

WRC SEP Roundtable Meeting

September 20, 2017

Competitive Integrated Employment Fee Incentives

Paid Internship Programs

- Process
- Requirements
- Forms

California's Employment First Legislation

From Welfare and Institutions Code 4869(a)(1)

It is the policy of the state that opportunities for integrated, competitive employment shall be given the highest priority for working age individuals with developmental disabilities, regardless of the severity of their disabilities

- Students 16 and over, and their families, should be told about opportunities for work, or higher education, after high-school
- Employment should be considered before any other service is offered
- College and vocational training, if needed and wanted will also be considered

WRC Employment First Policy

- It is Westside Regional Center's mission to empower people with developmental disabilities and their families to choose and access community services that facilitate a quality of life comparable to persons without disabilities.
- Employment enables adults to lead independent and productive lives while contributing to their community. Consistent with the Lanterman Act, inclusive and competitive work will be the first option considered by planning teams for every WRC working age adult. Integrated, inclusive and competitive employment will be given the highest priority for working age individuals with developmental disabilities, regardless of the severity of their disability.
- This policy will be applied to individuals currently attending non-inclusive work activity programs, sub minimum wage employment, day programs and those clients seeking new services. This policy will be facilitated through the individual planning process.
- WRC will work collaboratively with local school districts, educational institutions, transition programs, and community organizations to ensure the administration of this policy. Transition age clients and their families will be educated regarding Employment First and students will have active goal development and transition planning to this end.
- Individuals who may require training and/or other support to achieve integrated employment will receive assistance in the form of individual or group job coaching, job exploration, technical or vocational training, post-secondary education, internship and apprenticeship programs.
- Competitive work is income-producing activity for which the individual receives the same compensation as a nondisabled worker and includes employment, self-employment and micro-businesses. When paid work is not an option for an individual, as determined and documented in the IPP by the individual planning team, volunteer work opportunities will be explored and supported.
- Individuals not participating in competitive employment shall have daily access to meaningful, integrated, age-appropriate activities that are based on individual needs, interests, abilities, and promote the development of critical skills, leading to independence and full inclusion in their communities.
- To ensure successful implementation of this policy, WRC will provide education and training to all stakeholders, advocate for and promote employment of people with developmental disabilities, assist service providers in transition and work collaboratively with all service systems to promote Employment First. WRC supports new program development demonstrating facilitation of this policy in practice.

Community Integrated Employment Settings

- Attending secondary education to learn a trade
- Participating in a paid internship or apprenticeship
- On a career certification track
- Being employed by a company and earning minimum wage or higher
- Owning a business

Employment First & CIE Means.....

- Everyone participates
- We look at individual skills, talents and interests
- We change the way we see things
- We talk about possibilities and seek out opportunities, regardless of challenges and former barriers
- We provide the necessary supports to enable individuals to have success

California's DDS/DOR/DOE Budgets Support Internships & Competitive Integrated Employment

- Schools now focus more on Post-Secondary & Employment
- Students and families are offered **Employment options First**
- Working age adults are expected to have an Employment and/or Post-Secondary goal...and a path to Employment
- DDS Funds Paid Internships & Fees for Employment Placement
- Regional Centers and providers offer more programs and resources to support Employment

DDS FY 16-17 Funding to Vendors of Incentive Fees for Competitive Integrated Employment (CIE)

- CIE: full or part-time work for which an individual is paid minimum wage or greater in a setting with others who do not have disabilities
- Payment of \$1000 if after 30 consecutive days from being placed in CIE, consumer still maintains employment
- Payment of \$1250 for consumer who remains in CIE after 6 consecutive months
- Payment of \$1500 for consumer who remains in CIE after 12 consecutive months
- No minimum or maximum number of hours
- Payments are in addition to DOR SEP fees
- Paid internships resulting in CIE are eligible
- WRC and vendors to report to DDS annually; Funding continued FY 17-18

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Program Design Addendum Checklist for CIE

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Program Design Addendum Checklist
Competitive Integrated Employment Incentive

Provider:

Contact:

**Vendor
Number:**

E-Mail:

**Proposed
Services:**

Competitive Integrated
Employment

Svc Code:

-CIE

WRC USE: Date Program Design Addendum Rec'd: _____

The purpose of the program is competitive and integrated employment, via the Individual Program Plan (IPP) process. All employers utilized in securing CIE for clients must operate their business in compliance with California State laws and pay minimum wage or higher. Client job placement must match IPP goals and meet WRC QA review criteria.

VENDOR PROCESS & DESCRIPTION:

Please respond briefly to the following:

- I. Program Description
 - A. ☐ Program Purpose and Goals:
- II. Referral and Intake
 - A. ☐ Referral Process: Please describe how you will receive and respond to referrals for competitive and integrated employment.
 - B. ☐ Entrance Criteria: Please describe your program's entrance requirements as well as any limitations on your ability to provide support for individuals who require assistance with personal care, behavioral intervention, medical supervision, etc.
 - C. ☐ Intake Process: Please describe the step-by-step process an individual would need to go through to participate in the program.
 - D. ☐ Program Capacity: What is the maximum number of clients the program will support at any given time?
- III. Staffing

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Program Design Addendum Checklist for CIE

- A. ☐ Job Descriptions: Please attach copies of new and/or updated job descriptions for personnel who will support the competitive integrated program.
- B. ☐ Staff Supervision: Please describe how direct service staff will receive supervision.
- C. ☐ Staffing Ratios: Please describe how staff to participant ratios will be determined as well as any circumstances under which that ratio might change.

II. Person-Centered Planning

- A. ☐ Participant Choice: Describe how competitive integrated employment opportunities will be person centered and support the individualized employment goals of the person served.
- B. ☐ Skills Assessment: How will individual skills and strengths be assessed prior to competitive integrated employment placement?
- C. ☐ Assessment of Progress: Describe how progress toward IPP goals will be measured as well as the role of the clients in this assessment.
- D. ☐ Supports Available: Describe how you will meet the individualized support needs of the clients.
- E. ☐ Change in employment: Describe the process by which an intern may change employment and for what reasons.

III. Documentation

- A. ☐ Data Collection: What types of individual and program data will you collect and maintain and at what intervals? Please attach samples of reports, forms, logs, etc. that will be used in data collection.
 - ☐ Pay Stubs
 - ☐ Employment Setting
 - ☐ Exit Reasons
 - ☐ Type of Work Performed
 - ☐ Types of Support Provide
- B. ☐ Data Sharing: How will collected data be shared with the WRC Employment Specialist?

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Program Design Addendum Checklist for CIE

- A. ☐ Confidentiality: Please describe how security and confidentiality of records and HIPAA information will be maintained.

II. Program Evaluation

- A. ☐ Evaluation Method: Describe the method by which the effectiveness of the program will be evaluated and attach a current or proposed evaluation form or survey.
- B. ☐ Grievance Procedure: Describe the participant grievance procedure.

Please provide additional narrative:

1. Provide a statement or philosophy regarding CIE:
2. Describe outcomes as defined by CIE:
3. Describe your approaches to creating CIE opportunities, including any new and innovative approaches to job development:
4. Describe your approaches to creating person centered CIE opportunities, including the assessment process(s) you will utilize with client participation to determine their goals, interests, aptitudes and talents and how that information will guide you in assisting clients in finding meaningful internship opportunities:
5. Describe the strategies that will be utilized to ensure clients sustain placement after 30 consecutive days, six consecutive months, and 12 consecutive months:
6. Describe your process for assisting clients in negotiating their wages and schedules with employers:
7. List updates to entrance and exit criteria, if necessary:
8. Describe staffing ratios and contingency plans when staff coverage is required:
9. Describe your strategies and plans for addressing transportation needs as new CIE opportunities are created:

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Program Design Addendum Checklist for CIE

1. Describe the approaches to supporting clients transitioning to supported employment or working independently, if applicable:
2. Describe types of industries, locations, and range of working hours to be pursued:
3. Provide a statement regarding program accountability and program goal reporting :

COMMENTS: _____

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Program Design Addendum Checklist for CIE

WRC USE ONLY:

First Review:

Reviewed By: _____

☐ Program design APPROVED on: _____

☐ Revisions necessary. DUE BACK BY: ____

Signature of Reviewer: _____ Date: _____

2nd Review:

Reviewed By: _____

☐ Program design APPROVED on: ____

☐ Revisions necessary. DUE BACK BY: ____

Signature of Reviewer: _____ Date: _____

Cc: Service Provider file

CIE Fee Guidelines

- Client individual plan to increase sustained competitive integrated employment placement by regional center service providers.
- Driven by Person Centered Planning process.
- Incentive payments to providers for CIE job placement, and retention, of regional center consumers, consistent with the consumers Individual Program Plan (IPP).
- No minimum or maximum hour requirement; however there is a cap on incentive funding.

CIE Incentive Funding

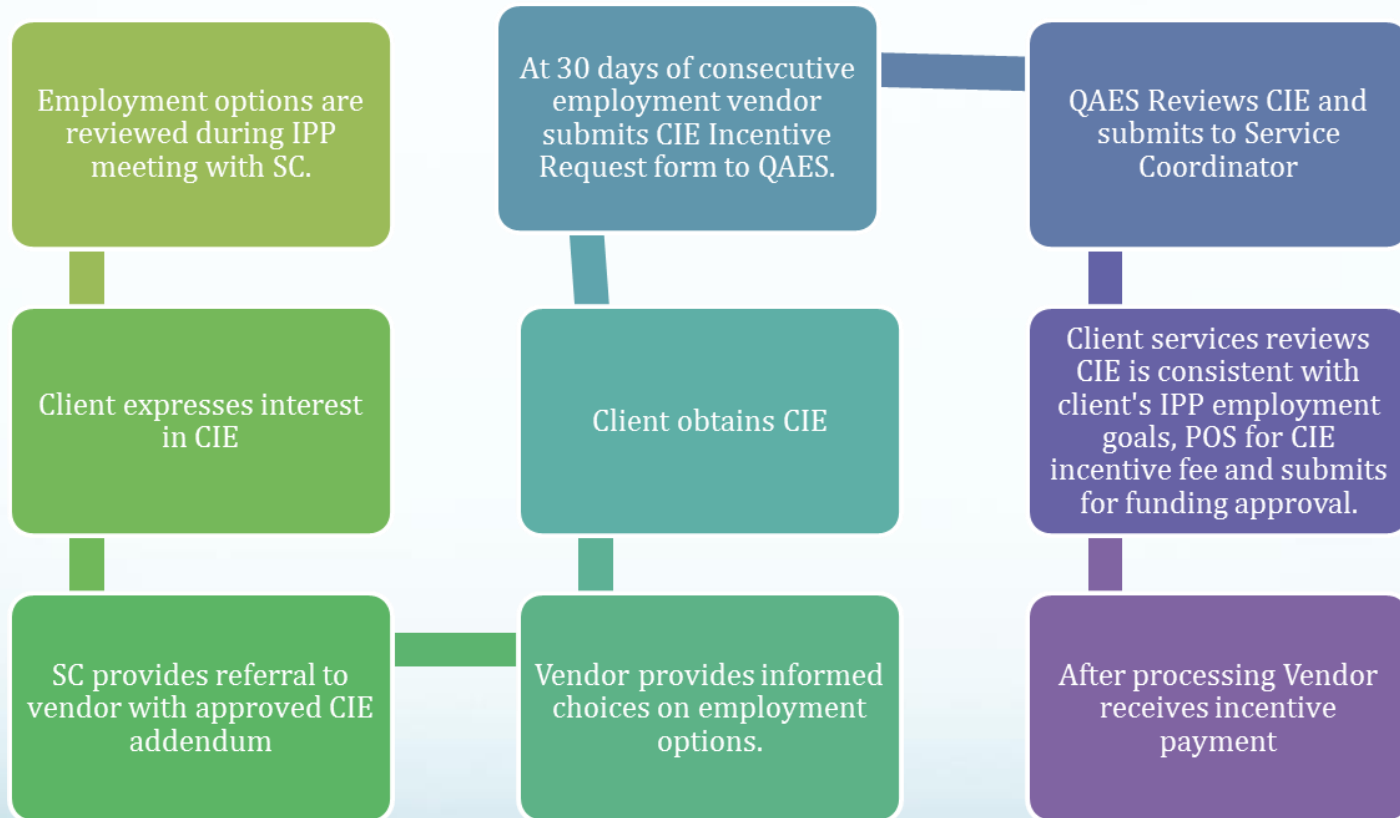
- Service providers with an **approved CIE Addendum**.
- Service providers that have secured a CIE placement for a client in accordance with the following milestones:
 - 30 consecutive days (\$1,000)
 - 6 consecutive months (\$1,250)
 - 12 consecutive months (\$1,500)

Provider Sub Codes: CIEP (30 days), CIE6 (6 mo.), CIE12 (12 mo.)

Process for Incentive Payments

- After milestone has been met, Service Provider submits CIE payment request form to WRC QA Employment Specialist for review.
- QA Employment Specialist reviews to ensure placement meets CIE requirements.
- QA Employment Specialist notifies SC regarding CIE.
- Service Coordinator follows steps required for all CIE incentive payments.

WRC COMPETITIVE INTEGRATED EMPLOYMENT (CIE) FLOWCHART



WRC Process for Competitive Integrated Employment (CIE) Payment

Competitive Integrated Employment Incentive Payments (CIE) Guidelines for Vendors

In July 2016, the Welfare and Institution Code (WIC) was amended to add section 4870 (d-g) to increase sustained competitive integrated employment (CIE) placements of individuals with developmental disabilities by regional center service providers. *CIE is full- or part-time work for which an individual who is paid minimum wage or greater in a setting with others who do not have disabilities.* Section 4870(d) authorizes funding to the Department of Developmental Services (DDS) for incentive payments to providers.

Purpose: To increase placement and retention of regional center clients in competitive integrated employment that is consistent with a client's Individual Program Plan (IPP).

WRC Process for Competitive Integrated Employment (CIE) Payment

Funding: The regional center will be responsible for making incentive payments to service providers within their catchment area [WIC 4870(d)]. The incentive payment amount for each individual placed in CIE is as follows:

1. *A payment of one thousand dollars (\$1000) – shall be made to the service provider who, on or after July 2, 2016, places an individual into CIE [WIC 4851(o) and 4868(d)], and the individual is still competitively employed after 30 consecutive days.*
2. *An additional payment of one thousand two hundred fifty dollars (\$1250) – shall be made to the service provider for an individual described in paragraph (1) who remains in CIE for six consecutive months.*
3. *An additional payment of one thousand five hundred dollars (\$1500) – shall be made to the service provider for an individual described in paragraph (1) and (2) who remains in CIE for 12 consecutive months.*

WRC Process for Competitive Integrated Employment (CIE) Payment

Implementation: Service providers are not required to apply for a new vendorization, however, they may need to submit a program design addendum to the regional center describing the services and supports created to assist clients in achieving placement in CIE. Regional centers will need to approve the program design addendums. Approved program design addendums will have the suffix “CIE” added to existing service codes as sub-code. Example is as follows:

- 952 - CIEP for placement incentive after 30 consecutive days;
- 952 - CIE6 for placement incentives after 6 consecutive months’ incentive;
- 952 - CIE12 for 12 consecutive months’ incentive.

WRC Process for Competitive Integrated Employment (CIE) Payment

Competitive Integrated Employment (CIE) Payment Process

Only service providers who have an approved CIE program addendum will be eligible for the CIE incentive payments. CIE placement of an individual(s) must be identified and in line with the individual's employment goal/objective on the IPP and must meet the following criteria:

- Individuals can be employed full-time or part-time basis.
- Individuals must be paid minimum wage or a competitive rate by the employer for the same or similar work performed by other employees who are not individuals with disabilities who have similar training, experience, and skills.
- Individuals are eligible for the same level of benefits provided to other employees.
- Individuals work in an integrated setting where the employee interacts with other persons who are not individuals with disabilities.
- And as appropriate, present opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

WRC Process for Competitive Integrated Employment (CIE) Payment

Service providers who have placed an individual in CIE may request for incentive payment by:

1. Completing the *Vendor Request for CIE Incentive Payment* form and submit, via email or fax, to the QA Employment Specialist. A form must be completed at each milestone and must include the date of each milestone in the appropriate box.
2. The service provider must be able to submit verification of employment (i.e. paycheck stub) at each milestone.
3. The QA Employment Specialist will review the CIE incentive payment request form and verification then forward to the Service Coordinator to review and complete a POS request.
4. POS will process and generate an invoice for the approved CIE request for e-billing.

For additional information about WRC's Competitive Integrated Employment (CIE) Incentive Payment program, please contact Lidenira Amador, QA Employment Specialist, at (310) 258-4276, or lideniraa@westsiderc.org

Vendor Request for CIE Incentive Payment



Vendor Request for CIE Incentive Payment Form

Form must be completed electronically and submitted along with the most recent paycheck stub for verification of services Form can be sent via e-mail to Lidenira Amador at lidenira@westsiderc.org or fax to 310-649-1312

Vendor Name:	Vendor #:	Date:	
Phone #:	Service Code: CIE		
	Sub Code:		
Client Name:	Job Placement Start Date:	Hourly Wage:	
UCI:			
DOB:			
Service Coordinator:	Hours scheduled per week:		
Employer Name:	Type of Support(s) needed (job coaching, transportation, equipment, etc.):		
Address:			
Phone:			
Contact Person/Title:			
List Benefits (check all that apply):			
<input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation <input type="checkbox"/> Dental <input type="checkbox"/> Holiday <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Education/Training			
<input type="checkbox"/> Other (List):			
Job Description/Setting (provide a job description or job posting):			
CIE Incentive Payment Requested for:	30 Days: <input type="checkbox"/>	6 Months: <input type="checkbox"/>	12 Months: <input type="checkbox"/>
Must provide check stub as verification of job placement. Placements must be consecutive in order to be eligible for incentive payment.	Date:	Date:	Date:
Describe how did your program assist the client in achieving CIE:			
Is client still employed? If so, describe how placement was made successful. If not, describe the barrier(s) to success.			
Completed by:	Title:		
The submission of this form verifies the above placement meets CIE regulations as defined in Title 17.			

WRC CIE 9/17

DDS FY 16-17 Funding to Vendors for Development of Paid Internship Program (PIP)

- Purpose: Increase vocational skills and abilities of consumers who wish to participate in an internship
- Goals: Consumers will acquire experience and skills for future paid employment, or the internship itself will lead to full- or part-time paid employment in the same job
- Consumer is paid no less than minimum wage
- No minimum or maximum number of hours
- Maximum funding for payment of an internship is \$10,400 per year, per consumer
- Program Design addendums
- WRC and vendors to report to DDS annually; Funding continued FY 17-18

Westside Regional Center Program Design Addendum Checklist for PIP

Westside Regional Center Program Design Addendum Checklist Paid Internship Program

Provider:

Contact:

**Vendor
Number:**

E-Mail:

**Proposed
Services:**

Paid Internship Program

Svc Code:

-pip

WRC USE: Date Program Design Addendum Rec'd: _____

GUIDELINES:

The purpose of the Paid Internship Program is to increase the vocational skills and abilities of the clients who choose, via the Individual Program Plan (IPP) process, to participate in an internship.

The goals of the Paid Internship Program include the acquisition of experience and skills for future employment, or for the internship itself to lead to full-time or part-time competitive integrated employment in the same job.

Internship placements will be transitioned into competitive integrated work environments. Competitive integrated employment is full-time or part-time work for which an individual is paid minimum wage or greater directly by the employer, in a setting with others who do not have disabilities.

Internship wages will be, at least, state or local minimum wage.

Vendor agency will work with all businesses participating in the Paid Internship Program to comply with California State laws.

Client internship placement must match IPP goals and meet WRC QA review criteria.

Pending the identification and development of an appropriate internship position, if the client is interested in receiving services (or continuing to receive services) through the vendor, the vendor will serve clients, as agreed to by the client, under service codes:

- 063, Community Activities Support Services
- 505, Activity Center
- 510, Adult Development Center
- 515, Behavior Management Program
- 950, Group Supported Employment

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Program Design Addendum Checklist for PIP

- 952, Individual Supported Employment
- 102, Tailored Services
- 605, Adult Day & Individualized Services

Any clients currently receiving services through a vendor's Work Activity Program (954 Service Code), can continue to receive services through this program pending the identification and development of an appropriate internship position.

Description of the vendor's intake and assessment process, to include services and supports to be provided in assisting clients to identify and develop appropriate internship positions pursuant to the IPP of each client. Attach copies of any assessments or evaluations utilized during this process.

Vendor will provide internship position identification and development services under service codes:

- 063, Community Activities Support Services
- 505, Activity Center
- 510, Adult Development Center
- 515, Behavior Management Program
- 950, Group Supported Employment
- 952, Individual Supported Employment
- 954, Work Activity Program
- 102, Tailored Services
- 605, Adult Day & Individualized Services

Vendor entrance and exit criteria will describe and address:

- 1) Ages of participants to be served
- 2) Pre-requisites required for participating in the program
- 3) Level of self-care skills required for participation in the program, including:
 - a) Eating/Feeding
 - b) Toileting/Changing
 - c) Administration of Medications
- 4) Level of physical and medical conditions required for participation in the program, including:
 - a) Restricted Health Conditions

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Program Design Addendum Checklist for PIP

b) Special Health Needs

c) Ambulatory Status, and

5) Level of behavioral characteristics required for participation in the program.

Vendor will notify WRC once an appropriate internship position has been identified and developed, pursuant to the IPP of each individual client, so that the existing authorization can be cancelled and a Purchase of Service (POS) request can be processed with the -PIP subcode.

Vendor will notify WRC immediately if a client voluntarily resigns or is terminated from his/her internship position so that the authorization for the Paid Internship Program is cancelled and a POS can be issued again, as agreed to by the client, for:

- 063, Community Activities Support Services, or
- 505 Activity Center, or
- 510, Adult Development Center, or
- 515, Behavior Management Program, or
- 950, Group Supported Employment, or
- 952, Individual Supported Employment
- 102, Tailored Services
- 605, Adult Day & Individualized Services

Vendor will provide adult day services during the time that the client is not participating in paid internship work, if requested by the client (i.e., the client only works 15 hours, adult day services will be provided for the remaining 15 hours).

Vendor will attach a copy of the job descriptions for the positions that will be supporting clients that participate in the Paid Internship Program.

Vendor will describe the staffing ratio(s) i.e., 1:1, 1:2, etc.

Vendor will assist client with managing Social Security benefits and accessing support as needed.

Vendor will describe the method through which the clients will be paid:

- a. By the employer (paid internship entity) ***preferred***, or
- b. By Financial Management Services (FMS), or
- c. By the vendor

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Program Design Addendum Checklist for PIP

Vendor will report to WRC and DDS by October 1, 2017, and each October 1 annually, the following:

1. Types of internship placements, including the setting and type of work performed.
2. Length of internships.
3. Demographic information of interns.
4. Payment amount of each intern placed, specified by wages and payroll costs, if any. Copies of pay stubs and costs will be requested.
5. Employment-related supports provided to the intern by any agency, the vendor, or individual.
6. Number of interns who subsequently entered paid employment, including salary, benefit information, and employment start date.
7. Number of interns placed who might not have otherwise achieved placement without an internship program, including a description of what was successful.
8. Any additional information, as determined by the Department of Developmental Services.

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Program Design Addendum Checklist for PIP

VENDOR PROCESS & DESCRIPTION:

Please respond briefly to the following:

I. Program Description

A. ☐ Program Purpose and Goals:

B. ☐ Types of Internships:

☐ Traditional

☐ Self-Employment

☐ Apprenticeship

☐ Microenterprise

☐ Other:

C. ☐ Length of Internships: While each internship will be tailored to the individual needs of the intern; please state your recommendation for the ideal length of an internship.

D. ☐ Transportation Access: How will you support interns in accessing transportation to work sites?

II. Referral and Intake

A. ☐ Referral Process: Please describe how you will receive and respond to referrals for internships.

B. ☐ Entrance Criteria: Please describe your program's entrance requirements as well as any limitations on your ability to provide support for individuals who require assistance with personal care, behavioral intervention, medical supervision, etc.

C. ☐ Intake Process: Please describe the step-by-step process an individual would need to go through to participate in the program.

D. ☐ Program Capacity: What is the maximum number of interns the program will support at any given time?

III. Staffing

A. ☐ Job Descriptions: Please attach copies of new and/or updated job descriptions for personnel who will support the internship program.

B. ☐ Staff Supervision: Please describe how direct service staff will receive supervision.

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Program Design Addendum Checklist for PIP

- A. ☐ Staffing Ratios: Please describe how staff to participant ratios will be determined as well as any circumstances under which that ratio might change.

II. Person-Centered Planning

- A. ☐ Participant Choice: Describe how internship opportunities will be person centered and support the individualized employment goals of the person served.
- B. ☐ Skills Assessment: How will individual skills and strengths be assessed prior to internship placement?
- C. ☐ Assessment of Progress: Describe how progress toward IPP goals will be measured as well as the role of the intern in this assessment.
- D. ☐ Supports Available: Describe how you will meet the individualized support needs of the interns.
- E. ☐ Change in Internship: Describe the process by which an intern may change internships and for what reasons.

- III. ☐ Exit Criteria: Describe the conditions under which an individual would exit the internship program (e.g. individual choice, maximum achievement, changes in need for behavioral support, changes in level of personal or medical care requirements, etc.)

IV. Documentation

- A. ☐ Data Collection: What types of individual and program data will you collect and maintain and at what intervals? Please attach samples of reports, forms, logs, etc. that will be used in data collection.
- | | |
|--|--|
| <input type="checkbox"/> Pay Stubs | <input type="checkbox"/> Type of Work Performed |
| <input type="checkbox"/> Internship Setting | <input type="checkbox"/> Types of Support Provided |
| <input type="checkbox"/> Intern Satisfaction | <input type="checkbox"/> Exit Reasons |
- B. ☐ Data Sharing: How will collected data be shared with the WRC Employment Specialist?
- C. ☐ Confidentiality: Please describe how security and confidentiality of records and HIPAA information will be maintained.

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Program Design Addendum Checklist for PIP

I. Program Evaluation

- A. ☐ Evaluation Method: Describe the method by which the effectiveness of the program will be evaluated and attach a current or proposed evaluation form or survey.
- B. ☐ Grievance Procedure: Describe the participant grievance procedure.

COMMENTS: _____

Westside Regional Center Program Design Addendum Checklist for PIP

WRC USE ONLY:

First Review:

Reviewed By: _____

☐ Program design APPROVED on: _____

☐ Revisions necessary. DUE BACK BY: ____

Signature of Reviewer: _____ Date: _____

2nd Review:

Reviewed By: _____

☐ Program design APPROVED on: ____

☐ Revisions necessary. DUE BACK BY: ____

Signature of Reviewer: _____ Date: _____

Cc: Service Provider file

PIP Guidelines

- Internship wages at state or local minimum wage.
- Clients 18-22 years of age who are in school and interested in participating in the paid internship program may be eligible, however Regional Centers must comply with WIC Section 4648.55 (cannot be used while school is in session)
- Service Provider must have approved addendum to program design describing services and supports created to assist clients in achieving person-centered goal of paid internships.
- There is no minimum or maximum hour requirement; however there is a cap on funding reimbursement.

PIP Funding

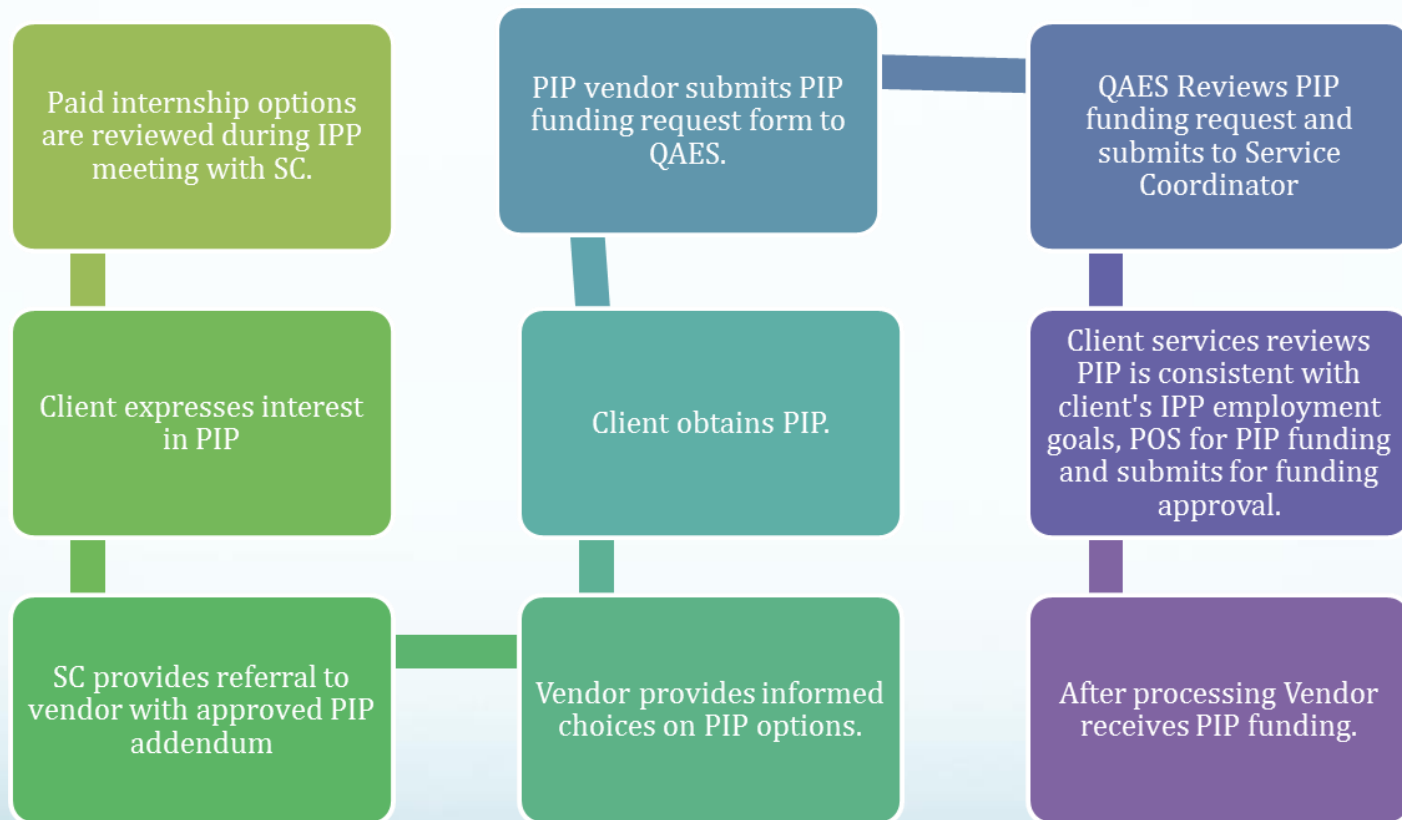
- The maximum funding for payment of an internship is \$10,400 per year, per client.
- Multiple paid internships may be possible, as determined through the IPP process.
- Internship funds may be available for clients for a variety of models, including self-employment enterprises and apprenticeships, and other business opportunities that can lead to future paid employment.
- The intern is paid by the employer of record, established via the employer, an FMS or the service provider.

Provider Sub Code: PIP

Process For PIP Funding

- Service Provider submits PIP Request Form to WRC QA Employment Specialist for review.
- QA Employment Specialist reviews to ensure PIP meets PIP requirements.
- QA Employment Specialist notifies SC regarding PIP.
- Service Coordinator follows steps required for all PIP incentive payments.

WRC PAID INTERNSHIP (PIP) PROGRAM FLOWCHART



WRC Process for Paid Internship Program (PIP) Payment

Paid Internship Program (PIP) Guidelines for Vendors

In July 2016, the Welfare and Institution Code (WIC) was amended to add section 4870 to encourage competitive integrated employment (CIE) for individuals with developmental disabilities. *CIE is full- or part-time work for which an individual who is paid minimum wage or greater in a setting with others who do not have disabilities.* Section 4870 authorizes funding to the Department of Developmental Services (DDS) for a paid internship program (PIP).

Purpose: The purpose of the PIP is to *increase the vocational skills and abilities of individuals 18 year and older, who choose, via the Individual Program Plan (IPP) process, to participate in an internship.* The goals of the PIP include the acquisition of experience and skills in the area of the individuals' interest for future paid employment, or for the internship itself to lead to full- or part-time paid employment in the same job.

WRC Process for Paid Internship Program (PIP) Payment

Funding: The maximum funding of reimbursement of an internship is \$10,400 per year, per individual for the intern's wages, employer payroll expenses, and mandated employer costs. The internship is based on the calendar year and begins the 1st day of the internship and will last no more than one year from the start date.

The intern is paid by the employer of record and reimbursement established in one of the following ways:

1. By the service provider:

- The Service provider is the employer of record and is responsible for payroll and mandated employer costs.
- The Service provider must obtain proper documentation (i.e. time sheets) from the internship site verifying hours the intern worked.
- The service provider bills, and is reimbursed by the regional center.

2. By Financial Management Service (FMS)

- The FMS acts as the employer of record and is responsible for payroll and mandated employer costs.
- The intern, identified supporting agency, or FMS must obtain proper documentation (i.e. time sheets) from the internship site verifying hours the intern worked.
- The FMS bills, and is reimbursed by the regional center.

3. By the employer (paid internship entity):

- The employer is responsible for paying payroll and mandated employer costs.
- The employer bills, and is reimbursed by, the service provider placing and supporting the individual, or by the FMS.
- The service provider or FMS bills the regional center.

WRC Process for Paid Internship Program (PIP) Payment

Implementation: Any service provider can deliver the PIP, but *a program addendum will be required*. However, if the intern needs job supports and job supports is requested, some service providers may require a separate program design (i.e. Adult Day Services or 055 service code) or an addendum to accommodate the individualized support. *An addendum to the program design must be completed and approved by WRC*. Programs approved for PIP will have the PIP sub-code added to the services code: i.e. 055 PIP, 952 PIP, etc.

WRC Process for Paid Internship Program (PIP) Payment

Paid Internship Program –Service Provider Process

PIP Development

- The service provider can develop internship opportunities and notify the QA Employment Specialist for referrals.
- The service provider can develop an internship based on a referral(s) given by the Service Coordinator for an individual(s).
- The internship must be person centered and in line with the individual's employment/career goal as identified by the IPP process.

Requesting for Funding

- Once an internship has been developed, the service provider must complete and submit the *Vendor Request for PIP Development* form to the QA Employment Specialist at least two weeks prior to the start date of the internship.
- If job supports such as job coaching are requested, it must be identified in the IPP and under the "Types of Support(s) Needed" on the PIP Development Form.

Reimbursement Process

- The service provider must provide supporting documentation (i.e. paycheck stub, payroll records, and/or timesheets) and complete and the *PIP Claims Workbook* to be submitted to the QA Employment Specialist for review.
- The QA Employment Specialist must review the workbook and supporting documentation and submit to POS prior to reimbursement pay out.

PIP Closure

- Upon the completion or end of the internship, the vendor will submit the *Paid Internship (PIP) Exit Report* to the QA Employment Specialist for review and data collection.
- POS funding will terminate on the last day the intern worked.

For additional information about WRC's Paid Internship Program, please contact Lidenira Amador, QA Employment Specialist, at (310) 258-4034 or lideniraa@westsiderc.org

Vendor Request for Paid Internship Program (PIP) Development




Vendor Request for Paid Internship Program (PIP) Development

Form must be completed a *minimum of 2 weeks prior to request* for PIP funding. Form must be submitted electronically via e-mail to Lidenira Amador at ldeniara@westsiderc.org or fax to 310-649-1312

Client Name:	UCI:	DOB:
Supporting Vendor Name: Vendor # Service code: Sub code: PIP	Service Coordinator:	PIP Placement Start Date: <small>Click here to enter a date.</small> PIP Expected End Date: <small>Click here to enter a date.</small>
Employer on Record <i>(if different from supporting vendor)</i> : Vendor#: Service code: Sub code: PIP	Hourly Wage:	Hours scheduled per week:
PIP Placement: Address: Phone: Contact Person & Title:	Type of Support(s) needed <i>(job coaching hours must be pursued with DOR and is expected to fade to stabilization hours as determined by DOR)</i> :	
Type of Internship: <input type="checkbox"/> Choose an item.	Type of Setting: <input type="checkbox"/> Choose an item.	
Job Description/Type of work performed <i>(or attach Employer job posting)</i> :		
What is the IPP Employment objective? <i>(Employment objective must be addressed in the IPP and IHSP)</i> .		
Completed by:	Title:	
	Date:	
The submission of this form verifies the above placement meets PIP regulations as defined in Title 17.		

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Paid Internship Program - Vendor Reimbursement Claims Form

 WESTSIDE REGIONAL CENTER			
Paid Internship Program - Vendor Reimbursement Claims Form			
The Paid Internship Reimbursement Request Form is to be completed by vendor and submitted to Uidenira Amador, QA Employment Specialist via email: lideniraa@westsiderc.org for review and approval.			
*All fields must be completed where applicable. If not applicable, please put N/A. *Please name the file and each tab at the bottom to the corresponding the month and year (ex. July-17) for reference to the month in which reimbursement is requested. *Please include the most current paycheck stub(s) corresponding to month of reimbursement requested.			
Vendor/Employer of Record:			
Vendor Number:			
Service Code:			
Sub Code:	PIP		
Dates of Reimbursement Requested:			
Payroll Taxes	% or Monthly Cost	Hourly Cost	
Social Security tax			
Medicare tax			
State Unemployment Insurance			
EDD			
Other (describe)			
Other (describe)			
Total		\$0.00	
Fringe Benefits and Other costs	% or Monthly Cost	Hourly Cost	
Worker's Compensation			
Liability Insurance			
Medical Insurance			
Dental Insurance			
Vacation time			
Personal time			
Holiday time			
Other (describe)			
Other (describe)			
Other (describe)			
Total		\$0.00	
		Total Employee Cost	

Paid Internship Program - Vendor Reimbursement Claims Form

				Total Employee Cost			Reimbursement Calucation		
Client/Intern Name:	UCI	DOB	Paycheck Stubs Y/N	Hourly Wage	Payroll Taxes	Other Costs	Total Costs/Hr	Total Hrs Worked	Total Reimbursement Requested
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
							\$0.00		\$0.00
Total									\$0.00

Paid Internship Program - Vendor Reimbursement Claims Form

[illegible]

Paid Internship Program (PIP) Exit Report



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Paid Internship Program (PIP) Exit Report

Form must be completed and submitted within 14 days at the end of the internship. Form must be submitted electronically via e-mail to Lidenira Amador at ldeniara@westsiderc.org or fax to 310-649-1312

Client Name:	Vendor Name:
UCI:	Phone #:
DOB:	Completed by (Name & Title):
Service Coordinator:	PIP Placement Name:
PIP Placement Start Date:	Did the internship lead to a direct hire?
PIP Placement End Date:	<input type="checkbox"/> Yes, complete Part A
	<input type="checkbox"/> No, complete Part B

PART A

Date of Hire:	Hourly wage/Salary:	# of hours work per/week:
Would the client have achieved paid employment without the internship program?	Will the client continue to need job supports?	Benefits information Check all that apply:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Sick Leave <input type="checkbox"/> Medical
<input type="checkbox"/> No	<input type="checkbox"/> Yes, the case must be referred to DOR for supported employment services.	<input type="checkbox"/> Holiday <input type="checkbox"/> Dental
		<input type="checkbox"/> Vacation <input type="checkbox"/> Vision
		<input type="checkbox"/> Education/Training
		<input type="checkbox"/> Other:
Describe what was successful in achieving paid employment for the client:		

PART B

What were the barriers to achieving successful paid employment for the client?
What did the employer like about the Paid Internship Program?
Will the employer consider other interns in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No, Why?

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Paid Internship Program - Vendor Budget Sheet



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Paid Internship Program - Vendor Budget Sheet

Paid Internship Program (PIP) reimbursement is **not to exceed \$10,400 per year, per individual**. Reimbursement is for employer cost including mandated payroll taxes and costs associated employment expenses. Please complete the Vendor Claims Form prior to completion of this form.

Employer of Record/Vendor	
Vendor #	
Service Code	
Sub Code	PIP

Paid Internship Program - Vendor Budget Sheet

			Monthly Reimbursed Amount FY 2016-17											
Cient/Intern Name	DOB	UCI	July 16	Aug. 16	Sept. 16	Oct. 16	Nov. 16	Dec. 16	Jan. 17	Feb. 17	Mar. 17	Apr. 17	May. 17	Jun. 17
Total Reimbursed														

Informational Handout about CIE for Clients & Families



A Consumer's Guide to:

COMPETITIVE INTEGRATED EMPLOYMENT (CIE)

What is CIE?

CIE is full-time or part-time work in your community with other employees who are making the same money as you to do the same job. You can also be self-employed. If you are of working age, employment must be offered to you before other choices are talked about. If you choose to work in CIE, you will make at least \$10.50 per hour (CA minimum wage as of 1/1/17). CIE means you will interact with people of all abilities and have a chance to move up one day and make more money.

Is CIE right for me?

There are many good reasons to work in CIE. Earning competitive pay means that you will have more money for your wants and needs and will help you become more independent. You and your planning team will meet with you service coordinator to decide if work is right for you.

Some things to think about before your next planning meeting (IPP):

What am I good at?

What are my work and other life goals?

What kind of workplace would be best for me?

Am I interested in going to college or receiving training in an adult education program?

How can WRC help me find work?

If you have decided that you want to work, your service coordinator can help you find the supports you need to reach your employment goals. Ask your service coordinator how the regional center can help you find a job, succeed on the job or start your own business.

You may be referred to a variety of programs to support competitive integrated employment. Agency vendors assist with job development through traditional supported employment, discovery, customized employment and development of micro-enterprise. Job coaching hours can be funded through Department of Rehabilitation (DOR) and/or WRC based on your needs. Employment is a priority for WRC!

If you would like to learn more about CIE, email or call your Westside service coordinator to get the conversation started!

Informational Handout about PIP for Clients & Families



A Consumer's Guide to:

PAID INTERNSHIP PROGRAM (PIP)

What is PIP?

An opportunity for a paid internship is available to adult Westside Regional Center (WRC) consumers who want to work full-time or part-time, become self-employed or develop skills as an apprentice. PIP participants earn at least \$10.50/hour (CA minimum wage as of 1/1/17) and make the same amount of money that other employees make. There is no required amount of hours you must work in order to participate.

How do I get started?

First, you will need to hold a planning meeting with your WRC Service Coordinator to discuss your work goals and decide if an internship is right for you. There are a few choices when it comes to work. Your planning team can support you with deciding if an internship is a good path for you at this time. This is **your** meeting so you get to decide who attends with you to talk about doing an internship.

Some things to think about before your meeting:

What am I good at?

What would I like to learn or be better at?

What kind of workplace would be best for me?

What are my employment goals?

Questions to ask your Service Coordinator at the meeting?

How can the regional center help me prepare for work, find a job, or start my own business?

What employment supports are available?

Why Intern?

- An internship is a great way to learn about different types of work while developing your skills.
- There is no set amount of hours that you need to work in order to get paid.
- Internships are a great way to get to know an employer. If it goes well and you are happy, you may even be offered a job after the internship ends!

If you would like to participate in PIP, email or call your Westside service coordinator to get the conversation started!

Questions?

- Lidenira Amador, Quality Assurance & Employment Specialist

lideniraa@westsiderc.org x 4034

- Pam Arturi, HCBS Transition & Employment Manager

pamelaa@westsiderc.org x4276