

# Virginia Department for Aging and Rehabilitative Services

*2023 Pre-ETS Summer Work Experience Kickoff Training*

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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





# 2022 SUMMER WORK EXPERIENCES (SWE) SUMMARY



Supported 450 students in paid and unpaid work experiences across the Commonwealth (avg. age = 18.4)



\$1.84 million in services (13 vendors) & \$475k in student income



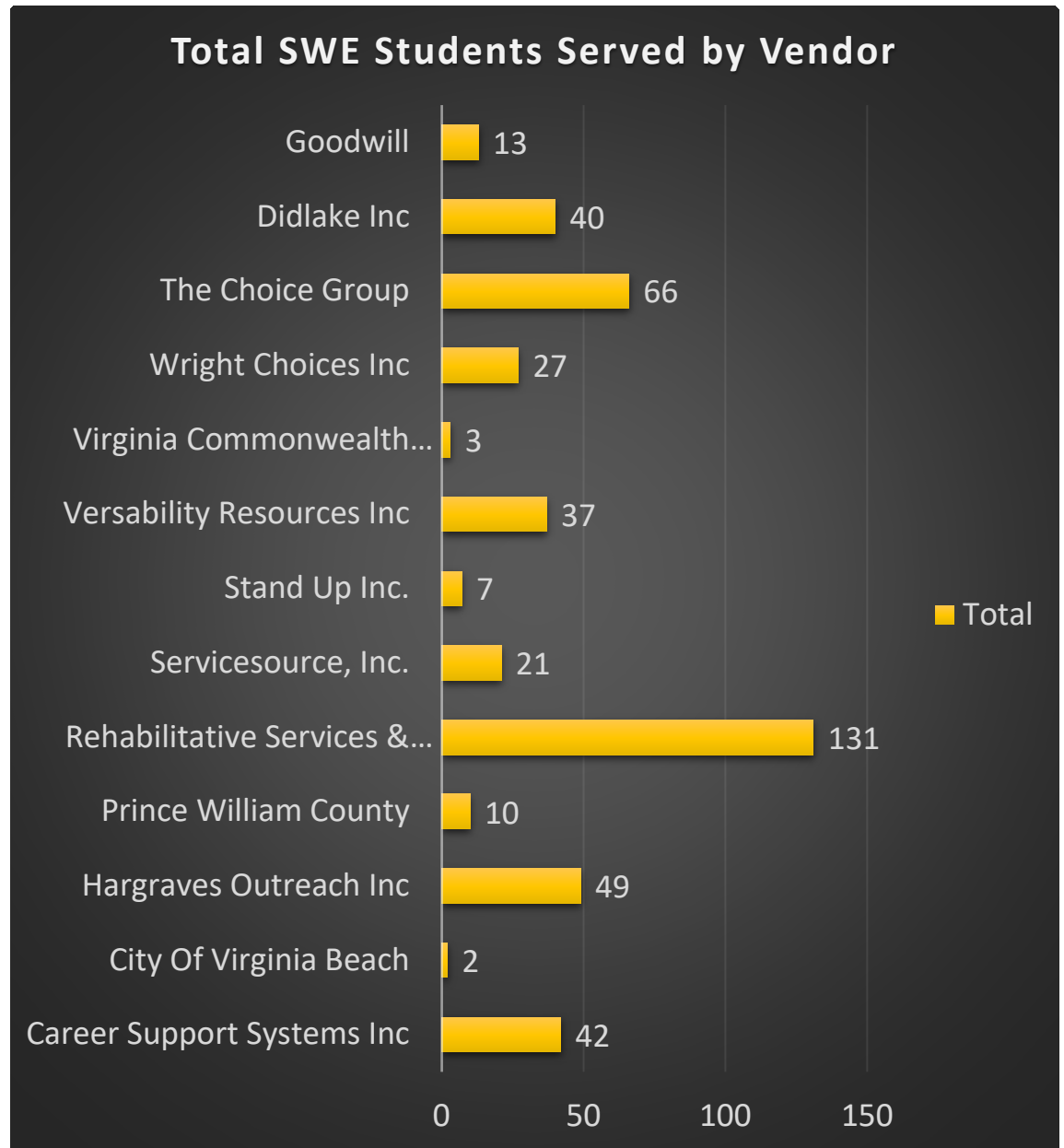
Increased Pre-ETS Vendor coverage, including expansion of student WE payment options



Many students obtained permanent employment

Data from individual and group Summer Work Experience authorizations.

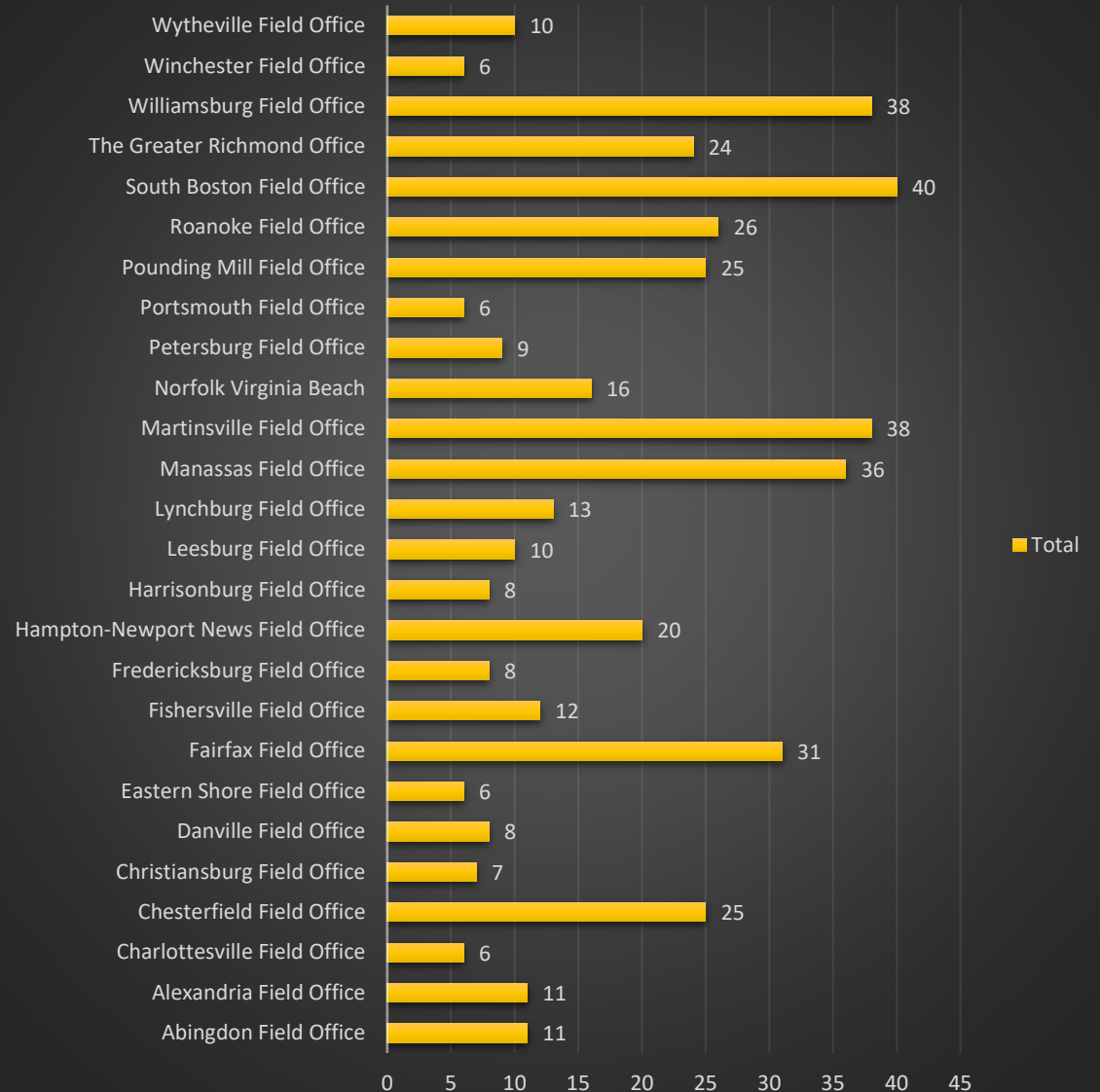
# 2022 SWE Vendors Summary



Data from individual and group Summer Work Experience authorizations.

# 2022 SWE DRS Office Summary

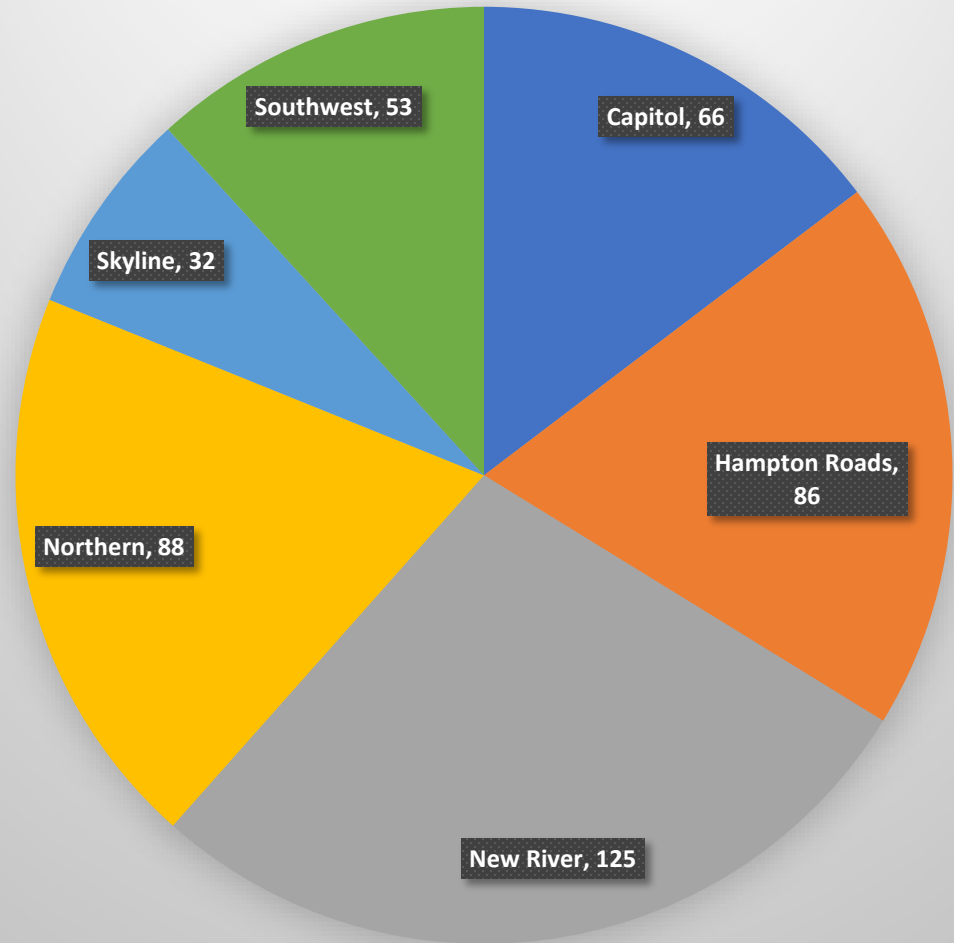
## Total SWE Students Served by DRS Office



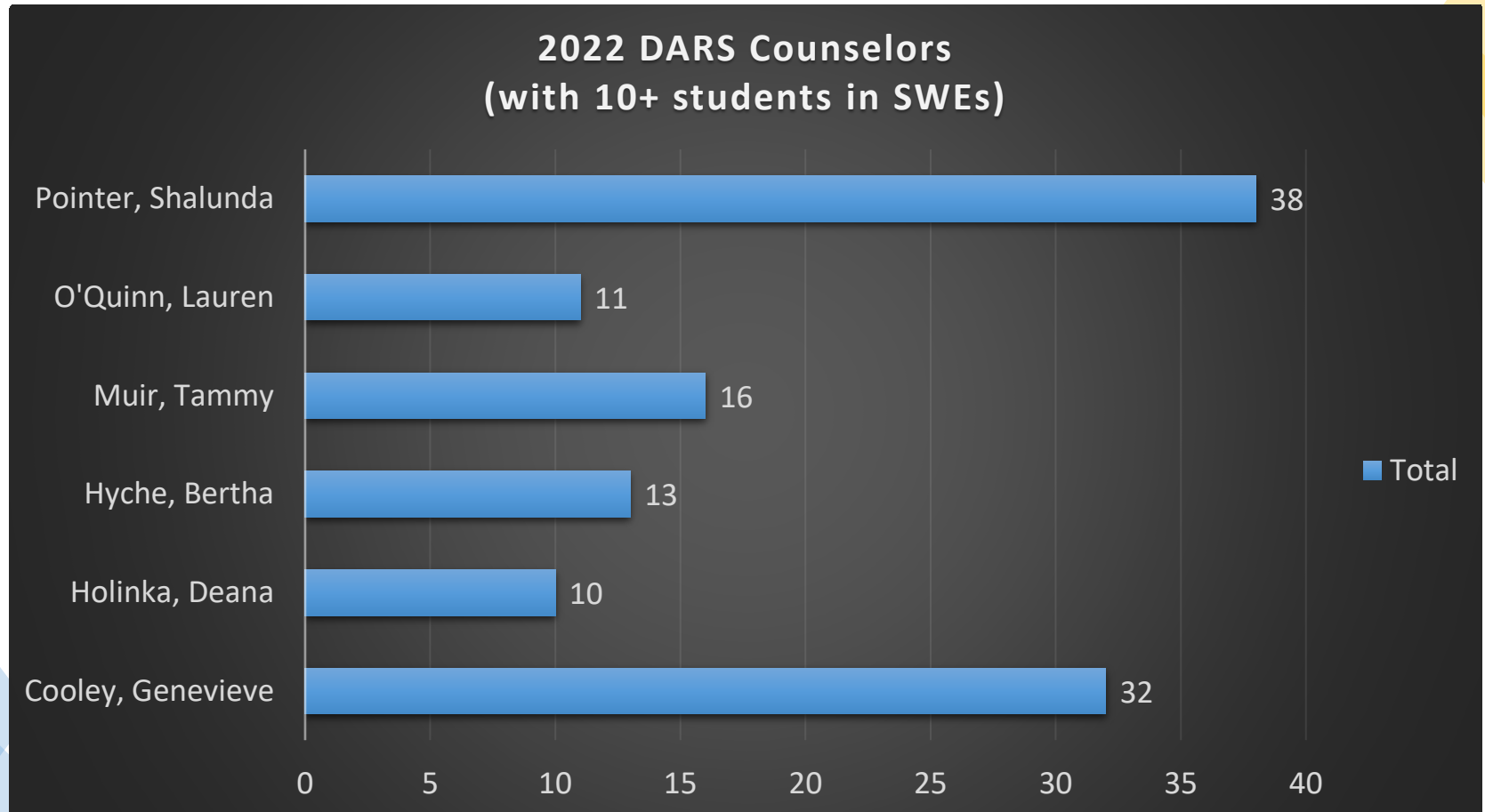
Data from individual and group Summer Work Experience authorizations.

# 2022 SWE DRS Districts Summary

Total SWE Students Served by DRS District



# Counselor Shout Outs!



# SWE Debrief Feedback

- Vendor capacity issues
- Late and/or short notice requests for WEs
- Transportation issues



# SWE Successful Practices

- Regular communication and clear expectations
- Beginning planning & referring early (March/April)
- Shorter WBLEs (e.g. work site tours, job shadows, etc.) prior to SWEs
- Vendor presentations on services
- Experienced VRCs mentoring newer counselors
- DARS finding SWE opportunities then refers 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 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)





# WORK-BASED LEARNING/WORK EXPERIENCE COLLABORATION

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Brittina Gaskins, DARS  
Billy Kraus, The Choice Group



# STUDENT A

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- Career Exploration (Virtual Job Shadow)
  - Student wants to be an “Actor”
- Hired Vendor “The Choice Group” (Billy Kraus) Spring 2022
  - Student completed various work-based learning experiences in community.
- Work Experience located in VA Beach based on student's career interest, Summer 2022



## WORK- EXPERIENCE OUTCOMES

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- Student A is still working on a part-time basis at “Family Fun Xperience” and is currently working towards a long-term career goal.





# STUDENT B

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- Career Exploration (Virtual Job Shadow)
  - Student is interested in cooking and is interested in “food service”
- Hired Vendor “The Choice Group” (Billy Kraus) Spring 2022
  - The Choice Group located an opportunity for a work experience at Teriyaki Madness
  - Work Experience “Summer 2022”



## WORK EXPERIENCE OUTCOMES

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- Student B is still working part-time at Teriyaki Madness and he is very happy with this work experience.



# STUDENT B PARENT/EMPLOYER FEEDBACK

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- August 18, 2022: Student B “Parent”

- Couldn't be any better! Student B is now working independently at the very well-chosen restaurant. Yesterday we went to eat there and I had a chance to meet the owner, who was very kind. 😊 Student B is so proud of his job, and I am so grateful to DARS. Let me know if there is anyone who should receive a letter of gratitude from me.

Erin

- November 14, 2022: Student B “Employer”

- Thank you for that feedback. Student B is a joy to be around and takes his work seriously. The other day, we asked him to pick up the pace a little on a task and he did so by 2X. This is something I am working with everybody. Just get a little faster, process improvement kind of thing. I was also excited to see one of his co-workers Mike, engage with him while they were prepping food. I think they were discussing video games. And even though Mike is close to twice Student B's age, I couldn't tell who was the adult and who was the teenager. Point being, he is blending in well along with getting the job done.



# Paid Work Experience Summer 2022

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Employer: TAD Space

Vendor: Hargraves

Job Coach: Hasan Davis

VRC: Genevieve Cooley

# Meet “A”!

- Rising senior
- Interested in IT
- Eager to gain work experience
- Excited to earn money!





# Employer: TAD Space –Martinsville, VA

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- TAD Space provides a premium environment to suit any type of business needs.
- Committed to providing the highest level of service
- A place to provide community relationships and event space logistics



# Summer Work Experience

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- First week, TAD team was extremely busy preparing for a 3 day event rental. “A” jumped right in to assist.
- “A” assisted his team with IT set up and breakdown and staging of the three-day event.
- “A” continued to play a vital role executing events and IT set up with team members.
- “A” had a chance to work with several small businesses in Martinsville. He tagged along with TAD’s Marketing Team to meet with new business.
- “A” was able to assist with meeting potential clients as well as maintaining relationships with old clients.

# Summer Work Experience

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- “A” greeted guests as they entered TAD space
- “A” answered questions and directed guest to the proper departments.
- “A” was responsible for checking all IT, Wi-Fi and audio equipment each shift.
- “A” assisted marketing team with meeting potential clients in the community.
- “A” provided clients with information about the workspace.
- “A” used work appropriate grammar when communicating with colleagues and guest. His communication skills improved as the work experience went on.
- “A” challenged himself to speak to new and existing clients.



# A's Strengths

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- Per TAD space management, “A” was an asset this summer.
- “A” was dressed professionally and arrived to work on time.
- “A” followed directions and payed close attention to detail.
- “A” did not hesitate to help team members or guest.
- “A” had a positive attitude and was eager to learn.

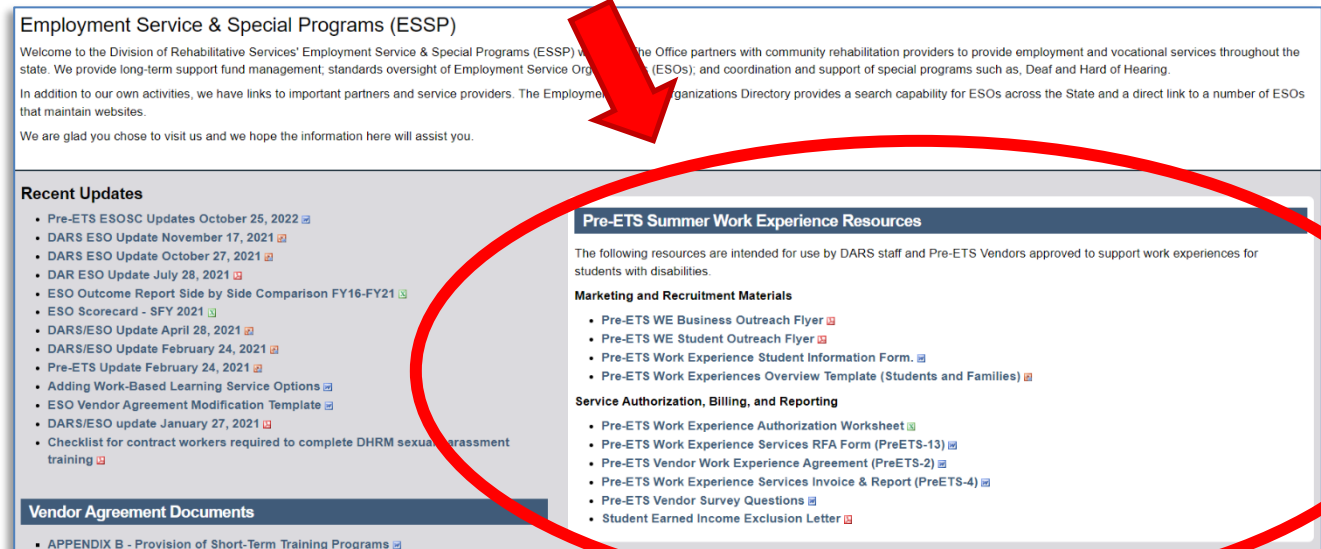
“I had a great time with Hasan and the team. I learned a lot and really enjoyed it.” - “A”

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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) website. The Office partners with community rehabilitation providers to provide employment and vocational services throughout the state. We provide long-term support fund management, standards 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 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

- [Pre-ETS ESOSC Updates October 25, 2022](#)
- [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](#)

### Vendor Agreement Documents

- [APPENDIX B - Provision of Short-Term Training Programs](#)

### Pre-ETS Summer Work Experience Resources

The following resources are intended for use by DARS staff and Pre-ETS Vendors approved to support work experiences for students with disabilities.

#### Marketing and Recruitment Materials

- [Pre-ETS WE Business Outreach Flyer](#)
- [Pre-ETS WE Student Outreach Flyer](#)
- [Pre-ETS Work Experience Student Information Form.](#)
- [Pre-ETS Work Experiences Overview Template \(Students and Families\)](#)

#### Service Authorization, Billing, and Reporting

- [Pre-ETS Work Experience Authorization Worksheet](#)
- [Pre-ETS Work Experience Services RFA Form \(PreETS-13\)](#)
- [Pre-ETS Vendor Work Experience Agreement \(PreETS-2\)](#)
- [Pre-ETS Work Experience Services Invoice & Report \(PreETS-4\)](#)
- [Pre-ETS Vendor Survey Questions](#)
- [Student Earned Income Exclusion Letter](#)



# Marketing Work Experiences

- Pre-ETS WE Student & Business Outreach Flyers
  - Target interested participants & host businesses
  - May be used by DARS staff and vendors
  - Fillable (include your contact information on it)
- Student/Parent Information Sessions
  - Can use the “Pre-ETS Work Experiences Overview Template” PPT from the [SWE Resources website](#).



# 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**)



# Getting Creative: Hiring Events

A “hiring event” can bring employers, students, DARS staff and Pre-ETS vendors together and accomplish multiple steps at once.

Example: Didlake, Manassas DRS,  
Prince William County Parks &  
Recreation Department





Summer Work  
Experience Hiring Event

# Prince William County Parks & Recreation

Stacy Chapman, Didlake  
Deana Holinka, Manassas DRS

**Short Break!**  
**Please Take a 5-minute**  
**Break.**

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Authorizing, Invoicing, and Reporting Requirements

# **SWE SERVICE STRUCTURE**



VIRGINIA DEPARTMENT FOR AGING  
AND REHABILITATIVE SERVICES

# Pre-ETS WE Authorization Worksheet

- A tool ([excel spreadsheet](#)) to assist vendors & DARS staff with accurately authorizing the following services:
  - *WE Coordination Code: WEcoord*
  - *Skills Trainer Supports*
    - *Individual Code: S11001WE*
    - *Group Half-Day: S11001WEgH*
    - *Group Full-Day: S11001WEg*
  - *Student WE Payment Reimbursement Code: WEwage*





# Pre-ETS Work Experience Services RFA Form (PreETS-13)

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





# 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 and Group WEs
  - Only approved vendors
- Students WE Payments must be consistent with the effective minimum wage (\$12 now)
  - DARS reimburses at \$2/hr above minimum wage (\$14/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 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](#)).



# 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 Trainer Supports

- Include 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
  - Service procedure 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)



# 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
<b>WEcoord</b>	✓	14 hours*	✓	16 hrs/ month*	✓	4 hours
<b>S11001WE</b>	✗	✗	✓	120 hours	✗	✗

*If WE is Paid by Approved Vendor:*

<b>WEwage</b>	✗	✗	✓	120 hours	✗	✗
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\*exceeding these hours is OK with DRS Field Office Manager approval

Refer to the [Pre-ETS Work Experience Authorization Worksheet](#).



# 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.

Procedure Codes ↓	OK to Use Code?	Units Requested	Units Paid
WEcoord	✓	10 hours	10 hours
S11001WE	✗	✗	✗
WEwage	✗	✗	✗



# Example Individual Paid WE - Jerry

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

- **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.

Procedure Codes ↓	OK to Use Code?	Units Requested	Units Paid
WEcoord	✓	15 hours	15 hours
S11001WE	✓	60 hours	60 hours
WEwage	✓	100 hours	100 hours



# Example Individual Paid WE - Jerry

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

- **After the WE:** The skills trainer needs 4 hours for holding a debrief meeting with the student, family, and VRC.

Procedure Codes ↓	OK to Use Code?	Units Requested	Units Paid
WEcoord	✓	4 hours	4 hours
S11001WE	✗	✗	✗
WEwage	✗	✗	✗



# Authorizing Group Work Experiences

- A group is 2 or more students in the same WE
  - Full day rate is over 3 hours/day (S/I Code: S11001WEg)
  - Half day rate is 3 or fewer hours/day (S/I Code: S11001WEgH)
- No more than 8 weeks or 40 days (whichever comes first)
  - Students may work no more than 120 hours total.
  - The skills trainer must be onsite 100% of the time.





## II. Group 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/ S11001WEgH	✗	✗	✓	40 days	✗	✗

*If WE is Paid by Approved Vendor:*

WEwage	✗	✗	✓	120 hours	✗	✗
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\*exceeding these hours is OK with DRS Field Office Manager approval

Refer to the [Pre-ETS Work Experience Authorization Worksheet](#).



# 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.

Procedure Codes ↓	OK to Use Code?	Units Requested	Units Paid
WEcoord	✓	4 hours	4 hours
S11001WEgH	✗	✗	✗
WEwage	✗	✗	✗



# 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.

- **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.**

Procedure Codes ↓	OK to Use Code?	Units Requested	Units Paid
WEcoord	✓	8 hours	8 hours
S11001WEgH	✓	26 days	20 days
WEwage	✓	78 hours	60 hours



# 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.

- **After the WE:** The skills trainer needs 2 hours for holding a debrief meeting with the student, family, and VRC.

Procedure Codes ↓	OK to Use Code?	Units Requested	Units Paid
WEcoord	✓	2 hours	2 hours
S11001WEg H	✗	✗	✗
WEwage	✗	✗	✗



# Work Experience Services Invoice & Report

- Vendor must submit the WE Services Invoice & Report (PreETS-4) monthly to the counselor (by 10<sup>th</sup> of the month following services).
  - This report is for all WE Services & describes:
    - Student progress towards WE Responsibilities/Objectives/Competencies
    - Student performance observations, experience summary, and recommendations.
    - Student perspective/reflection
  - Leave sections blank if they weren't authorized & 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 Service Considerations**

Additional VR Transition Services to  
Create Successful Student Experiences

# Student Earned Income Exclusion (SEIE)

- Students receiving SSA disability benefits and participating in a paid work experience 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 follow the steps to request the SEIE prior to starting the WE and report income appropriately.
    - For eligible VR clients, counselors may authorize WISA services for SEIE assistance (S/I Code: A3009)



# SEIE Request Process

- To request the Student Earned Income Exclusion (SEIE), a student must submit the following to their local SSA office:
  - An SEIE request in writing through either a letter or by filling out the SSA's Statement of Claimant form ([here](#)); and
  - Documentation verifying enrollment in school
    - May be a letter from the school on letterhead verifying attendance and the number of hours the client is enrolled per week (or class schedule)



Recommend sending documentation via certified mail so that SSA has to sign for it and there's documentation they have received it.

# 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 funded through Pre-ETS when needed to participate in Pre-ETS.
- These 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

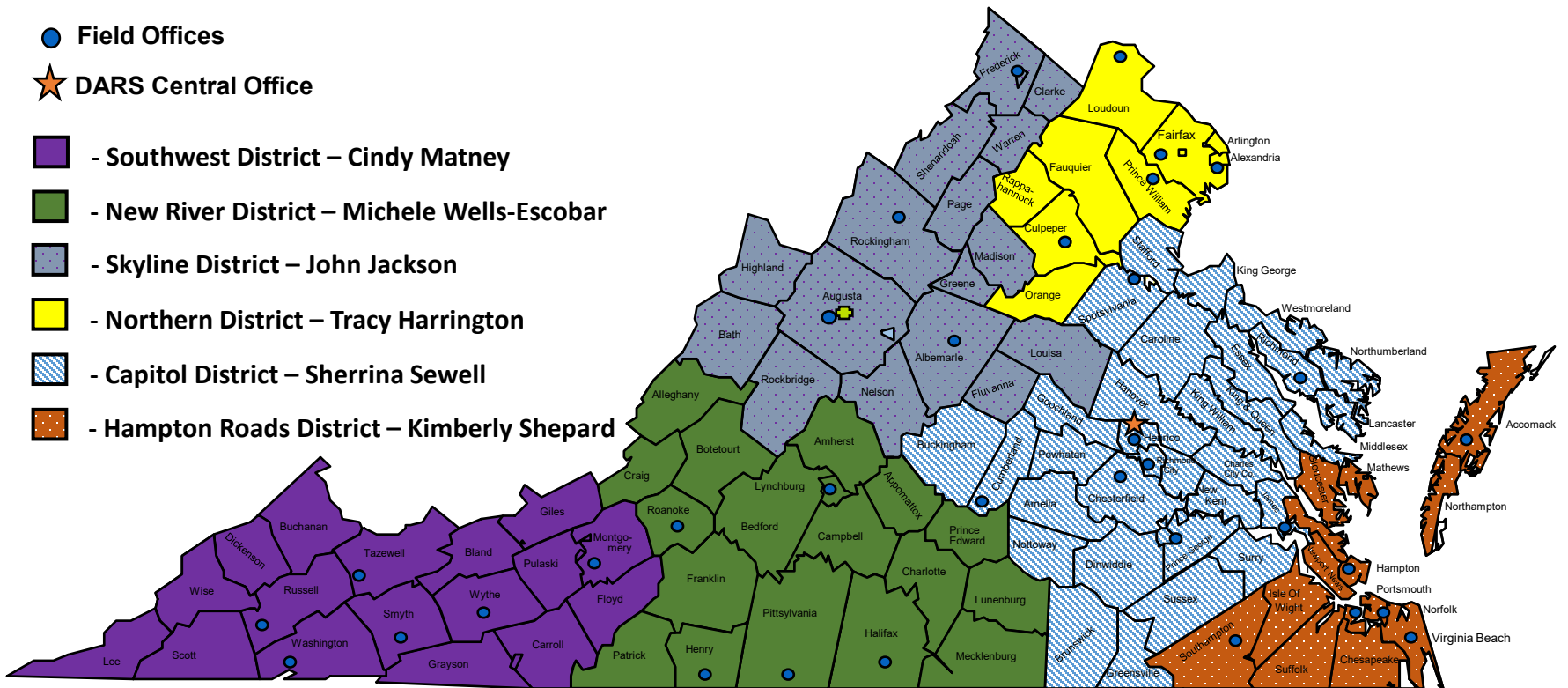
■ - New River District – Michele Wells-Escobar

■ - Skyline District – John Jackson

■ - Northern District – Tracy Harrington

■ - Capitol District – Sherrina Sewell

■ - Hampton Roads District – Kimberly Shepard



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

# 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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