

Maryland State Department of Education
Division of Rehabilitation Services
CRP Adult Learning Experience (ALE) Agreement

Participant Name: _____ **Participant ID:** _____

DORS Counselor: _____

Community Rehabilitation Provider: _____

ALE Site/Company: _____

ALE Supervisor: _____ **Phone:** _____

ALE Supervisor Email: _____

This agreement is entered into by the Maryland State Department of Education, Division of Rehabilitation Services (DORS), and the Community Rehabilitation Provider (CRP) referenced above for the purpose of providing an Adult Learning Experience (ALE) for the Participant identified above.

The CRP will:

- Become the employer of record. This means that the CRP will pay the individual at a rate of pay equal to the Maryland State minimum wage.
- Agree to carry Worker's Compensation insurance.
- Be compensated by DORS at \$21 per consumer hour worked (fee represents the local minimum wage, plus a standard fee for taxes and benefits, overhead, administrative and program fees).
- Provide ALE and supervision for:
 Number of weeks: _____ Beginning date: _____ Ending date: _____
 Number of hours per week: _____ Total hours: _____ (# weeks x hours/week)
- The ALE Job Coaching support provided requires **at least two face-to-face contacts per week**.
- Notify DORS promptly should:
 - The Participant experience difficulties in completing the ALE, or
 - The Participant discontinue the ALE, or
 - The Participant's attendance falls below 90%.

Fees:

- Develop worksite and obtain signed agreement: \$750
- Upfront coordination: \$1,000
- ALE Job coaching: \$300 per week (8 week maximum)
- Stipend: \$21 per hour × consumer hours worked per week × number of weeks

DORS will:

1. Maintain contact with the CRP and student during ALE.
2. Provide technical assistance and support in determining and providing any accommodations necessary to enable full participation in the ALE.

ALE Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
Stop Time							

ALE Objectives

Description of processes, operations or skills necessary to perform the job.

The Participant agrees to:

1. Arrive at the ALE Site as scheduled each day throughout the ALE.
2. Abide by ALE Site/Company rules and policies and perform duties as assigned.
3. Ask the supervisor or job coach for clarification when questions arise.
4. Comply with ALE requirements established at the beginning of placement.
5. Contact supervisor, job coach, and DORS staff regarding any ALE-related problems.

ALE Conditions

1. An ALE provides Participants with the knowledge and skills that will help them obtain real-life work experience to enhance their work skills.
2. The ALE Site/Company derives no immediate advantage from the Participant's activities.
3. ALE placements do not displace current employees of the Company, and the Participant participates in the ALE with job coaching support.
4. Since this experience is a paid work experience, Participants must be compensated at no less than the local minimum hourly wage.
5. ALEs may be provided for 8 weeks or less (any exceptions must be approved by the local DORS regional director).

Participant's Signature

CRP Representative Signature

DORS Counselor Signature