

# **Pre-Employment Transition Services CRP Program Proposal Requirements**

## **1. Type of Service(s) Proposed:**

- Job exploration (non-assessment or assessment based activities)
- Work-based learning experiences (may include in-school or after school opportunities, experiences outside the traditional school setting, and/or internships)
- Counseling on opportunities for enrollment in comprehensive transition to local community college/post-secondary educational programs. May include visits to local community college/post-secondary sites, visits with disability support services or activities designed to assist the individual with planning future areas of study, what type of training is necessary to achieve the goal and where they can access the training)
- Workplace readiness training to develop social skills and independent living
- Instruction in self-advocacy

## **2. A Narrative Description of what will be Provided within the Proposed Service that includes:**

- When the program will be offered (evenings, weekends, after school, or in-school)
- Where the program will be offered
- The length of Service – number of days, weeks, hours per day/session
- A curriculum outline for the days or sessions the program will be offered describing the information or activities will be provided per session

## **3. Cost Justification:**

- Proposed cost of the program – per week or per session
- Information to support the actual cost to provide the program (the number of staff, the number of consumers the program can serve per session, staff rate of pay for the number of hours they will be dedicated to the program, and other costs associated with the program).

## **4. Affirmation of Program Reporting Requirements:**

- Job Exploration (not assessment)
  - Description of substantial activities provided within the service (dates and time spent participating in the service)
  - Documentation of consumer interest stated and observed
  - Recommendations based on activities/research completed
  - Consumer signature/date on report
  - Provider signature/date on report
- Job Exploration (assessment)
  - Description of service provided including
    - Where the service was provided (in school or at another site), when the service was provided (after hours, during the school day and for how long).
    - Assessment activities completed and results of the activities

- Documentation of consumer interests (observed and evidenced)
  - Recommendations for additional in-school exploration, summer and upon graduation.
  - Provider signature/date on report
  - Consumer signature/date on report
- Post-Secondary Education
  - Documentation of Community College visits, visits to disability support services at local community college post-secondary institutions (dates and time spent participating in the service).
  - Description of activities completed to assist the individual with future planning (areas of study, what type of training is necessary to achieve the goal and where they can access the training). Include the dates and length of time.
  - Narrative summary including activities and recommendations for continued exploration of community college/post-secondary opportunities.
  - Consumer signature/date on report
  - Provider signature/date on report
- Work Based Learning
  - DORS Training Progress Report
  - If Internships are included and job coaching is required for the internship, DORS Job Coaching Progress Report
- Work Readiness Training
  - a. DORS Training Progress Report
- Self Advocacy
  - b. Description of activities provided
  - c. Results/recommendations for continued development
  - d. Date(s) of Program and time spent participating in the service
  - e. Consumer Signature

**Completed proposals are to be submitted electronically to Kate Drake at:**  
[Catherine.drake@maryland.gov](mailto:Catherine.drake@maryland.gov).

Upon receipt of the proposal packet select DORS staff will review the program materials and fiscal information and provide feedback to the individual who submitted the material.

Once approved, an amended cooperative agreement will be sent to the provider outlining the addition of approved Pre-Employment Transition Services to be added to the fee schedule. When the agreement is finalized, the provider may begin to offer the service.

Questions regarding program development can be forwarded to Michelle Stewart at [michelle.stewart@maryland.gov](mailto:michelle.stewart@maryland.gov) or Kate Drake as indicated above.