

Maryland State Department of Education  
**Division of Rehabilitation Services**  
**Adult Learning Experiences (ALE) Desk Reference**

Adult Learning Experiences (ALE) are short-term work experiences (up to 8 weeks) for adults with little to no work experience to provide a broad exposure to workplace situations, tasks, and expectations that will help them connect real work experiences to future success in competitive integrated employment.

ALE is geared towards harder-to-place, more professional, skilled positions. It should be used for consumers who have typically not been successful with CRPs (community rehabilitation providers); for example, a consumer who has recently completed a college degree but has no work experience in the field. An ALE is not meant to take the place of working with a CRP for Job Development or Job Coaching services. It is also not meant for Pre-ETS, trial work experiences, or career exploration.

An ALE is a DORS-funded paid work experience partnering with a CRP and a local company to provide a work-based learning experience for the DORS consumer. "Company" in this context can refer to a for-profit business or a non-profit, charitable, or religious organization that provides unpaid work experience to a DORS participant. An ALE is an integral part of the consumer's VR employment program and established IPE employment goal.

In a standard ALE, a CRP is chosen to assist the consumer with developing and supporting the ALE. The CRP serves as the Employer of Record and assumes responsibility for the required Workers' Compensation insurance.

### **Examples of Appropriate Uses of ALE:**

- A consumer who has recently completed a college degree but has no work experience related to the employment goal.
- A consumer who worked in Sales for 10 years but went blind. They had to learn all new ways of performing their job tasks and need to gain confidence and recent work experience as they have not worked in five years.
- A consumer who has worked in Accounting in the past but has a gap in employment due to anxiety and hospitalization. The consumer needs to "test" their ability to return to the type of work they did previously.

### **DORS Counselor Procedure for Coordinating an ALE:**

- Determine if the adult is eligible for VR employment services and is in an open category for Order of Selection.
- Develop an Individualized Plan for Employment (IPE) with the consumer that includes participation in ALE.
- **Authorization:**
  - **Service Category:** Vocational and Occupational Skills Training  
**Subcategory:** Adult Learning Experience

- Assist the consumer with selecting a DORS-approved CRP to develop the ALE. Supply the CRP with the items listed below:
  1. Appropriate referral
  2. Copy of the IPE, with the agreed-upon employment goal
  3. **Authorization:**
    - **\$750 for developing the worksite and obtaining signatures**
    - **Service Category:** Vocational and Occupational Skills Training  
**Subcategory:** (ALE) Develop Site and Agreement
- Provide the [Adult Learning Experience \(ALE\) Timesheet \(RS-11b\)](#) to the CRP for the consumer to complete weekly with their hours worked.

## CRP Procedures for Developing an ALE:

- Schedule a meeting with the consumer and DORS counselor to discuss ALE options, based on the consumer's interests, abilities, informed choice, and stated employment goal.
- Begin developing the ALE.
- Contact/visit appropriate companies to create the ALE.
- Complete the [Adult Learning Experience \(ALE\) CRP Agreement \(RS-11e\)](#).
  - Once a company has agreed to participate in an ALE, the CRP will submit a completed [Adult Learning Experience \(ALE\) CRP Agreement \(RS-11e\)](#) with all signatures to the DORS counselor.
  - CRP may also submit an invoice for **\$750 for developing the worksite and obtaining signatures** along with the ALE Agreement.

## DORS Procedures for the ALE Agreement & Authorizations:

- The DORS counselor will review and sign the [Adult Learning Experience \(ALE\) CRP Agreement \(RS-11e\)](#) prior to the ALE start date, and furnish the CRP with a signed final copy of the Agreement.
- The DORS counselor will issue an **Authorization:**
  - **\$1,000 for Upfront Coordination.**
  - **Service Category:** Vocational and Occupational Skills Training  
**Subcategory:** (ALE) Upfront Coordination
- DORS staff will complete an **Authorization** for the consumer's **ALE Wages** to the CRP based on the number of hours per week the consumer will be participating in the ALE, as documented in the [Adult Learning Experience \(ALE\) CRP Agreement \(RS-11e\)](#):
  - **Service Category:** Vocational and Occupational Skills Training  
**Subcategory:** (ALE) Training Stipend

The amount should be verified when the consumer's [Timesheets \(RS-11b\)](#) and paystubs are submitted by the CRP to DORS for reimbursement.

- **Referral for ALE Supports/Job Coaching** – When ALE supports/job coaching services are to be provided for a consumer, DORS will furnish the CRP with an **Authorization**:
  - **\$300 per week for ALE Supports**
  - **Service Category:** Vocational and Occupational Skills Training  
**Subcategory:** (ALE) Weekly Supports

**It is expected that the consumer receives support from the CRP for each week of the ALE for which the CRP invoiced, with a minimum of two face-to-face contacts per week.**

### **Completion of the ALE:**

- **The DORS counselor will:**
  - Follow up with the consumer upon completion of the ALE to determine if learning objectives were met and to determine the next step toward competitive integrated employment.
- **The CRP will submit to DORS:**
  1. A final [Adult Learning Experience Monthly Progress Report \(RS-11c\)](#)
  2. An invoice
  3. Copies of detailed paystubs consistent with the DORS authorizations provided for weekly ALE support/job coaching and stipends.
  4. Copies of the consumer's [Timesheets \(RS-11b\)](#) consistent with the DORS authorizations provided for weekly ALE support/job coaching and stipends.

**NOTE:** The CRP may submit reports and invoices weekly, if preferred.

**Note:** Regional Director approval is required for the provision of a second ALE to the same consumer.