

Virginia Department for Aging and Rehabilitative Services

Pre-ETS Summer Work Experience Kickoff Training

Martin Kurylowski

Transition Services Coordinator

Martin.kurylowski@dars.virginia.gov



VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES

Pre-ETS are for Students with Disabilities (SWDs)

- A SWD is:
 - ages 14 to 21 (22 if birthday is during school year);
 - in a secondary, post-secondary or other recognized education program; and
 - an individual with a documented disability
- Provided to students who have an IEP, 504 accommodation, or are 504-eligible.



DARS and Students with Disabilities

- DARS offers two sets of services to Students With Disabilities (SWDs)
 - Pre-Employment Transition Services (Pre-ETS)
 - Do not require an eligibility determination.
 - [Pre-ETS Information Release & Consent Form](#)
 - Vocational Rehabilitation (VR) services
 - Do require an eligibility determination.



Pre-Employment Transition Services

- Are no cost for participants and designed to:
 - Encourage and support initial career exploration;
 - Enhance, complement, and fill gaps in available transition services to prepare students for successful careers and adult life; and
 - Empower students to pursue their employment and independence potential.



The Five Pre-ETS

Supports SWDs to...

1. Job Exploration Counseling (JEC)

Learn about career pathways, in-demand industries and occupations, the labor market and their career interests

2. Work-Based Learning (WBL)

Further explore the world of work, occupations and career pathways and have opportunities to practice and improve workplace skills

3. Counseling on Postsecondary Education/Training Options (CPSET)

Develop awareness of the range of postsecondary educational and occupational training opportunities that lead to industry-recognized credentials to prepare for Career Pathways.

4. Workplace Readiness Training (WRT)

Job-seeking, job-keeping, social or interpersonal, and independent living skills.

5. Instruction in Self-Advocacy (ISA)

Develop communication, decision-making; and self-determination skills

Work-Based Learning Experiences

- Support students to further explore the world of work and various occupations and career pathways and provides opportunities to practice and improve workplace skills.



Work Experiences

- 3-8 week opportunities for students to experience authentic work in a single place of business
 - May be paid or unpaid
 - Occur individually or in groups
 - May or may not require a skills trainer
 - Cannot involve work contracted to ESO
 - **May happen any time (not just the summer!)**



Why Are Work Experiences Important?

- Providing Work Experiences to students with disabilities is a Research-Based Practice that leads to post school success in the areas of employment and education (Mazzotti et al 2020).
 - Also positive correlation with independent living outcomes



SWE 2021 Summary

- Supported 343 students in paid and unpaid work experiences across the Commonwealth.
 - Over \$1 million authorized & paid between 12 vendors
- Worked together to increase Pre-ETS Vendor coverage
 - Including expansion of student WE payment options
- Many students obtained permanent employment



SWE Debrief Feedback

- Simplify/streamline processes
- JOINT mandatory training needed (DARS and Vendors)
 - Inconsistent, inaccurate, untimely authorizations and invoices/reports
- Vendor capacity issues
- Vendors needed earlier idea of referral #s to meet needs
- Short notice requests for WEs
- Insufficient development hours for SWEs
- Transportation issues



SWE Debrief Successful Practices

- Regular communication and clear expectations
- Beginning planning & referring early (March/April)
- Student information form with referrals
- Shorter WBLEs (e.g. work site tours, job shadows, etc.) prior to SWEs
- Vendor presentations on services
- Experienced VRCs mentoring newer counselors
- Vendors completing WE agreement
- DARS staff finding SWE opportunities then referring to vendor
- Students receiving incentivizing payments
- Partnering with schools to develop sites
- Business disability awareness training
- Combining students with similar interests in single site



SWE Debrief Positive Outcomes

- Students hired following WEs
- Confidence boost for students
- Businesses excited and gained confidence
- Students demonstrated initiative, gained motivation & new interests, used natural supports, and increased work/social skills
- Positive feedback from parents (more motivation/independence in children)
- Some students modified academic plans (e.g. business classes following clerical/admin work)



Let's Share!

- Examples of successful work experiences with regards to:
 - Student outcomes
 - Effective partnerships
 - Business engagement



Scavenger Hunt!

Find Something During a 5-minute Break That...

- ❖ ...shows a **STRENGTH**, or
- ❖ ...shows your **INTERESTS**, or
- ❖ ...shows your **PERSONALITY!**

Authorizing, Invoicing, and Reporting Requirements

SWE SERVICE STRUCTURE



VIRGINIA DEPARTMENT FOR AGING
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Summer Work Experience Resources

- Located on the Employment Service & Special Programs (ESSP) Website
 - <https://vadars.org/essp/>









Employment Service & Special Programs (ESSP)

Welcome to the Division of Rehabilitative Services' Employment Service & Special Programs (ESSP) web site. The Office partners with community rehabilitation providers to provide employment and vocational services throughout the state. We provide long-term support fund management; state oversight of Employment Service Organizations (ESOs); and coordination and support of special programs such as, Deaf and Hard of Hearing.



In addition to our own activities, we have links to important partners and service providers. The Employment Service Organizations Directory provides a search capability for ESOs across the State and a direct link to a number of ESOs that maintain websites.

We are glad you chose to visit us and we hope the information here will assist you.

Recent Updates

- DARS ESO Update November 17, 2021 
- DARS ESO Update October 27, 2021 
- DAR ESO Update July 28, 2021 
- ESO Outcome Report Side by Side Comparison FY16-FY21 
- ESO Scorecard - SFY 2021 
- DARS/ESO Update April 28, 2021 
- DARS/ESO Update February 24, 2021 
- Pre-ETS Update February 24, 2021 
- Adding Work-Based Learning Service Options 
- ESO Vendor Agreement Modification Template 
- DARS/ESO update January 27, 2021 
- Checklist for contract workers required to complete DHRM sexual harassment training 

Pre-ETS Summer Work Experience Resources

- Pre-ETS WE Business Outreach Flyer 
- Pre-ETS WE Student Outreach Flyer 
- Pre-ETS WE Service Structure and Essential Forms 
- Pre-ETS Vendor Work Experience Agreement (PreETS-2) 
- Pre-ETS Work Experience Services Invoice & Report (PreETS-4) 
- Pre-ETS Work Experience Services RFA Form (PreETS-13) 
- Pre-ETS Vendor Survey Questions 
- Pre-ETS Work Experience Student Information Form. 



Marketing Work Experiences

- Pre-ETS WE Student & Business Outreach Flyers
 - Designed to target interested participants
 - May be used by DARS staff and vendors
 - Fillable (include your contact information on it)



Coordinating Work Experiences

- Work experience opportunities may be developed either by DARS staff or Pre-ETS Vendors
 - **Front-end approach:** Student is identified and referred for a WE opportunity to be developed based on the student's interests/preferences; and
 - **Back-end approach:** WE opportunity is developed and filled with interested student afterwards



Referral Processes

- VRCs should refer students to Pre-ETS Vendors or DARS Business Development/Placement Staff along with a completed *Pre-ETS Work Experience Student Information Form*.
 - Student Information Form (BEST PRACTICE!)
 - May include IEP and/or other education records
 - Exchange is covered by the Pre-ETS Information Consent and Release Form all students sign to begin receiving Pre-ETS
 - Best practice: Hold team meeting prior to WE to review expectations with student/family



Pre-ETS WE Student Information Form

This document is a best practice to accompany & enhance student referrals for WEs, and includes the following information:

- Basic student information (DARS PID, Counselor, School, Grade Level, etc.)
- Student's SWE Plan (individual or group, schedule/availability, transportation plan, etc.)
- **S**trengths, **P**references, **I**nterests and **N**eeds (**SPIN**)



Student Earned Income Exclusion (SEIE)

- Students receiving SSA disability benefits, who are planning to receive WE payments, qualify for that income to be excluded and not impact SSI benefits.
 - January 2022 maximum monthly exclusion is \$2,040 and annual exclusion is \$8,230.
 - Should ensure SSA is aware of their status as an active student prior to WE and report income

[VCU Work Incentives Planning and Assistance National Training Center – SEIE Fact Sheet](#)



Authorizations, Invoices, Reports

- The *Pre-ETS WE Service Structure and Essential Forms* document is a comprehensive authorization and billing reference tool for Pre-ETS Work Experience Services, including:
 - *WE Arranging and Coordination (WEcoord)*
 - *Skills Trainer Onsite Orientation and Oversight Supports (S11001WE/g/gH)*
 - *Student WE Payment Reimbursement (WEwage)*



***NEW* Pre-ETS Work Experience Services**

RFA Form (PreETS-13)

- New RFA template that is strongly encouraged to be used by all providers for the following services:
 - WEcoord
 - S11001WE/S11001WEg/S11001WEgH
 - WEwage
- Submitted monthly & separately for each VR counselor.
- Request must be submitted and approved prior to services beginning.



NEW WEcoord – WE Coordination

Individual hourly code used for payment of coordination activities ONLY for Pre-ETS Work Experiences. Authorized activities include the following:

- the initial vendor intake/team meeting;
- coordinating activities with student, family, and school (as appropriate);
- arranging the work experience & completing the Work Experience Agreement;
- skills trainer travel time to & from the service location;
- report writing time; and
- coordinating & attending a post-WE reflection meeting with the student, DARS counselor, and as appropriate family and school representatives.



Authorizing Student WE Payment Reimbursement (WEwage)

- WEwage is authorized at an individual hourly rate and may be no more than 120 hours per student.
 - Available for Individual or Group WEs
 - Only approved vendors
- Students WE Payments must be consistent with the effective minimum wage (\$11 now)
 - DARS reimburses at \$2/hr above minimum wage (\$13/hr)
- May not reimburse student WE payments for WEs in an ESO's business or site for contracted work



Wage Reimbursement (WEwage) Reports

- Vendor must submit a completed and accurate Time Log monthly to the VRC.
 - The time log is now on the Pre-ETS Work Experience Services Invoice & Report (PreETS-4) and contains:
 - Total hours worked each day of the calendar month.
 - Student and Skills Trainer Signatures



Department of Labor Fair Labor Standards Act (DOL FLSA)

- Pre-ETS Work Experiences are structured to constitute and meet DOL requirements for internships.
 - Unless the student is hired as an employee by the host business, their relationship is as trainee-trainer.
 - DOL imposes 120 hour limit for work-related training in internships
- The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.
 - DOL applies a seven factor “primary beneficiary test” to determine whether the true nature of a relationship is “employee/employer” or “trainee/trainer” ([Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#)).



UPDATED Work Experience Agreement

- Vendors **required** to complete a Pre-ETS Vendor Work Experience Agreement (form PreETS-2) prior to beginning any work experience (individual & group). The agreement is signed by all parties and includes:
 - Party roles and responsibilities
 - Student’s work experience objectives (skills/competencies to develop and practice, knowledge and/or experience to gain, career exploration to achieve, etc.)
 - Student’s work schedule
 - Skills trainer support plan



Skills Training Onsite Orientation and Oversight Supports

- Includes both on- and off-site activities such as:
 - Supporting student adjustment to WE environment
 - Teaching WE duties and soft skills
 - Natural Support development/maintenance
 - Accommodation supports
 - Contact & consultation with student and worksite supervisor/mentor (at least once a week) to problem-solve and obtain performance feedback
 - Facilitate final meeting with supervisor and student to review student strengths, areas for growth, and overall performance



Individual WE Onsite Orientation & Oversight Support Fading Plan

- Actual fading will vary per student, but the goal is for students to be as independent as possible with natural supports.

Phase	Weeks	Onsite Support Level
1	1 & 2	80-100%
2	3 & 4	50-70%
3	5 & 6	30-50%
4	7 & 8	0-30%



***Please note*: Group Work Experiences MUST have a skills trainer onsite 100% of the time.**

Authorizing Individual Work Experiences

- S11001WE authorized at an individual hourly rate
 - Code is used for onsite orientation & oversight supports during the actual work experience only
- Student may work no more than 8 weeks or 120 hours (whichever comes first)
 - With prior approval from Martin Kurylowski, a vendor may be authorized more than 120 total hours if the onsite orientation + offsite oversight supports are greater than 120 hours. For example:
 - 110 hours of authorized onsite orientation WE supports for student +
 - 15 hours of authorized offsite oversight WE supports =
 - 125 total authorized S11001WE hours



I. Individual Work Experience Authorization Limits

Stages of WE →	PRIOR TO START		DURING		AFTER	
Procedure Codes ↓	Use Code?	Max Units	Use Code?	Max Units	Use Code?	Max Units
WEcoord	✓	14 hours	✓	16 hrs/month	✓	4 hours
S11001WEgH	✗	✗	✓	120 hours	✗	✗

If WE is Paid by Approved Vendor:

WEwage	✗	✗	✓	120 hours	✗	✗
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Refer to the “Pre-ETS WE Service Structure and Essential Forms” document



Example Individual Paid WE - Jerry

Jerry has been referred to Job Coach Inc. for a paid individual work experience in food service.

- **Prior to Start:** The skills trainer needs 10 hours to conduct an intake and initial team meeting and complete the Vendor Work Experience Agreement.
- **During the WE:** The skills trainer provides 60 total hours of onsite orientation supports across two months and 15 hours of offsite oversight supports. Jerry works 100 hours total.
 - The skills trainer also needs 15 hours for travel time to/from the worksite, report writing, and other coordination activities.
- **After the WE:** The skills trainer needs 4 hours for holding a debrief meeting with the student, family, and VRC.



I. Jerry's Individual Paid Work Experience Authorization Totals

Stages of WE →	PRIOR TO START		DURING		AFTER	
	Use Code?	Units	Use Code?	Units	Use Code?	Units
Procedure Codes ↓						
WEcoord	✓	10 hours	✓	15 hours	✓	4 hours
S11001WE	✗	✗	✓	60 hours	✗	✗

If WE is Paid by Approved Vendor:

WEwage	✗	✗	✓	100 hours	✗	✗
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Authorizing Group Work Experiences

- S11001WEg and S11001WEgH are full- and half-day authorizations per student (2 or more) in a group WE.
 - Full day is over 3 hours/day
 - Half day is 3 or fewer hours/day
- No more than 8 weeks or 40 days (whichever comes first)
 - Students may work no more than 120 hours total.
- Vendor may be authorized up to 40 days:
 - Code is used for onsite orientation & oversight supports **during the actual work experience only**. There skills trainer must be onsite 100% of the time.



II. Group Full-Day Work Experience Authorization Limits

Stages of WE →	PRIOR TO START		DURING		AFTER	
Procedure Codes ↓	Use Code?	Max Units	Use Code?	Max Units	Use Code?	Max Units
WEcoord	✓	4 hours	✓	4 hrs/month	✓	4 hours
S11001WEg	✗	✗	✓	40 days	✗	✗

If WE is Paid by Approved Vendor:

WEwage	✗	✗	✓	120 hours	✗	✗
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Refer to the “Pre-ETS WE Service Structure and Essential Forms” document



II. Group Half-Day Work Experience Authorization Limits

Stages of WE →	PRIOR TO START		DURING		AFTER	
Procedure Codes ↓	Use Code?	Max Units	Use Code?	Max Units	Use Code?	Max Units
WEcoord	✓	4 hours	✓	4 hrs/month	✓	4 hours
S11001WEgH	✗	✗	✓	40 days	✗	✗

If WE is Paid by Approved Vendor:

WEwage	✗	✗	✓	120 hours	✗	✗
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Refer to the “Pre-ETS WE Service Structure and Essential Forms” document



Example Group Half-Day Paid WE -

Layla

Layla has been referred to Job Coach Inc. for a paid group work experience with 2 other students in food service.

- **Prior to Start:** The skills trainer needs 4 total hours to conduct an intake and initial team meeting and complete the Vendor Work Experience Agreement with Layla.
- **During the WE:** The skills trainer provides 26 three-hour half-days of onsite orientation supports across two months, however Layla is only present for 20 days. Layla works 60 hours total.
 - The skills trainer also needs 24 hours for travel time to/from the worksite, report writing, and other coordination activities for the group.
- **After the WE:** The skills trainer needs 2 hours for holding a debrief meeting with the student, family, and VRC.



II. Layla's Group Half-Day Paid Work Experience Authorization Totals

Stages of WE →	PRIOR TO START		DURING		AFTER	
Procedure Codes ↓	<i>Use Code?</i>	<i>Max Units</i>	<i>Use Code?</i>	<i>Max Units</i>	<i>Use Code?</i>	<i>Max Units</i>
WEcoord	✓	4 hours	✓	8 hours	✓	2 hours
S11001WEgH	✗	✗	✓	20 days	✗	✗

If WE is Paid by Approved Vendor:

WEwage	✗	✗	✓	60 hours	✗	✗
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Work Experience Services Invoice & Report

- Vendor must submit the WE Services Invoice & Report (PreETS-4) monthly to the counselor (by 10th of the month following services). This report describes:
 - Student services provided and:
 - WE Responsibilities/Objectives/Competencies Progress
 - Student performance observations, experience summary, and recommendations.
 - Student perspective/reflection
- Updated form integrates WEcoord & WEwage reporting.
 - Leave sections blank if they are not being authorized or billed for the month.



Pre/Post Surveys

- A pre/post survey should be completed for all students participating in Individual and Group Work Experiences
 - Pre-Survey shared with VRC along with first set of monthly invoices & reports
 - Post-Survey shared with the VRC upon completion of the work experience, with the final month's invoices & reports.



Additional Pre-ETS to Improve Students' Experiences

ADDITIONAL SERVICE CONSIDERATIONS



VIRGINIA DEPARTMENT FOR AGING
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Additional Pre-ETS Activities

- These Pre-ETS Activities enrich students' experiences when combined with or followed by a work experience:
 - Workplace Readiness Training
 - Short Work-Based Learning Experiences
 - Instruction in Self-Advocacy



Additional VR Services

- Students who are on an eligible VR case type may receive additional VR services needed, including but not limited to:
 - Individualized Benefits Planning (WISA Services)
 - Rehabilitation Technology
 - Pre-ETS Flexibilities



Pre-ETS Flexibilities

- VR services for ELIGIBLE SWDs with IPEs that can be paid for using Pre-ETS Reserved Funds when needed by SWD in order to participate in Pre-ETS activities. Flexible VR services are subject to financial participation (RS-13) requirements and include:
 - Maintenance (S/I Code: PREFLEX1)
 - Example: Uniform for work experience
 - Transportation (S/I Code: PREFLEX2)
 - Example: SWD needs bus passes to get to WE





VIRGINIA DEPARTMENT FOR AGING
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Field Office Locations & District Directors

🏠 Wilson Workforce Rehabilitation Center

● Field Offices

★ DARS Central Office

■ - Southwest District – Cindy Matney

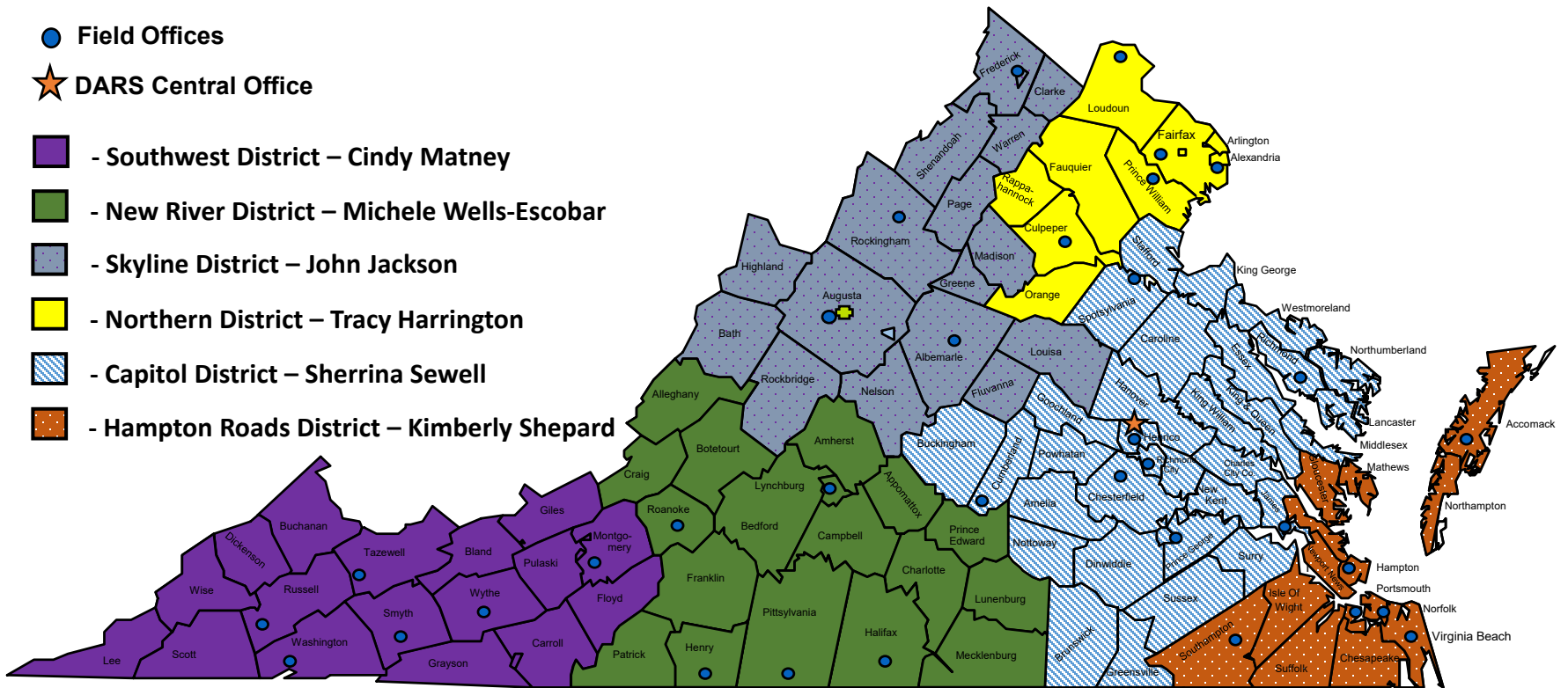
■ - New River District – Michele Wells-Escobar

■ - Skyline District – John Jackson

■ - Northern District – Tracy Harrington

■ - Capitol District – Sherrina Sewell

■ - Hampton Roads District – Kimberly Shepard



[Find your Local DRS Office \(& Contact Info\)](#)

Pre-ETS DRS Office Service Needs

- The ESSP Webpage also has a document with each DRS Field Office's:
 - Count of students interested in SWEs
 - Pre-ETS Vendor needs for each WE Service
- Document will be maintained/updated



Breakout Rooms

- We will now break out into rooms for each of our six DRS Field Districts to discuss their SWE Vendor Needs.
 - Please do not discuss any Protected Health Information/Personally Identifiable Information of Students



To Learn More and Get Connected...

- ESSP Webpage with SWE Resources: <https://vadars.org/essp/>
- DARS Transition Services page:
<https://vadars.org/drs/transitionservices.htm>
- Find your local DARS office: <https://vadars.org/drs/drsoffices.htm>





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