

DDS Employment Initiatives
Help People become Competitively Employed
DDS Staff and Private Providers

The purpose of the one-time employment incentives listed below is to assist people with intellectual disabilities in obtaining competitive integrated employment or to improve individual's wages to achieve economic security while receiving no more than intermittent supports once fully trained.

1. **Career Plan:** Funds are to be used to provide opportunities for people to explore their work preferences, develop interview skills, learn about other employment opportunities, and have on site work experiences (working interviews) in the community while continuing their current group program.

Amount of Funding Available:

- Up to 10 hours of direct face to face service
 - \$42.00 rate for people in a group program.
 - \$31.71 rate for people in IDV program.
 - \$47.47 rate for people in an ISE program.
- Additionally, One Time Fee of \$707 for a Completed Career Plan that has been reviewed and approved by DDS Resource Management.

2. **Working Interviews Incentive:** Funds are to be used to pay an individual minimum wage while working in a position that has a strong likelihood of leading to a job offer.

Amount of Funding Available (max 40 hrs.)

- \$11.03 per hr. **The individual must be paid at least minimum wage.**

Working Interview Staff Hrs. (max 40 hrs.)

- \$42.00 rate for people in a group program
- \$31.71 rate for people in IDV program.
- \$47.47 for people in an ISE program.

3. **Group to individual employment Incentive:** Funds are to be used to assist individuals in GSE or DSO programs to move to integrated, competitive employment positions. It is anticipated that the person would become competitively employed. **(*These funds are not to be used for career assessment or career exploration). Only applies to individuals on POS Contract.**

Amount of Funding Available: The group per diem rate can be billed if the total hours of Group day are at least 5.5 hours.

Additional One time can be requested for activities related to securing individual employment. The rate for these supports is \$42 an hour and the duration can be between 3-6 months, not to exceed 6 months.

4. **Intensive Job Placement & Training:** Funds are to be used to provide additional hours of job training and support to promote a successful transition to employment.
 - \$31.71 rate for people in IDV program.
 - \$47.47 for people in an ISE program.
5. **Employment Training Incentive:** Funds are to be used to provide opportunities for providers to enhance employment training for their staff (i.e., job development, job coaching, business entrepreneurship, assets management/benefits planning). **Please use traditional Attachment A.**

Amount of Funding Available:

- **Actual cost of participant registration for employment training sessions.** Annual cap to be determined case by case, per request.
- **Reimbursement for replacement staff based on cost of substitute.**
- **These funds do not require PRAT APPROVAL; however, they are still requested through the One Time Request Procedure.**

GENERAL INFORMATION THAT APPLIES TO ALL OF THE INCENTIVES

How do providers access funding for this initiative?

Contract Providers will be authorized for incentive funds through the RM 1x fund request process.

1. Provider submits a one-time request to Region's Resource Manager.
2. Resource Management sends provider a One-Time contract service authorization.
3. Provider submits invoice to resource manager after service is provided.
4. Resource authorizes payment.
5. Payment is made through authorization system.

Individual Budget Providers must request 1x funds through the PRAT process.

1. CM submits a one-time request to PRAT.
2. If PRAT approves, CM puts 1x funds in the Individual Budget.
3. Provider submits Career Plan to Resource Management for signoff and timesheets or invoices to FI after service is provided.
4. FI makes the payment.

*Individual Budgets can be adjusted to provide group day supports and supported employment to be billed as adjusted.

What happens if an individual finds employment for less than five days a week but really needs five days a week of day supports?

1. The individual can still participate in part time on going group day supports and part time supported employment providing:
 - a. The services are not provided on the same day (provider cannot bill for these two services on the same day).

What additional information do I need to know about these incentives?

- All of the incentive services must be provided as face-to-face services.
- Group to individual employment incentives (#3) **does not** apply to individual budgets.

Who do I contact if I have questions?

1. DDS CM should contact their supervisor.
2. Private Providers should contact their Resource Manager for Incentive Program questions and Case Manager for specific questions regarding an individuals supports.