- WisConomy labor market info

Key Takeaways

Internship/Temporary Work:

- Is purposeful, time-limited, integrated, and coordinated.
- Must follow DVR authorization.
- Supports consumer goal-setting and skill development.

Additional Information

DVR Service Provider webpage:
https://dwd.wisconsin.gov/dvr/service-providers/

Contact us:
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