

## DIVISION OF DEVELOPMENTAL DISABILITIES DBHDD FACT SHEET

**SERVICE:** Supported Employment Services

**CHECK ALL THAT APPLY:**

X

**SERVICE DESCRIPTION:**

These services help people get paid employment and provide support to maintain their job in the community. Services may include job development, on site job coaching, job adaptations and promotion of co-worker support. Services are provided one to one or in group settings and take place in different places in the community, especially work sites where persons without disabilities work.

NOW

X

COMP

X

Self Direct

X

### SPECIAL ELIGIBILITY CONDITIONS

- A. Individuals who receive services under 20 USC Chapter 3, section 1400 of the Individuals with Disabilities Education Act (IDEA) are not eligible for Supported Employment Services.
- B. Approval of services is based on need, the individual's disability and there must be a goal established for the individual related to the service in the Individual Service Plan approved by the Regional Office.
- C. Supported Employment Services must be approved before services are received and every year during the annual review and when there are any changes to the Individual Service Plan.

### ITEMS COVERED:

1. Assisting the person to locate a job or develop a job for the person.
2. Activities needed to sustain paid work for Individuals, including supervision and training.
3. Examples of approved services that help the person become self employed include: Help to identify potential business opportunities; help in developing a business plan, including potential sources of business financing and other assistance in developing and starting a business; finding other resources to help the person operate the business; and continued assistance, counseling and guidance once the business has been started.
4. Adaptations, supervision, and training required by individuals receiving Supported Employment services as a result of their disabilities, when these services are provided in a work site where persons without disabilities are employed.
5. Transportation of two or more individuals to community work sites.

### ITEMS NOT COVERED:

1. Incentive payments, subsidies, or unrelated vocational training expenses such as the following: Incentive payments made to an employer to encourage or subsidize the employer's participation in Supported Employment program; Payments that are passed through to users of Supported Employment programs; or Payments for training that is not directly related to an individual's Supported Employment program. Any expenses associated with starting up or operating a business is not covered.
2. Supervisory activities that are a normal part of the business setting.
3. Supported Employment Services cannot take place at the same time of day as Community Access, Prevocational or Transportation Services.
4. Services that are available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).
5. Payment is not made, directly or indirectly, to members of the individual's immediate family, except as approved as indicated in Part II Policies and Procedures for NOW/COMP, Chapter 900.