



**DEPARTMENT OF HUMAN SERVICES
OFFICE OF REHABILITATION SERVICES
40 Fountain Street ~ Providence, RI 02903
401.421.7005 (V) ~ 401.421.7016 (TTY)
www.ors.ri.gov**

“Helping individuals with disabilities to choose, find and keep employment”

PRE-EMPLOYMENT TRANSITION SERVICES: COMMUNITY-BASED WORK EXPERIENCE

I. PURPOSE OF SERVICE:

One of the best ways for students to learn about interests, abilities and preferences is to try out different types of work in real employment settings. A community-based work experience (CBWE) is a service provided by ORS to students. The service occurs in an integrated competitive employment setting to provide vocationally relevant planning information to and for the individual.

II. PROGRAM ELEMENTS:

The CBWE is authorized and pro-rated at \$41.90 per hour for a total of \$1676.00, 10-day minimum/site for a total of 40 hours/site. The location of the CBWE must be in an integrated work environment in a community-based business. Students must be paid minimum wage for each hour of work. At the conclusion of the CBWE, the provider is responsible to submit a report based on CBWE findings, observations and student feedback; and to schedule a meeting with ORS, the student, and others, as appropriate, to review the CBWE and plan next steps.

III. EXPECTED OUTCOMES:

1. To explore and try careers through discovery and exposure to work.
2. To learn about work habits, work tolerance, interpersonal skills and work behaviors.
3. To try-out a specific job with the intent of employment.

IV. STEPS FOR IMPLEMENTATION:

1. ORS discusses referral with student, facilitates a signed release of information, completes the Referral Form, and generates an authorization for PRE-ETS Community-Based Work Experience.
2. The CRP accepts the referral, provides services & completes report about student’s work experience.
3. The CRP schedules a conference with the student, (parent if necessary), the CRP, and the ORS counselor to review the report and identify support needs/recommendations. This meeting will occur before the start of the new school year.
4. Bill and final report are forwarded to counselor within 2 weeks of completion of program/conference.

V. PRE-EMPLOYMENT TRANSITION SERVICES:

1. Category of Required PRE-ETS Service: Work Based Learning
2. Service Code: PRE-ETS COMMUNITY BASED WORK EXPERIENCE
3. Fee: \$1,676.00

(VENDOR LETTERHEAD)

**PRE-EMPLOYMENT TRANSITION SERVICES:
COMMUNITY-BASED WORK EXPERIENCE REPORT**

REPORT PROVIDED BY: _____ **Phone:** _____

AGENCY (VENDOR) REPORTING: _____

SUBMITTED TO ORS COUNSELOR: _____

Client Name: _____

No. of Days at Site: _____

Employer/Company: _____

No. of Hours per Day: _____

Job Title: _____

Dates of Participation: _____

1. Job Duties - describe job tasks, physical demands, and employer expectations:
(include as much detail as possible)

2. Job Performance Results - describe ability to independently perform job tasks including a productivity measure, and individual's ability to meet employer expectations:
(include as much detail as possible)

3. Job Behavior Results - describe client's ability to adhere to work routine, dependability and reliability, follows directions, and appropriately works with others:
(include as much detail as possible)

4. Needed Supports – what supports are needed for the client to perform the job (on or off the job), as well as anticipated long term supports:

11/17/17