



## **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.

**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 1<sup>st</sup> 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.

**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.

## **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 submit 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. WRC PIP vendors are instructed to submit reimbursement documentation in 1 month increments to the QAES, by the 5<sup>th</sup> of each month.
- The QA Employment Specialist must review the workbook and supporting documentation to verify criteria for payment, 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](mailto:lideniraa@westsiderc.org)