

Work Based Learning Experience

For Students with Disabilities

Community Rehabilitation Program

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The Utah State Office of Rehabilitation

Period: October 1, 2020-September 30, 2022

SECTION 1 - PURPOSE

The purpose of this partnership program is to establish a work based learning experience opportunity with an employer, arranged by a Community Rehabilitation Program (CRP) provider.

The WBLE Program will provide an opportunity for VR eligible Students with Disabilities to receive assistance developing and enhancing vocational interests, work readiness behaviors (attendance, dress, etc.), interpersonal and communication skills, work related life skills and knowledge of work practices (payroll, timesheets, benefits, etc.)

Work Based Learning Experiences are limited to VR eligible students whom:

1. Are aged 15-21; or 22 yrs and still enrolled in a secondary education program (i.e. post high program).
2. Are enrolled in an educational program
3. Through comprehensive assessment have been identified as needing a work experience program

SECTION 2 – PROGRAM FORMAT

This worksite experience must be a minimum of 4 and at a maximum 10 weeks, not to exceed a timeframe of 3 calendar months. The WBLE program should adhere to the following structure:

1. CRP will be responsible for developing the work sites for students that are competitive and integrated (no enclaves).
2. Students must work 6-20 hours per week during their WBLE.
3. CRP's will negotiate for the employer to train the student in the job-specific skills required for success on the job in exchange for a training fee. The training fee will be \$10/hour for up to 20 hours/week.
4. CRP will conduct an in person intake assessment with the student and counselor. During this assessment the team will explore the student's employment goals and interests in order to identify appropriate work based learning experiences. The intake assessment will be at least one hour in length and the CRP will receive an authorization for \$50 prior to the appointment. The CRP will not conduct the intake

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- assessment until an authorization is in place. The CRP will send the counselor a summary of the assessment with the billing.
5. Upon completion of the intake assessment, CRP will receive an authorization to develop an employer site for the work based learning experience and provide onboarding support to the student.
 - a. Counselors will authorize for \$500 (\$250 for Site Development Fee and \$250 for Site Placement Fee) for the Work Based Learning site development/placement under the Work Readiness Training code.
 - b. CRP will provide Work Readiness Training in the form of onboarding support (scheduling, tax forms, how to dress for the job, etc) and can bill for the Site Placement fee after the client successfully worked 5 days. Site Development fees can be billed after the first Site Development meeting with the client. Billing must be accompanied by a report of Site Development activities.
 6. It is the expectation the employer will be responsible for the “job specific skills training” and will instruct the student on how to perform the essential functions of the job. **Note:** Employment Specialists/Job Coaches should only be providing soft skill training such as assistance with appropriate social interactions, grooming/hygiene, communication, etc (see 6 below).
 7. Requirements of the Work Based Learning Site:
 - a. Student must work at least 6 hours/week
 - b. Employer must pay the student a wage commensurate with the starting wage for that position (must be at least minimum wage).
 - c. Employer must pay worker’s compensation and all applicable taxes.
 8. If additional support is needed beyond the first five days, the CPR and Counselor will arrange for hourly work readiness training at the hourly coaching rate of \$40/hour. This training should not occur while the student is at his/her assigned post but rather should occur before or after work or during scheduled meetings with the supervisor.
 9. Counselors will authorize the WBLE training fee to the employer at the rate of \$10/hour (not to exceed 20 hours/week and 10 weeks)

Completion of the Worksite Experience

10. The CRP will conduct weekly on-site supervision and client check in to evaluate the student’s progress. The CRP will use the information from the meeting to identify necessary interventions and complete the WBL form.
11. The WBL form will be submitted to the Counselor each week with billing. The rate for this work readiness service will be \$40 each week for the duration of the work based learning experience. The \$40/week will cover the cost of the weekly on-site supervision meeting as well as the weekly report writing.
12. **Successful Completion:** The final week report of the experience will require that the CRP prepare the final weekly report and meet with the client and counselor to review the WBL experience. In order to accomplish this:
 - a. The CRP will conduct the final contact with the WBL supervisor, complete the final WBL form making note of specific skills learned and recommendations for future employment.

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- b. The VR counselor will host a team meeting at the conclusion of the experience to terminate the relationship and discuss future needs and services.
13. Unsuccessful Worksite Experience: If a client is experiencing difficulties on the worksite due to lack of attendance, poor participation, behavioral problems or other issues, the job coach will notify the VR Counselor as soon as possible to attempt to resolve the situation.
 - a. If the concerns are resolved, the client will continue for the remainder of the worksite experience not to exceed 10 weeks within a 3 calendar months period.
 - b. If the client does not successfully complete the worksite experience, the CRP will notify the counselor of intent to terminate employment. The employer and CRP may submit billing for the last week worked by the student (regardless of the number of hours worked in the final week). The CRP billing should include the weekly report with a comprehensive review and report regarding specific circumstances and vocational performance barriers experienced during the Worksite Experience.

SECTION 3- CRP EMPLOYMENT SERVICES RESPONSIBILITIES

Through this partnership the CRP shall:

1. **Worksite Location:** The Community Rehabilitation Program (CRP) will develop and establish a worksite location with a local business in the service delivery area. All locations selected must be approved by the VR Counselor and be competitive and integrated settings in the community.
2. **Client Progress Updates:** The CRP will provide the VR Counselors with weekly progress reports for each client.
3. **Consultation and Coordination:** The CRP will be responsible for maintaining an open line of communication and coordination with the VR Counselors and the work site management.
4. **Information Sharing:** The CRP will partner with the VR Counselor in obtaining signed releases of confidential information on each mutual student/client so that information may be shared and communication had between partner staff.

SECTION 4 – WORKSITE EMPLOYER RESPONSIBILITIES

1. The employer should be established in the community and have a reputation of fair treatment of employees. It is expected that the employer provides a supportive and positive work atmosphere.
2. The employer shall be expected to comply with all applicable sections of the Fair Labor Standards Act.

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3. The employer should be willing and able to collaborate with USOR and the CRP to offer a meaningful work experience for the clients. The Worksite environment should facilitate the client's learning and understanding of soft skills, as well as specific job tasks.
4. The employer is expected to maintain an open line of communication with the CRP and provide any necessary feedback.
5. If the work experience opportunity is terminated prior to the pre-arranged completion date,, the employer may submit billing for the last week worked by the student (regardless of the hours worked that week).

Resources:

FLOW CHART- USOR Client Service Manual, Chapter 25 Appendix F

WBLE Form- USOR Client Service Manual, Chapter 25 Appendix G