**ADULT MODEL - Project SEARCH®**

**ATTACHMENT TO LETTER OF AGREEMENT**

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**Name of Agency**

1. **PURPOSE.**  This Attachment to the Letter of Agreement outlines the terms and conditions under which the Community Rehabilitation Provider (CRP) provides Project SEARCH® services at the request of Vocational Rehabilitation (VR) in collaboration with local businesses and other entities.
   1. Project SEARCH® refers to VR clients as “interns”. The objective is for all interns to obtain competitive integrated employment during or after participation in the Project SEARCH® internship project for a minimum of sixteen (16) hours per week. *Competitive integrated employment* means employment at a location typically found in the community (in the competitive labor market) where the individual:

a. Is compensated at a rate that is not less than either the legal Federal or local minimum wage or the customary rate for the same or similar work performed by employees who are not individuals with disabilities and who have similar training, experience and skills;

b. Is eligible for the level of benefits provided to other employees who are not individuals with disabilities;

c. Interacts with fellow employees who are not individuals with a disability for the purpose of performing the job duties within the particular work unit and the entire work site and with other persons (customers, vendors, etc.) who are not individuals with disabilities, excluding CRP or other staff providing VR services, to the same extent as fellow employees who are not individuals with disabilities; and

d. Has the opportunity for advancement that is similar for other employees who are not individuals with disabilities and who have similar positions.

e. For self-employment, has income from a business that is comparable to the income of a similar business operated by an individual without a disability and who has similar training, experiences and skills.

1. **GENERAL PROGRAM DESCRIPTION.**

1. The Adult Model program is a one-year internship program for VR eligible individuals with disabilities. It is targeted for adult age individuals whose goal is competitive integrated employment. The program takes place in a healthcare, government or business setting where total immersion in the workplace facilitates the teaching and learning process as well as the acquisition of employment and marketable work skills. Interns will participate in three internships to explore a variety of career paths. The intern will work with a team that includes their family, a CRP staff person, business representative, and the Vocational Rehabilitation counselor to create an employment goal and support the intern.
2. After the internship, the CRP may provide placement services using either the Supported Employment or Job Placement model. CRPs must have been approved to provide Supported Employment and Job Placement services using the current Letter of Agreement (LOA). CRPs must abide by the terms and conditions as outlined by the LOA and the Supported Employment or the Job Placement attachment as appropriate.
3. The program is business-led. Businesses participate in the program without subsidy. There is a strong business liaison involved in crucial decisions, such as intern selection, internship site development, active internal marketing of the program throughout the business, and assistance with internal hiring of qualified candidates. The business provides an on-site classroom. The program includes an employability skills curriculum taught each day and customized to the business.
4. **SCOPE OF SERVICES.**
5. The CRP will provide Workplace Readiness Specialists to help prepare interns to complete the essential tasks/duties/core employability skills at the worksites.
6. The CRP will provide expertise in adaptations and job accommodations to interns in consultation with VR.
7. If the CRP will not be the agency providing the placement services, the CRP will participate in transitioning the intern to the agency providing employment services.
8. In conjunction with VR, the CRP will provide education and training to the host business site managers and co-workers regarding working with, supporting, and mentoring people with disabilities in the workplace.
9. Regular monthly meetings are held to discuss progress on skill development with interns, coordinator/instructor, family members, the VR Counselor and other appropriate team members.
10. The CRP must maintain a licensing agreement signed with Project SEARCH® Cincinnati through Cincinnati Children's Hospital Medical Center.
11. Under the licensing agreement, the CRP has the responsibility to provide a full-time Instructor for this project. The instructor(s), at each site, will be directly employed and supervised by the CRP.
12. The CRP will provide Workplace Readiness Specialists for the project that will be employed and supervised by the CRP.
13. Sites are designed to serve eight to twelve individuals per year. This number can be modified by the CRP and the business site to meet the needs of the business.
14. **TRAINING REQUIREMENT**
15. CRP staff must complete subject related training led by Project SEARCH® Cincinnati through Cincinnati Children's Hospital Medical Center at the next scheduled training.

1. Training documentation must be maintained and be readily available for any VR monitoring activity.

**E. STAFF QUALIFICATIONS.** CRP staff serving interns under this LOA must have at least six (6) months of work experience working with individuals with disabilities **and** meet one (1) of the following:

1. A Masters or Bachelor’s degree from an accredited college or university and written documentation of one (1) year of successful experience in delivering employment related services **or**

2. An Associate’s degree from an accredited college or university or a high school diploma or High School equivalency (HiSet) or general equivalency diploma (GED) and written documentation of two (2) years of successful experience in delivering employment related services.

**F. REFERRAL PROCESS**. At the time of referral, the VR Counselor will provide the CRP with the following background information:

1. Completed CRP Referral Form.
2. VR will provide appropriate documentation of disability and any limitations.
3. Vendor Purchase Order (VPO).

**G. FEES AND PAYMENT.** All required reports must be typed, completed thoroughly, and electronically submitted timely to VR on the forms provided to the CRP. All services must be geared toward competitive integrated employment outcomes.

Payment for services is based on the outcome of the service as documented in the appropriate reporting form. Incomplete reports and/or documentation must be addressed before payment is processed.

1. Vendor Purchase Order (VPO) Process. The VPO will not be processed for payment until the Project SEARCH® monthly progress report is received and approved by the counselor.
2. Fees. The schedule of fees for these services are as follows:
   1. The VR Counselor will authorize for up to two hundred (200) days of Workplace Readiness Training per training year. The fee is $36 per day per intern.
   2. The VR Counselor will authorize for on-site classroom instruction at $400 per month per intern for the one-year internship.

**H. OTHER REPORTS.**

1. Individual client monthly progress reports must be submitted to the VR Counselor by the 5th of each month. The monthly progress report template will be provided by VR.
2. CRP signed VPO(s) must be accompanied by the individual report to indicate that the service has been completed and the payment is due to the CRP.
3. Copies of intern sign in sheets must accompany each VPO.
4. The CRP must complete a VR Quarterly Program Report due no later than the 15th day of October, January, April and July. The report will be sent electronically to the [VRreports.DHS@tn.gov](mailto:VRreports.DHS@tn.gov) mailbox.

**AGREED AS FOLLOWS:**

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Name of Agency

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CRP Executive Director Signature                      Date

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Printed Name of CRP Director  

**Tennessee Department of Human Services - Vocational Rehabilitation**

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Authorized Signature                                                   Date