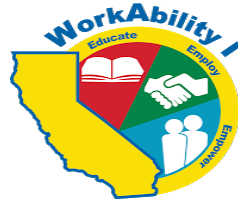


Newport-Mesa Unified School District

Transition Services



WORKABILITY

PROCEDURES

Mission of WorkAbility 1

The mission of WorkAbility I (WAI) is to promote the involvement of key stakeholders, including students, families, educators, employers, and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning and quality adult life.

Eligibility for WA1 Services

Students with an active individual education plan (I.E.P.) that attend a Newport-Mesa Unified School District middle or high school program are eligible to receive services. These services, however, are not mandated by the I.E.P. and should not be confused with **transition** services which are a required component. Eligible students may receive some, many or all school based components but **not** all eligible students will be placed in a paid work based experience.

SERVED

School Based Components:

Served mandatory requirements are:

- Career/Vocational assessments (Formal and informal evaluations of interests, skills, ability, personality)
- Career Counseling and Guidance
- Partnership Collaboration or Parent Participation
- Pre Vocational Activities, and/or Career Preparation

ELIGIBILITY:

1. NMUSD high school students with an active I.E.P.
2. NMUSD middle school students in 7th and 8th grade with an active I.E.P.

PLACED

Work Based Learning Components:

In accordance with Education Code 51760.1, 51763 and Labor Code 1391

Placed mandatory requirements are:

*Employment subsidized (WAI paid) or unsubsidized (employer paid)

- Job Development
- Employment
- Job Retention
- Work site mentor/supervisor
- Work site follow along

Eligibility for Subsidized Employment:

*Students must be work ready (determined by job developer).

*Student must demonstrate a mature behavior and positive attitude toward employment.

*Student must be able to work independently.

*Students must have an active IEP.

*Parent Consent if under 18.

*Student must be at least 16 years old and attend NMUSD high school.

*Student must meet state work permit eligibility guidelines.

*Student must have legal working status (Social Security Number)

*Student must have satisfactory attendance and academic performance in classes (2.0 GPA or obtain principal approval).

*Student completion of all necessary forms, time sheets and follow weekly work schedule.

*Student will call employer and notify Job Developer if unable to attend work.

*Student must have reliable transportation to work site.

*Student will make contact and update Job Developer weekly.

Enrollment Steps:

1. Complete Questionnaire and attend WA1 presentation.
2. Receive approval and recommendation from teacher
3. Meet with site Job Developer to discuss options and review questionnaire.
4. Return parent signed WA1 packet (if student is over 18, student may sign)
5. Complete Student Employment file

- Copy of School Picture ID
- Copy of Social Security Card
- Parent Permission
- Photo/Interview Release
- Copy of Work Permit if applicable
- Employers Training Agreement Signed
- Weekly Time Sheets/Evaluation
- Student Paycheck Forms
- Vocational Assessment

Required Documents for Subsidized Employment:

- Application Packet
- Application (both sides)
- Driver's License/Student ID
- Social Security Card
- Work Permit (Under 18 years of age)
- Emergency Notification Information
- Workers' Compensation: Pre-designation of Personal Physician
- Designation of Beneficiary
- Ethnicity and Race I.D.
- W-4 Form
- I-9 form
- Form SSA-1945 (Not covered by social security)
- Payment Option Authorization Form

Paid Placement Procedure:

- Paid employment (placement) is not a guarantee, but a privilege.
- Paid employment is determined on a year to year basis as determined by State Funding.
- Employment can be terminated at any time if it is determined by the Employer or WA1 Representative.
- The number of hours each student is paid is determined by the WA1 Program Manager based on State funds, experience, employer needs and structure of the program.
- A student is required to follow NMUSD/WA1 guidelines and rules on and off campus. Sites will not use NMUSD/WA1 funds for additional holiday pay or overtime pay.
- A student must be at work on-time and work the entire shift unless let off early by their supervisor.
- Student will observe dress code of business.
- A student will not work on any day he/she fails to attend school.
- A student must notify their employer and WA1 staff when he/she will be absent from work.
- An absence from work experience in excess of 3 times could lead to termination from WA1.
- Upon completion of the designated work experience hours it is the decision of the employer to hire the student. A permanent position is not guaranteed through WA1. Students would need to go through the employer's job application and interview process.

Eligibility for Unsubsidized Employment

- NMUSD high school and adult transition students with an active I.E.P. (Individual Education Plan).
- Sign a Community Based Training Activity Form

Placed Mandatory Requirements are:

- Employment subsidized (WA1paid) or unsubsidized (employer paid)

Array of Services

Recruitment:

- Students with an active individual education plan (I.E.P.) that attend a Newport-Mesa Unified School District middle or high school program are eligible to receive services.
- All presentations, brochures, resource guides, newsletters and fact sheets are distributed in grade 9-12 classrooms at staff meetings, counseling sessions, one-on-one interviews in conjunction with the IEP process.
- Students may self-refer or be referred through faculty recommendation.
- Career/Vocational, informal Assessment Questionnaire, sharing interests, strengths, goals, preferences, current work experiences, and hope for future work experiences, is completed by each student.
- Students receive parent letter to take home or mailed that includes WA1 information, contact information as well as parental permission forms.

Assessment:

All served students receive:

- Vocational Assessments that consists of both formal and informal resources.
- Results are reviewed and explained to students by job developer, as well as recorded by teacher on the IEP/ ITP for parents.
 - 8th grade- Careers for Me Plus
 - 9th grade – Kaleidoscope Profile
 - 10th grade- RAISEC Inventory
 - 11th grade- CDM Career Decision Making
 - 12th grade – Work Readiness Inventory
- Additional Assessments available as needed; Picture Assessments, College Survival Scale, Work Motivation Scale, COIN, TPI Transition Planning Inventory. The Interview Process, Situational Assessment, Learning Styles, Resume building and additional useful tools are infused throughout the 7th – 12th grade years.

Assessment results are used to assist student and teachers in writing relevant Individual Transition Plan (ITP) goals for the IEP.

Counseling:

- In addition to support, guidance and advice by NMUSD school counselors, increased emphasis on career and college readiness, both in class and on an individual basis ensures that our WorkAbility students receive the information needed to identify school and post school career interests, goals and planning.
- WorkAbility staff assists students in developing personal career plans and serve as a support system providing individualized strategies and work related modifications that break down barriers to employment.
- During job placement, the staff is available to monitor and insure success of placement and reinforce the use of self-advocacy techniques.
- WA1 Staff works closely with school faculty to develop student work ready employability skills that are in correlation with employment needs. This team, including faculty, WorkAbility staff, students and family, review an array of options and expend time interviewing and supporting development of individual career plans, as well as, assessing postsecondary needs, attending workshops and visitations to community colleges and DSPS .

Pre-Employment Skills:

- The WorkAbility staff meets students individually and in small groups to work on pre-employment skills. The NMUSD and WA1 staff provides career exploration and skill building methods that is essential for student transition.
- NMUSD youth are empowered with information needed to be wise consumers, informed citizens and successful employees.
- Development of leadership, self-advocacy, self-determination, respect, problem solving strategies and teamwork are emphasized.
- Core academic skills, infused into work-readiness skills, communication, self-management and career development, maximize opportunities that ensure successful employment.
- Spotighting exploration of careers and educational opportunities, as well as receiving first-hand information by guest speakers provide a greater knowledge of community services and options.
- Students have the opportunity to attend field trips into the community and gain further knowledge as to transition services available.
- Presentations are made in classrooms encouraging exploring, apprenticeships, ROP and vocational electives. Flyers are available promoting vocational opportunity options and employment training, so case carriers can encourage student and family involvement.
- The middle school program provides awareness and exploration opportunities throughout the year. Connection with 7th and 8th grade classes engages students in interactive activities and increase knowledge of career options.

Vocational Training:

- Classroom sessions provide work-readiness skills while preparing students to enter workplaces. Assessments and career path information provides valuable feedback to students directing discovery of post-secondary options.
- Subsidized and unsubsidized work experiences enhance students' success toward future employment.
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Student Wages:/Subsidized Employment:

- Workability provides an array of subsidized training sites. Students are placed and paid minimum wage. Length of training varies.
- WA1 students that have applied to Department of Rehabilitation for the Transition Partnership Program, but are not yet open clients in plan, can be placed in a WA1 paid work experience.
- Students are paid monthly on the 10th for work performed during the previous months pay cycle.
- Emphasis during work experiences is on time management, employment retention, work behaviors, and essential skills necessary for the breakdown of barriers to employment.
- District policy and Human Resource procedures are followed. Students complete all work related documents.
- Upon completion of the designated work experience hours it is the decision of the employer to hire the student. A permanent position is NOT guaranteed through WA1.

Placements/Unsubsidized:

- The WorkAbility program provides unsubsidized assistance at sites with focus on transition, mobility, Self-Advocacy, work skill education and modifications that breakdown the barriers to employment.

Other Assistance:

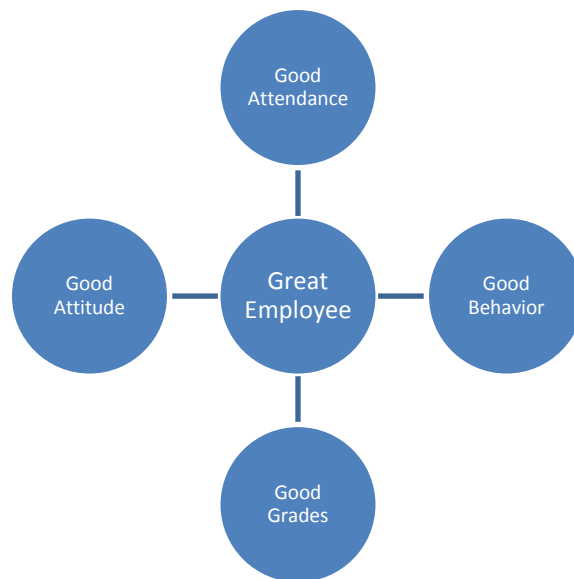
- Students and staff are offered valuable information in regards to opportunities within the community, college/vocational trainings, employment resources/support services
- Site visits are provided connecting seniors with colleges and DSPS .
- Site visits are provided connecting seniors with Certificate and Vocational Program options.
- Students/Parents receive Transition Resource information through parent training, website and IEPs. The material provides contact information from local agencies, as well as college, community, vocational and employment resources.

Interdisciplinary advisory committee:

The transition staff is part of an interdisciplinary team that navigates services within the district and community. These services are vital to the outcomes and partnerships required for successful placements.

NMUSD Transition Team meets monthly to coordinate our transition programs and activities. This group also serves as a nucleus for an Interagency Advisory Groups —which includes many key local stakeholders such as Regional Center, Department of Rehabilitation, Community Colleges, DSPS, Local Community Advisory Committees, ROP and parents.

Staff participates with local programs; One Stop Center, OCAPICA (WIA), Vital Link, Orange County Adult Task Force, Best Practices committees. Participation provides continuing education and up to date information on current trends and transition issues.



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