



The State of Connecticut Department of Rehabilitation Services is issuing Addendum 1 to the  
**Summer Youth Experience Program**  
**Request for Applications**

**(SYEP RFA 2015)**

**Addendum 1** contains thirteen (13) questions submitted by interested parties and the official responses. All responses shall amend or clarify the requirements of the RFA.

In the event of an inconsistency between information provided in the RFA and information in these responses, the information in these responses shall control.

In the event that a response does not sufficiently clarify a question submitted, please forward that question and response to [marcia.mcdonough@ct.gov](mailto:marcia.mcdonough@ct.gov) by **March 10, 2015, 2:00 PM**.

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1. **Question:** Is very SYEP person going to be given 8 hours of onboarding support regardless of how many job coaching hours are assigned?

**Response:** Yes.

2. **Question:** Can there be a range of hours for hours completed if a SYEP person is a few hours shy of the 135 hours due to a late referral, family vacation or illness?

**Response:** No, the minimum number of hours completed is set at 135 hour minimum.

3. **Question:** The 8 hours of onboarding- is that per consumer or per worksite? (i.e. If 3 individuals are working at the same worksite, and working the same schedule, would we be authorized a total of 24 hours for each of the 3 individuals?

**Response:** Per consumer.

4. **Question:** Does the 8 hours of onboarding need to be provided in the first 8 hours that the individual works, or can it be spread throughout the first week?

**Response:** The 8 hours are expected to be spread out during the first week.

5. **Question:** If the individual does not need the full 8 hours on onboarding, do the hours still all need to be completed?

**Response:** It is the intent that this 8 hour service will be provided during the first week of the work experience. Case by case decisions may be made as to whether or not the individual will need all 8 hours as determined by the BRS staff.



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6. **Question:** Can you provide more details on what the exit report with interview entails? What if the employer is unable to commit to a full hour for the exit interview?

**Response:** The Exit Interview is between the consumer and the CRP. The final report is written based on this exit interview. The employer is not expected to be at the interview.

7. **Question:** Appendix A. Section C.1- is this being answered by submitting the geographical/site/population capacity or does a separate organizational plan need to be provided?

**Response:** Completing Appendix A. Section C.1 will fulfil this requirement. No separate plan is needed.

8. **Question:** Are the base rates able to be negotiated if an application is successful?

**Response:** No.

9. **Question:** Will there be a screening process in place to make sure that all participants are able to complete the minimum 135 hours of the work experience (i.e. Summer vacations have been considered, school start dates, etc.)?

**Response:** The BRS staff will be responsible for making sure consumers have the ability to complete 135 hours at the start of the program.

10. **Question:** Am I correct that each individual will now receive one hour of funded 'Tracking Supports' per week that will be billed as a service component, rather than having that hour built in to the wages rate as in previous years?

**Response:** Yes.

11. **Question:** Regarding Pg. 12 of the RFA, Par. E.2. and E.3 (Workforce Analysis and Consulting Agreements) - Are these required to be completed at the time of application or only if the applicant is offered an opportunity to negotiate a contract?

**Response:** Please complete at time of application, uploading to BIZNET, on the Department of Administrative Services website.

12. **Question:** Am I right to assume that the Work Experience Development #1 payment is per person, even if more than one person is placed at a site (as long as it's no more than 3 persons/site)?

**Response:** Yes.



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**13. Question:** When should CRP's expect to know who they will be asked to serve? Should providers expect that there may be some referrals made well after July 1, or will there be a deadline by which all referrals must be made to the CRP?

**Response:** It is expected that referrals will be prior to July 1, however there is the chance that some may be referred after July 1, 2015 but within the 135 hour minimum requirement prior to September 30, 2015.



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Date Issued: March 05, 2015.

Approved: \_\_\_\_\_  
**Marcia McDonough**

State of Connecticut Department of Social Services  
(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission.

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Authorized Signer

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Name of Company