# RSM 2, Attachment 1700-3

# Pre-ETS: Project SEARCH Desk Reference

The Project SEARCH High School Transition Program ([projectsearch.us](http://www.projectsearch.us)) is a unique, business-led, one-year school-to-work program that takes place entirely at the workplace. Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and hands-on training through worksite rotations.

There are currently several Project SEARCH sites in Maryland with which DORS is a partner. When working with students with disabilities, as defined by the Workforce Innovation & Opportunity Act (WIOA), Project SEARCH is considered a Pre-ETS Work-Based Learning Experience (WBLE) to be paid for using the Pre-ETS Fund Source.

The following are procedures for coordinating Project SEARCH as a WBLE for students 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 Individualized Plan for Employment** with the student and parent/guardian to include participation in WBLE, specifically Project SEARCH.
3. **Supply the approved provider** chosen to support the student during their participation in Project SEARCH with:
4. Appropriate referral (if applicable)
5. An authorization with 2 line items:
* $2,000.00 using the **Service Category:** “Pre-ETS Workplace Readiness Training” and **Subcategory: “**Project SEARCH Work-Based Learning Experience Prep.” This will fund the classroom sessions at the start of Project SEARCH, to include developing the objectives and competencies that will be reported on.
* $1,500.00 using the **Service Category:** Pre-ETS Work-Based Learning Experience and **Subcategory:** Project SEARCH Workplace Readiness Training.
1. Reporting document templates:
* [Pre-ETS Work-Based Learning Experience Agreement (RS-10d)](https://dors.maryland.gov/crps/Documents/RS_10d_WBLE_Agreement.pdf)
* [WBLE Support Report template (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc)
1. **Begin Project SEARCH participation.** The provider will then do the following:
2. Invoice for $2,000.00 for the student to begin participating in Project SEARCH.
3. Work with the student to discuss WBLE options within the host business, based on the student’s interest, abilities, and informed choice.
4. Work with the student to develop competencies and objectives that will be reported in the [WBLE Support Report (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc).
5. **Student’s First WBLE:**
6. The provider will Invoice for $1,500.00 after the student has completed at least 75% of the rotation. The invoice will be accompanied by a completed [WBLE Support Report (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc).
7. The DORS counselor will:
	* + Upon receipt of the completed [WBLE Support Report](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc) and invoice, DORS staff will pay $1,500.00.
		+ Supply the provider with an authorization for $1,500.00 using the **Service Category:** “Pre-ETS Work-Based Learning Experience” with **Subcategory:** “Project SEARCH Workplace Readiness Training” for the student’s **second** WBLE rotation.
8. **Student’s Second WBLE:**
9. The provider will invoice for $1,500.00 after the student has completed at least 75% of the rotation. The invoice will be accompanied by a completed [WBLE Support Report (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc).
10. The DORS counselor will:
	* + Upon receipt of the completed [WBLE Support Report](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc) and invoice, DORS staff will pay $1,500.00.
		+ Supply the provider with an authorization for $1,500.00 using the **Service Category:** “Pre-ETS Work-Based Learning Experience” with **Subcategory:** “Project SEARCH Workplace Readiness Training” for the student’s **third** WBLE rotation.
11. **Student’s Third WBLE:**
12. The provider will invoice for $1,500.00 after the student has completed at least 75% of the rotation. The invoice will be accompanied by a completed [WBLE Support Report (RS-10e)](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc).
13. The DORS counselor will, upon receipt of the completed [WBLE Support Report](https://dors.maryland.gov/crps/Documents/RS_10e_Onsite_Workplace_Readiness.doc) and invoice, pay $1,500.00.
14. **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 (to include any exit portfolios made available by the provider) and next steps.

## Other Notes:

* DORS staff should be involved in the selection process for all Project SEARCH participants anticipated to require DORS funding.
* DORS staff should coordinate the provision of any reasonable accommodations needed by the student in order to fully participate in the Project SEARCH WBLE.
* DORS staff should make every effort to attend any employment planning meetings scheduled for students while participating in Project SEARCH.
* DORS staff should provide funding for any additional Project SEARCH student expenses as outlined in the memorandum of understanding. Agreed-upon expenses outside the scope of Pre-ETS will be documented and funded through vocational rehabilitation.
* DORS staff should continue to maintain contact with the student and Project SEARCH partners throughout the term of the WBLE.

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