

## How to Use Paid Work and Training Options in DVR Information for Youth - Guidance Effective July 1, 2012

DVR's updated guidance on paid work and training options can help youth, schools and families think about how DVR can support a youth on the job. There are a number of options that can be used in combination that may provide training along with paid work.

The DVR policy does several things:

- Clarifies how and in what types of settings DVR-funded options can be used.
- Clarifies wage expectations for someone receiving VR services.
- Clarifies how various services can be combined to support someone in a competitive wage, integrated job.

### DVR's Three Characteristics of Employment

All VR services and resulting employment must be consistent with these three characteristics:

- **Competitive** (workers are compensated at or above the minimum wage – and not less than the prevailing wage paid for similar work done by others without disabilities).
- **Integrated** (in a community setting with natural proportions of people without disabilities).
- **Consistent with an individual's** strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

***DVR has specific guidance used by DVR Counselors to assist in determining if a job meets the above criteria.***

### Available DVR Supports

DVR offers a variety of skills training and paid work options that can meet a youth's employment support needs. These supports can be provided in unique combinations with each other, but must always meet DVR's three characteristics of employment.

### Training

**Occupational/Vocational Training** – This training may be provided by a community college, business, vocational/trade or technical school to prepare students for employment in a recognized occupation. Examples include a Certified Nursing Assistant, fork lift training, computer courses, specialized certificates, etc. These may be provided simultaneously with paid work options.

**Disability Related Skills Training** – This is training to improve functioning for competitive employment and may include training in job search strategies, peer mentoring, identification of work accommodation needs, instruction in organization, etc. These may be provided simultaneously with paid work options.

## Reasons to Use DVR's Paid Work Options

- **Assessment** - Provide the participant, employer and DVR counselor with an opportunity to evaluate the participant's interest, suitability, job accommodation needs, productivity and other worker traits in a real work environment.
- **Career Exploration** - Learning about an occupational area or work environment of interest.
- **Work Hardening** - Improve physical and/or emotional capacity to work.
- **Work Adjustment** - Learn about basic work behavior and workplace requirements regardless of the specific job goal.
- **Skill Enhancement** - Develop skills in a specific occupation or brush up on existing skills.
- **Reference Development** - Obtain a current positive employment record.
- **Job Try Out** - Many DVR participants need to approach working with as little stress as possible. These participants often benefit from a limited commitment to the employer. Also, some employers may not be ready to commit to a permanent hire, but are willing to offer paid employment on a trial basis. Both the consumer and employer can try each other out.

## Examples of Youth Using DVR Paid Work and Skills Training Supports

**Consumer Bill** applies for DVR services and wishes to get a job at a local restaurant but has no training or experience. He agrees to take part in the 12 week Food Services Training program at Goodwill. He will participate in one-on-one and group instruction and will work at Goodwill's community cafeteria for which he will be paid the prevailing wage.

- **Services Authorized for Bill:** Occupational skills training, prevailing wage and fringe.

**Consumer Kate** applies for DVR and is interested in learning about different jobs in a retail setting. Kate's DVR Counselor contacts a provider with this request. Kate will likely need a job coach and some assistance in identifying accommodations since she uses a walker. The provider talks with Kohl's and they agree to have Kate try 3 different positions; cashier, merchandise pricing and jewelry. Kate has the job coach join her for the first whole day and next half day for each of the 3 rotations at Kohl's. In addition, Kate's Counselor makes arrangements for a workplace ergonomic assessment at the store. They identify a modified chair for Kate to use at 2 of the jobs.

- **Services Authorized for Kate:** Internship/temporary work for 6 weeks (prevailing wage and fringe.), 36 hours job coaching, and workplace ergonomic assessment.

**Consumer Steve** has applied for DVR services while in high school. He would like to get a job but has never held a position before. Steve has a hard time understanding how to interact with others. Steve's DVR Counselor works with Steve's teacher and they develop an opportunity for Steve at the local movie theatre where the employer would like to use the Youth Transition OJT. Steve will clean the movie theatre between shows and help out in the food stand with garbage. Steve takes a newly designed classroom "Boot Camp" for students looking to work for 5 part-time days in a classroom at the library developed by the local Community Rehabilitation Program. He also meets with the Boot Camp instructor one-on-one after work for 5 days to address issues that have been identified.

- **Services Authorized for Steve:** Youth OJT (75% of wages for 180/hrs [4 weeks] in summer prevailing wage and fringe), job coaching, disability related skills training one-on-one instruction and disability related skills training "Boot Camp".

DVR would like to acknowledge the assistance of the Board for People with Developmental Disabilities in the completion of this guidance.

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