**RSM 2, Attachment 1700-2**

# Pre-Employment Transition Services:

# Work-Based Learning Experience Desk Reference

Work-based learning experiences (WBLE), paid or unpaid, are one of five Pre-Employment Transition Services (Pre-ETS) offered to students with disabilities. WBLEs are an educational approach that uses the workplace or real work to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. WBLEs require in-depth engagement of students and an evaluation of acquired work skills.

The following are procedures for coordinating a WBLE for a student with disabilities:

1. Determine if the student qualifies for Pre-ETS and open an appropriate case type for the individual if a case does not already exist.
2. Develop a Pre-ETS Agreement or an Individualized Plan for Employment, as appropriate, with student and parent/guardian to include participation in a WBLE.
3. If an approved provider is chosen to develop the Pre-ETS WBLE, supply the provider with the items listed below. If a WBLE is developed by a community rehabilitation program through a cooperative agreement or another provider through a Memorandum of Understanding (MOU) with DORS, skip to Step 5.
   * Appropriate referral
   * Authorization with 2 or 3 line items (“c” may not be applicable):
     1. $250 using the Service Category: Pre-ETS Work-Based Learning Experience and Subcategory: Work-Based Learning Experience Development.
     2. $500 using the Service Category: Pre-ETS Work-Based Learning Experience and Subcategory: Work-Based Learning Experience Agreement Developed.
     3. $100 using the Service Category: Pre-ETS Work-Based Learning Experience and Subcategory: Work Permit-Minor (required for minor student in paid WBLE)
4. **Develop the WBLE.** The provider will then do the following:
   * Invoice for $250 to begin developing the WBLE.
   * Schedule a meeting with the student to discuss WBLE options, based on the student’s interest, abilities, and informed choice.
   * Contact/visit appropriate employers to create the WBLE.
5. **Complete the WBLE Agreement.** Once an employer has agreed to participate in a WBLE, the provider or workforce partner will submit a completed [Pre-ETS Work-Based Learning Experience Agreement (RS-10d)](https://dors.maryland.gov/crps/Documents/RS_10d_WBLE_Agreement.pdf) with all signatures to the appropriate DORS counselor to pay the $500 invoice and to review and sign the WBLE prior to the WBLE start date. Workforce partners providing Summer Youth Employment Programs may use alternate Agreement forms.

* When DORS Staff develop the WBLE, they are responsible for completing the WBLE Agreement regardless of whether or not the student chooses to receive WBLE support.
* When workforce partners (other than Summer Youth Employment Programs) develop the WBLE, DORS staff will collaborate with the WBLE developer to complete the [WBLE Agreement](https://dors.maryland.gov/crps/Documents/RS_10d_WBLE_Agreement.pdf), regardless of whether or not the student chooses to receive WBLE support.

***\*Note: Regional Director approval is required for WBLEs less than 5 hours per week.***

**Obtain a Work Permit for Minors** (when required, see requirements and instructions at <https://www.dllr.state.md.us/ChildWorkPermit>). The provider may assist a student to obtain this permit once the paid work experience is secured. When doing so, the provider will send a copy of the permit to the referring DORS counselor with a $100 invoice. (A work permit is not required when minors are volunteering.)

1. **Referral for WBLE Support:** 
   * 1. When WBLE supports are requested for a student, DORS will furnish the provider of WBLE support with the following:
   * [Pre-ETS Work-Based Learning Experience Agreement (RS-10d)](https://dors.maryland.gov/crps/Documents/RS_10d_WBLE_Agreement.pdf) or similar documentation from workforce partners (submitted by the Developer of the WBLE)
   * [WBLE Support Report template (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc)
   * An authorization with the following line items:
   * $1000 using Service Category: Pre-ETS Work-Based Learning Experience with Subcategory: Up Front WBLE Support.
   * $300 (with a minimum of 4 units and maximum of 8 units) using Service Category: Pre-ETS Work-Based Learning Experience with Subcategory: Weekly WBLE Support
     1. When the WBLE Agreement confirms that the WBLE support provider is the paycheck source, DORS staff will complete an authorization for student receipt of minimum wage, based on the chart below and the number of hours per week the student will be participating in the WBLE (as documented on the WBLE agreement), using **Service Category:** Pre-ETS Work-Based Learning Experience with **Subcategory:** Student Stipend (range of hours per week).

**WBLE Hours per Week**

| WBLE Location | 5 to 10 | 11 to 20 | 21 to 30 | 31 to 40 |
| --- | --- | --- | --- | --- |
| Statewide, except Howard & Montgomery | $154 | $319 | $525 | $731 |
| Montgomery County | $172 | $355 | $585 | $814 |

1. **Completion of the WBLE:**

* The DORS counselor will follow-up with the student upon completion of the WBLE to determine what the student has learned and next steps.
* If WBLE support was provided:
  1. The support provider will submit a final [WBLE Support Report (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc) with an invoice, consistent with the DORS authorization provided for weekly WBLE support.   
     Note: The provider may submit weekly reports/invoices, if preferred.
  2. If DORS authorized the support provider to pay the student stipend, the provider will submit a copy of the student’s pay stubs with the [WBLE Support Report (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc) to reflect all hours in which the student participated in the WBLE and invoice for student stipend (not to exceed the authorization provided).
  3. Before paying the final invoice, DORS staff will verify the following on the [WBLE Support Report (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc):
* The supervisor/mentor, the student, and the support provider signed the report.
* The student received support from the provider, for each week of the WBLE for which the provider invoiced, at a minimum of two face-to-face contacts per week.
* The student stipend rate on the invoice, if applicable, is consistent with the number of hours the student participated in the WBLE.

**Other Notes:**

* DORS staff should coordinate the provision of any reasonable accommodations needed by the student in order to fully participate in WBLE.
* DORS staff should continue to maintain contact with the student and employer/community rehabilitation provider throughout the term of the WBLE.

**Inquiries:** Consultation can be provided by DORS Transitioning Staff Specialists:

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