STATE OF WISCONSIN

DWD

Department of Workforce Development

Vocational Rehabilitation

DVR Statewide Services: Student Work-Based Learning Services

SERVICE PROVIDER TRAINING

2026 RELEASE

Training Objectives

- Understand the purpose and key elements of Student Work-Based Learning services.
- Understand how the services work together.
- Recognize common service strategies.
- Recognize how these services support consumer outcomes.
- Understand DVR expectations for service delivery and reporting.

Where These Services Fit in DVR Services

Student Work-Based Learning (SWBL) services are Pre-Employment Transition Services (Pre-ETS):

- For students ages 14-21 in high school or post-secondary education.
- Supports future employment goal identification and skill development.
- Not intended to fulfill long-term IPE goals; once long-term goal for case closure is identified, services should transition to adult-funded services.

Service Overview – SWBL

SWBL consists of three main services:

- Student Work-Based Readiness Plan
- Student Work-Based Learning Experience Development
- Student Work-Based Learning Retention

Services are designed to progressively build employment skills and workplace experience.

How the Services Work Together

1. SWBL Readiness Plan
2. SWBL Experience Development
3. SWBL Retention
   - Can only be provided for first 90 days.

Each service builds on the previous:

- Readiness Plan identifies jobs that may match student's skills, interests, and potential support needs.
- Experience Development puts the student into real work experiences.
- Retention ensures ongoing support and skill application.
- Additional services, such as Systematic Instruction, may be authorized when needed.

Note: Uses the same reports as Job Development services.

The Goal of These Services

The goal is to support students in:

- Exploring employment interest.
- Gaining transferable workplace skills.
- Understanding workplace expectations and responsibilities.
- Preparing for future competitive employment.

Summary of Services

Service	Purpose	Timeframes	Deliverables	Payment
Student Work-Based Readiness Plan	Develop a plan for the student based on their interests, skills, and job readiness.	45 days to complete the service	• Student Work-Based Readiness Plan Report and attachments • Meeting required to review and agree to plan	$600
Student Work-Based Learning Experience Development	Support student during job search process and to secure employment.	Review meeting at least every 90 days	• Review meeting is required every 90 days Job Development Monthly Reports • Hire Report at time of hire	$1,500
Student Work-Based Learning Retention	Provide student with supports necessary to retain employment.	30-, 60-, and 90-days following start date	• Retention Reports • Required wage documentation	$500 per 30-day increment

SWBL Readiness Plan - Overview

Purpose: Prepare the student for employment experiences.

- Job readiness activities (resume guidance, interview practice, job search prep).
- Identify potential employers/opportunities.
- Establish a contact standard.
- Ongoing problem-solving around work-based readiness activities or barriers.
- Complete Readiness Plan and required attachments.
- Final review meeting with DVR and consumer required.

SWBL Readiness Plan - Key Components

Plan must include:

- Employment eligibility check: Confirm consumer has needed documentation for hire paperwork and plan to obtain it if they do not.
- Interview practice and preparation.
- Attachments:
  - Sample job application
  - Resume and reference list
  - Cover letter

SWBL Readiness Plan - Service Delivery

- Attachment document standards and accessibility requirements:
  - Resumes, cover letters, and references lists must be submitted in an editable format (e.g., .doc or .docx).
  - Electronic copies of documents must be shared with the consumer.
  - Documents must be accessible to the consumer and compatible with common applicant tracking systems (ATS). Formats that result in image-based, non-editable, or accessibility-limited files should not be used.

SWBL Experience Development - Overview

Purpose: Engage the student in real work experiences aligned with interests and skills.

- Engage student in job search, applications, and employer outreach.
- Assist with resume updates, cover letters, and interview prep as needed.
- Contact student at least twice per month, documenting substantive discussion.
- Document employer contacts in monthly report.

SWBL Experience Development - Key Components

- Review meetings at least every 90 days (or more often as needed) with DVR and student to:
  - Review job development progress.
  - Discuss monthly reports.
  - Address barriers or changes in service needs.
- Notify DVR within five (5) days of job offer to:
  - Review job to ensure it provides meaningful experience aligned with goals and interests.
  - Authorize the appropriate support services, if needed.

SWBL Retention - Overview

Purpose: Support student in maintaining employment and developing transferable skills.

- Provide situational problem-solving and workplace communication support.
- Conduct regular check-ins with student and, with approval, the employer.
- Reinforce effective work habits, positive relationships, and independence.
- Transition to natural supports in the workplace whenever possible.
- Adjust support frequency and type based on consumer needs.

SWBL Retention - Key Components

- Contact student at least twice per month (substantive discussions/meaningful content related to employment progress, barriers, or next steps).
- Contact employer (with consumer permission) and plan workplace visits to:
  - Clarify roles of provider and DVR.
  - Discuss strategies to encourage independence and quality job performance.
  - Address issues as they arise.
- Wage verification must be submitted before final Retention payment.

Case Example

- Alex: a student interested in a career in STEM.
- Readiness Plan:
  - Create resume, practice interview skills, identify target employers to help him gain experience in this field.
- Experience Development:
  - Apply to five (5) businesses over six (6) weeks; provider meets with Alex every other week.
  - Alex receives job offer; Hire Report submitted within five (5) days.
- Retention:
  - Provider checks in twice per month for 90 days, helps Alex learn workplace expectations and develop independence.

Case Example

- Alex completed the 90-day SWBL Retention period but continues to struggle somewhat on the job (e.g., maintaining daily routines and prioritizing tasks, or following structured workflows).
- What should the Service Provider do if Alex needs additional support at the end of the 90 days of SWBL Retention?

Key Principles of SWBL Services

- Career exploration and skill-building
- Competitive, integrated employment focus
- Collaborative engagement
- Transferable skills, independence, and workplace problem-solving

Common Situations

Sometimes providers may encounter challenges such as:

- Student still needs support at end of 90-day Retention period.
- Need for other supports.
- Transitioning a student to adult services.
- Transitioning a student to Supported Employment.
- Closing a student's file if they decide their current job meets their employment goal.

Service Documentation

- Reports should:
  - Clearly describe services provided.
  - Track consumer progress.
  - Provide enough detail for another provider to continue services if needed.
- Report templates are available on the DVR Service Provider webpage.

- Job Development Plan (DVR-17036-E)
- Job Development Monthly Report (DVR-18028-E)
- Job Hire Report (Provider Portal link)
- Job Retention Report (DVR-17038-E)

Updates to Reports for 2026-2028

Job Prep and Development Plan:

- Removed "updated/revised plan" date references.
- Expanded Consumer IPE Goal section.
- Reorganized Prep & Plan section, using more structured prompts & checklist-style format.
- Revised Initial Job Supports Plan section.

Job Development Monthly Report:

- Removed "updated/revised plan" date references.
- Expanded Consumer IPE Goal section.
- Clarified contact standard prompt to align with other reports.
- Reformatted monthly progress section into contact grid and one structured summary prompt.
- Combined recommendations & consumer feedback into a single prompt.

Updates to Reports for 2026-2028

Retention Report:

- Refined prompts to focus on fading of supports and progression toward stability.
- Added consumer consent for employer-specific contact.
- Reframed reporting around Job Supports Plan progress (builds on Hire Report Initial Supports Plan).
- Added "Next Steps/Plans for Coming Month" prompt.
- Added fields for wage, hours, and insurance benefits to capture eligibility for Preferred Outcome payments.

Fee Schedule Notes

Service	2026 Rate
Student Work-Based Readiness Plan	$600
Student Work-Based Learning Experience Development	$1.500
Student Work-Based Learning Retention	$500 per 30-day increment

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 SWBL 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, timeliness, and WIOA outcomes.

Resources/Links

- Competitive Integrated Employment Guidance
- DVR Business Services
- Shared Roles and Responsibilities in DVR Services
- DVR Transportation Plan form
- Youth Technical Assistance Guide (Youth TAG)
- Wisconsin STEM Apprenticeship Program
- Wisconsin Dept. of Public Instruction (DPI) STEM
- WI APSE
- BPDD
- Job Center of Wisconsin
- WisConomy labor market info

Key Takeaways

Student Work-Based Learning services are designed to:

- Provide students with meaningful work experiences that bridge school and future careers.
- Support transferable skills, independence, and workplace habits that support future success.
- Tailor opportunities to each student's interests, strengths, and readiness for employment.
- Prepare students for future employment.

Additional Information

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

Contact us:
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