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|  | **Tennessee Department of Human Services Vocational Rehabilitation Program****FLSA Section 14c Subminimum Wage Employee Referral** |

##  Guidelines

1. WIOA Section 511 requires that no entity which holds a FLSA 14c special wage certificate may continue to employ any person of any age with a disability who is compensated at less than the Federal minimum wage without that person receiving career counseling and information services and, as appropriate, **self-advocacy, self- determination and peer mentoring training opportunities from the state’s** Vocational Rehabilitation (VR) Program.
2. Please complete the information below for a referral to VR to complete these services.
3. For each individual who is provided services, a verification form will be completed by VR or Contractor and given to the employer to document that VR services were provided. Or, in the event the individual refuses services, a refusal form will be completed by VR.
4. After initial referral to VR, subsequent referrals are not necessary to continue employment at sub-minimum wage. VR or Contractor will provide the required annual reviews and documentation.

## Employer Information

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| Date of Referral: |       |
| Employer’s Name: |       |
| Address: |       |
| Phone Number: |       |
| Employer Email Address: |       |
| Contact Person: |       |
| Number of Employees: |       |

## Employees Compensated at Subminimum Wage

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| --- | --- | --- | --- | --- |
| **Employee Name** | **Date of Birth** | **Date of Hire** | **Representative and Phone Number, if required** | **Special Needs?**  |
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## VR Use Only

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| Date/Location/Time of Meeting: |       |
| VR Counselor/Contractor:  |       |
| Date Submitted to State Office: |       |