



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

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

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## **PRE-EMPLOYMENT TRANSITION SERVICES: VIRTUAL SUMMER WORK**

### **I. PURPOSE OF SERVICE:**

The Virtual Summer Work service for students will provide students with authentic interaction with local employers hiring in the industry of their interest so students learn about job skills, employability, labor market information, earning a salary, and job demands. These work-based learning opportunities assist students in learning about different types of jobs and work settings. ORS partners with an approved CRP, with expertise working with students with disabilities, from different geographic regions of the state, and diverse expertise with specific disabilities. This 5-day, 4-week, 60-hour program provides a work-based learning experience connecting students with employers. The CRP provider, ORS Counselor, and student review findings and recommendations at the conclusion of the Work Experience.

### **II. PROGRAM ELEMENTS:**

1. Summer Work targets high school students with disabilities who want to spend 4 weeks virtually interacting with employers learning expectations, skills needed in the areas of their interest.
2. A work experience that accentuates participation and student involvement in the employment process.
3. 60 hours of Workplace Readiness Training.

### **III. EXPECTED OUTCOMES:**

1. To learn about necessary job skills, and the demands of their preferred jobs.
2. To prepare the student for participation in employment or to be ready for training/higher education.
3. To expose the student to the logistics of getting to and from work, being punctual and tolerating a work schedule.

### **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 Summer Work (**\$2000.00 for 4 weeks**).
2. The CRP accepts the referral, provides services, and completes report about student's experiences.
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 VIRTUAL SUMMER WORK
3. Fee: **\$2,000.00**

**PRE-ETS TRANSITION SERVICES**  
**Summer Work Report**

**Agency Name:** Click or tap here to enter text.

**Agency Staff:** Click or tap here to enter text.

**ORS Counselor:** Click or tap here to enter text.

**Authorization #:** Click or tap here to enter text.

**Dates of Participation:** Click here to ente.

**Final Report Date:** Click here to enter text.

Customer Name: Click or tap here to enter text.

<b>I. Work Experience(s):</b>		Click or tap here to enter text.			
<b>Work Site Information</b>					
<b>Job Title/Tasks Performed:</b>		Click here to enter text.			
<b>Duration at Site:</b>	Click or tap here to enter text.	<b>Schedule:</b>	Click or tap here to enter text.	<b>O*NET/DOT</b>	Click or tap here to enter text.
<b>Performance Findings</b>					
<b>Quality of Work</b>		Click or tap here to enter text.			
<b>Productivity</b>		Click or tap here to enter text.			
<b>Rate of Skill Development</b>		Click or tap here to enter text.			
<b>Attendance</b>		Participated Click or tap here to enter text. out of Click or tap here to enter text. days			
<b>Relationship with Co-Workers</b>		Click or tap here to enter text.			
<b>Punctuality</b>		Click or tap here to enter text.			
<b>Relationship with Supervisors</b>		Click or tap here to enter text.			
<b>Level of Initiative</b>		Click or tap here to enter text.			
<b>Job Site Supports</b>		Click or tap here to enter text.			
<b>Accommodations Needed</b>		Click or tap here to enter text.			
<b>Uses Good Judgment</b>		Click or tap here to enter text.			
<b>Comments/Overall Performance</b>		Click or tap here to enter text.			

**II. Transportation:**

<b>How did consumer get to worksite?</b>	Click or tap here to enter text.
<b>Can consumer independently ride the bus? Training needed?</b>	Click or tap here to enter text.
<b>Do they utilize RIDE? Do they have a driver's license or access to a car?</b>	Click or tap here to enter text.
<b>Comments</b>	Click or tap here to enter text.

**III. Career Information:**

<b>What is consumer's stated career goal?</b>	Click or tap here to enter text.
<b>Are they interested in pursuing employment in the field they worked in this summer?</b>	Click or tap here to enter text.
<b>Comments</b>	Click or tap here to enter text.

**IV. Work Readiness/Self Advocacy Services:**

Click here to enter text.
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**V. Conclusions:**

Click or tap here to enter text.
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**VI. Recommendations:**

Click or tap here to enter text.
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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_