

## VACPID Paid Internships

### Issue

VACPID staff noticed that entry level employment for VR clients within some career pathways was challenging. Career pathways such as information technology had numerous openings in mid-range careers, however, entry level positions for credentialed clients were proving difficult to obtain. Employers asked for experience that entry level students did not have. Additionally, some candidate's disability, combined with their lack of job experience and self-confidence, impacted hiring outcomes. Creating an option of an internship provided the candidate the opportunity to demonstrate their skill sets and what they learned in their training programs.

**VACPID Response:** The model adopted by the project was based on one DBVI had in place. Paid internships were offered to appropriate students as a means to obtain work experiences within their career pathway. The VACPID developed a relationship with a staffing agency who would be the employer of record and provide payments to the candidates. The business manager developed relationships with potential work sites and together, define the work objectives and employer expectations. Once onsite, the candidate had opportunity to demonstrate their skill sets and build on their work experiences. There was no requirement for the host employer to hiring interns, although post-internship employment did occur on numerous occasions.

The process included:

- \*VR staffing meetings to determine a candidate suitability
- \*Developing internship opportunity (Business development manager)
- \*Paperwork completion (I9, staffing agency application, authorizations etc.)
- \*Work experience, generally 6-8 weeks
- \*Next step meeting (employment search)

### The VR Internship was a Team Effort:

**Responsibilities:** Clear expectations and responsibilities were developed to ensure success.

- **BDM:** To make the process streamlined only one business development manager would work with the Staffing Agency. This enabled VACPID to work on continued improvement of processes and limited confusion to the Staffing Agency on who to contact with questions. This BDM was responsible for working with the host employer on job descriptions and learning objectives; staffing with VR counselors on candidates suitability; providing the Staffing Agency with the weekly signed time sheets; and following up on payments to the Staffing Agency from the VR counselors.

- **VR Counselors:** Were responsible for gathering the necessary information needed for the paid internships, setting up staffing's with the BDM, Candidates and CPID; processing authorizations and payments and providing counseling services to candidates
- **Candidates:** To enable a smooth transition into the internship candidates were responsible for: completing the necessary onboarding paperwork with Bradford; be available to work within the designated internship timeframe; complete their weekly timesheets with supervisor signed approval; and maintain appropriate communication with supervisor, counselor and BDM.
- **Staffing Agency:** They were the employer of record, provided weekly payment to the candidates and will provide W2 forms at end of year.
- **Host Employer:** Provide the worksite experience for the candidate. Additionally they sign the weekly timesheet and provide the job description and outline the learning experience.

**Outcomes:** During the eight months that the VACPID internships were provided, 14 internships were developed. The career pathways included Information Technologies (9), advanced manufacturing and trades (4), and health careers (1). At the time of this writing, seven of the individuals are employed with an average salary of \$16 an hour. Five are looking for employment and 2 are pursuing additional training.

**Barriers:**

- Getting the word out to counselors about the paid internship opportunities.
- Some paperwork issues with processing authorizations. This was due to the new process that was developed for this pilot.

**Sustainability:**

In the last months of the VACPID, the project lead worked with VR management to continue the paid internships. Working with policy, management, and Aware system (development of Service Item codes ect.) Virginia VR initiated a 6 month pilot "paid work experience".

**Products (Attachments):**

- A. Checklist for paid work experience and on the job training
- B. Referral for Paid work experience
- C. Next step meeting for PWE
- D. Orientation for Candidate in PWE
- E. Authorization work sheet for counselor

Resources: Paid Work Experience Presentation

## **Check List for Paid Work Experience and On the Job Training**

Paid Work Experiences and On the Job Training have many similarities. These tables are provided as simple tools for discussion. We recognize that each candidate has unique circumstances and some considerations maybe in progress. Staffing with the regional Business Development Manager will help clarify forward movement of the candidate into a PWE or OJT.

<b>Considerations PWE (staffing agency employee of record)</b>	
Completed credential or recent degree	YES NO
Completed benefits training	YES NO
Having difficulty obtaining entry level employment within their field	YES NO
Employment plan matches desired PWE	YES NO
Financially Eligible	YES NO
Updated resume with current training	YES NO
Able to work independently	YES NO
Placed in Service J in Aware	YES NO

<b>Considerations OJT (hired by employer)</b>	
Completed benefits training	YES NO
Having difficulty obtaining entry level employment within their field	YES NO
Employment plan matches desired OJT	YES NO
Updated resume	YES NO
Able to work independently	YES NO
Financial Eligibility not considered	Not needed
Business is a Vendor in DARS	YES NO
Placed in Service J in Aware	YES NO

## Referral for Paid Work Experience Trainee

<b>Name:</b>		<b>PID#</b>	
<b>Address</b>			
<b>Phone:</b>		<b>Counselor:</b>	
<b>BDM:</b>		<b>Placement Counselor:</b>	
<b>IPE Goal</b>			
<b>Training Completed</b>			
<b>Internship Site</b>			
<b>Job Title</b>			
<b>Business Site Contacted by:</b>			

Required Tasks	Date Completed
<b>Financially Eligible and documents in Aware</b>	
<b>Completed Benefits Consultation</b>	
<b>PWE matches IPE Goal in Aware</b>	
<b>PWE (A4503) and Placement (000005) added to plan</b>	
<b>Resume Completed/Updated</b>	
<b>Placed in Service J Status in Aware</b>	
<b>Staffing for PWE</b>	
<b>Releases of information completed (Bradford and Employer)</b>	
<b>Job description obtained</b>	
<b>Orientation of PWE for candidate completed</b>	
<b>I-9 forms completed</b>	
<b>Application for Bradford completed</b>	
<b>Pay calculated for authorization total and Auth. completed</b>	
<b>Next Step Meeting Scheduled</b>	

<b>Considerations</b>	
<b>Transportation</b>	
<b>Job readiness considerations</b>	

## My Next Steps Checklist

Name:			
Address:			
Phone:		<b>Email:</b>	
Emergency Phone Number:			
DARS/DBVI Counselor:			
I have scheduled my next appointment with my counselor at?			

Where will I be living after PWE?	
How will I get to work?	
Plans for Car/License/Permit?	
Do I owe money or do I have outstanding bills that need to be addressed?	
Who are my supporters?	

I receive Social Security, insurance or other benefits. How will this be affected once I start working:	
Do I have an outstanding bill/fee/lien that will affect me on the job?	

These are 3 employers in my home area that I have or will be applying to:

1. Name:	
2. Name:	
3. Name	

**Orientation for Paid Work Experience Trainee**

<b>Name:</b>		<b>Job Title:</b>	
<b>Internship Site</b>			
<b>Contact on site:</b>			
<b>Phone:</b>			
<b>VR Contact:</b>			
<b>Internship Start Date:</b>		<b>Internship End Date:</b>	
<b>Number of Weeks:</b>		<b>Number of Hours per week (max 29):</b>	
<b>Pay per hour:</b>			
<b>Weekly Schedule:</b>			
<b>Time sheet approval signed by:</b>		<b>Time sheet to BDM by:</b>	
<b>Next step Meeting Scheduled:</b>			

<b>GOALS of Paid Work Experience:</b>

**Wage Staffing Agency pays Trainee: Up to \$10.00 per hour**

**Trainee:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DARS or DBVI Counselor:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**JOB DESCRIPTION MUST BE ATTACHED**

<b>Contacts</b>	
Work Site Supervisor	
Phone	
Secondary Contact on site:	
Phone	
VR Counselor	
Phone	
BDM Counselor	
Phone	

