**TRANSITION SCHOOL TO WORK – 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 the Local Education Agency (LEA), local businesses and other entities.
   1. Project SEARCH® refers to VR clients as “interns”. It is expected that all interns will obtain competitive integrated employment during or after participation in the 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.

**B. GENERAL PROGRAM DESCRIPTION.** The Transition School to Work Project SEARCH® program is a one school year internship program for VR eligible individuals with disabilities, in their last year of high school. The program is targeted for students 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. Individuals participate in three (3) unpaid internships to explore a variety of career opportunities. The individuals work with a team that includes their family, a special education teacher, a community rehabilitation provider, on-site business liaison and staff and the Vocational Rehabilitation counselor to create an employment goal and support the individual during this important transition from school to work.

1. 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 LEA, in collaboration with the business, develops an employability skills curriculum taught each day.
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. **SCOPE OF SERVICES.**
4. The CRP will provide Workplace Readiness Specialists to help prepare the interns to complete the essential tasks/duties/core employability skills at the worksites.
5. The CRP will provide expertise in adaptations and job accommodations to interns in consultation with the LEA and VR.
6. If the CRP will not be providing the placement services the CRP will participate in transitioning the intern to the agency providing employment services.
7. In conjunction with VR and the LEA, 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.
8. The CRP will participate in monthly meetings to discuss progress on skill development with interns, coordinator/instructor, family members, the VR Counselor and other appropriate team members.
9. The CRP will provide Workplace Readiness Specialists that will be employed and supervised by the CRP.
10. Sites are designed to serve 8-12 individuals per year. This number can be modified by the CRP, LEA and the business site to meet the needs of the business.
11. **TRAINING REQUIREMENT**
12. 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. VPO Process. Vendor Purchase Orders will not be processed for payment until the Project SEARCH® monthly progress report is received and approved by the VR Counselor.
2. Fees. The VR counselor will authorize for up to 200 days of Workplace Readiness Training per school year at $36 per day per intern.

**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