

# Pre-Employment Transition Services

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**DIVISION OF REHABILITATION  
SERVICES SYMPOSIUM**

**OCTOBER 26, 2016**



# Pre-Employment Transition Services (Pre-ETS)

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## Objectives:

- ✓ Provide an overview of DORS Procedures for the provision of Pre-Employment Transition Services
- ✓ Discuss collaboration with our partners



# Pre-Employment Transition Services Overview

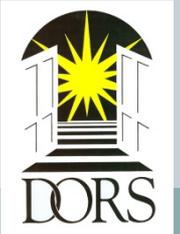
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- A student with a disability is referred for Pre-Employment Transition Services
  - DORS will provide a Student Information Form with explanatory cover letter and request required documentation
  - A signed Student Information Form for Pre-Employment Transition Services and other required documentation are received by DORS
  - DORS representative and student will develop a Pre-Employment Transition Services Agreement
  - Pre-Employment Transition Services are implemented in collaboration with DORS partners
  - Does student want to apply for VR Services?
    - *YES*: Student will apply for VR Services during the fall semester of their next to last year of high school, and an eligibility determination will be made. Student will continue to receive Pre-Employment Transition Services regardless of eligibility for VR services as long as he/she qualifies as a Student with a Disability.
    - *NO*: Student continues to receive Pre-Employment Transition Services, as long as he/she qualifies as a Student with a Disability.

# Referral for Pre-ETS

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- A referral may be submitted by school personnel, family members, guardians, or other interested persons via an online referral form, paper referral form, or phone call.
  - School personnel should obtain written consent from a student's parent/guardian before referring the student for Pre-ETS (the DORS Pre-ETS Fact Sheet/Consent Form may be utilized).
  - A student should be referred for Pre-ETS prior to being referred for VR services due to federal regulations that limit Pre-ETS for students who are in delayed status prior to receiving Pre-ETS.
- Within 20 working days of receipt of a referral DORS will provide the student with the Pre-Employment Transition Services Fact Sheet and a Pre-Employment Transition Services Student Information Form to include a cover letter requesting required information i.e. documentation that one meets the definition of a student with a disability.
  - Documentation that one meets the definition of a “student with a dis.”



# Provision of Pre-Employment Transition Services

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- Upon receipt of the Pre-Employment Transition Services Student Information Form, signed by the student and parent/legal guardian(if student is a minor still in high school), the form will be entered into the DORS case management system.
- Counselor will review documentation of disability and information to confirm student enrollment provided by the student or referral source (e.g. IEP, certificate program, transcript, acceptance letter).
- The assigned DORS counselor will schedule a time to discuss service options with the student and his/her family in an agreed-upon individual or group setting, or alternative method.



# Pre-ETS Services Agreement

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- The DORS counselor will assist the student to identify appropriate Pre-ETS and providers, consistent with the student's informed choice.
- The DORS counselor will prepare a Pre-Employment Transition Services Agreement which states the student is qualified to receive Pre-ETS and summarizes the selected services.
- The Agreement will be signed by the student, his/her parent or guardian, and the DORS counselor.
- Services may begin as soon as they are available.
- Pre-ETS may be available and updated as long as the student continues to meet the definition of "student with a disability".



# Collaboration

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Collaboration will be key in the successful delivery of Pre-Employment Transition Services.

- **DORS staff will :**
  - ✓ Work with schools to coordinate and ensure the provision of Pre-ETS;
  - ✓ Attend IEP meetings, when invited and available;
  - ✓ DORS staff will work with local workforce development boards, one-stop centers, and employers to develop work opportunities for students with disabilities;
  - ✓ Attend person-centered planning meetings, when invited and available (for those students who are receiving services under the Medicaid Waiver).

# Other Important Notes

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- The DORS financial need policy and the possibility of a family contribution does not apply to the provision of Pre-Employment Transition Services for students with disabilities.
- Existing Pre-ETS Plans will be honored.
- DORS Staff will receive in-depth training regarding policy and procedures in the very near future.



# Questions?

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- For additional information, please contact:

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