

Pre-Employment Transition Services Community Rehabilitation Provider Questions & Answers

Q: How are Pre-Employment Transition Services proposals different than previous program proposals?

A: Pre-Employment Transition Services only includes five specific types of services. These services may be found under the Pre-ETS CRP Program Proposal Requirements document.

Q: Are programs that were previously approved by DORS for vocational rehabilitation services “grandfathered” in if their description meets that of a pre-employment transition service?

A: No, all Pre-Employment Transition Services programs must submit a program proposal and be approved or have a signed addendum confirming that the program is tailored towards students with disabilities.

Q: Is there a list of services that would not be allowable under a Pre-Employment Transition Services program?

A: Job coaching is an excluded service. On-site supports provided in a fade out manner are allowable for work-based learning experiences to assist a student in learning the position. DORS may not directly purchase uniforms and maintenance or transportation through pre-employment transition services.

To learn about all of the proposal requirements and review a copy of our Pre-Employment Transition Services Fact sheet, please visit our [website](#).

Q: Are there specific staff credentials required to provide Pre-Employment Transition Services?

A: No. However, Criminal background checks are required for individuals working with this population.

Q: Are there specific requirements that should be in all Pre-Employment Transition Services program proposals?

A: The proposal should document that staff working with the students with disabilities have completed criminal background checks. The proposal should also document how the program is tailored towards the specific population of students with disabilities.

Q: Can a CRP target their program to a specific age group?

A: Pre-Employment Transition Services are only for “students with disabilities”. DORS Pre-Employment Transition Services Fact Sheet provides additional information. The age range for Pre-Employment Transition Services is from 14 to 21 years old. CRPs are cautioned to not be too specific as that may significantly impact the number of referrals you will receive.

Q: When working with high school students, should CRPs target diploma bound or certificate bound students?

A: Pre-Employment Transition Services are available for both diploma bound and certificate bound students. Program proposals may target either group, but this may limit the number of referrals received.

Q: Can the program setting take place at a CRP's building?

A: Yes, however it is recommended that the program make every effort possible to provide services in the most integrated setting.

Q: Can the program setting take place at a local school?

A: Yes, however it is required that the program proposal provide documentation of assurance from the school confirming that they are in agreement with what is being proposed and detailing the agreement of the programs presence in the school.

Q: Is there a minimum number of hours, days, or weeks, a program must meet?

A: No. The number of hours, days, weeks will be determined by the provider within their program proposal. Given the age of the individuals that will participate in the services, it would make sense to develop programs that are shorter in duration with fewer hours/days to participate, etc. When

working with high school students, a program should keep in mind school hours.

Q: Will the programs be approved to be offered one time or will they be considered recurring? How long are the programs approved for?

A: Once approved, the program will remain of the fee schedule for as long as the provider continues to provide the service. A Cooperative Agreement addendum will be signed to add the program to the fee schedule.

Q: Will the funding be for a specific number of students or capped per student?

A: No. The funding for the Pre-Employment Transition Services in general is based on the Federal funds that are available and will change from year to year.

In regard to a CRP's program, the rate of payment for the service is based on the number of days per week the program is offered, the number of hours per day, the number of students anticipated to participate, and the overall length of the program. Also specific expenses related to the program may be considered (direct and indirect service), supplies, etc.

Q: Are students limited to services for a one-year period? Can they use services year after year?

A: There are no limits to the amount of services they can receive as long as they continue to meet the criteria for Pre-Employment Transition Services.

Q: Can a program include all five areas or just one?

A: This will be defined by the CRP within the proposal submitted. It is recommended that the proposal target a specific pre-employment transition service.

Q: Billing. Will the billing/invoicing process be the same as for adult services?

A: It depends on the services being provided. If a workshop is being offered over two Saturdays, the number of individuals registered for the program will be invoiced and paid for. For an EDS program the service will be billed as is currently the practice (per week per month for each individual). All authorizations issued will state Pre-Employment Transition Services in front of service so there will be no confusion regarding Pre-Employment Transition Services and Adult Services.

Q: Is transportation an eligible cost?

A: No. However, participation fees may include additional expenditures provided by the CRP.

Q: Do Pre-Employment Transition Services participants need to be enrolled in school to receive Pre-Employment Transition Services?

A: Yes. If a student drops out of an approved education program, they do not qualify to receive Pre-Employment Transition Services.

Q: Can job exploration include career assessment services?

A: Yes. Career Assessment for this age group should not depend on paper and pencil instruments as the primary evaluation tools. Instruments and activities should include an emphasis on individual exploration through research and activities designed to assist the individual to learn more about their particular interests and strengths.

Q: How soon can we begin to provide services after approval?

A: As soon as the Cooperative Agreement Addendum is finalized.

Q: For CRPS with existing transition programs that appear to meet some of the Pre-Employment Transition Services areas, do the CRPs need to submit a separate proposal?

A: Yes, any CRP interested in providing Pre-ETS must submit a proposal in order to do so. If a previously approved VR program provides Pre-ETS type services a CRP may re-submit the proposal indicating how the program will be catered to students with disabilities and confirming employees have passed a criminal background check if they plan to serve minors.

Q: Is there a prescriptive number of staff required for each of the programs?

A: No. The CRP will determine their staffing level based on their capacity to provide the service.

Q: Is there a specific form in which program proposals should be submitted?

A: There is no required format, however, it is recommended to be submitted through Word format. This format will allow DORS to provide you with direct revisions if needed.

Q: How long does it take for a program proposal to be approved or denied?

A: Program proposals are reviewed every 4-6 weeks by DORS staff. A program may be approved during its initial review or it may be returned to the CRP with feedback for revisions.

Completed proposals are to be submitted electronically to Kate Drake at: Catherine.Drake@maryland.gov

Questions regarding program development can be forwarded to Jill Pierce at Jill.Pierce@maryland.gov or Kate Drake as indicated above.