

Checklist for Project Skills

1. Apply for Voc Rehab Services
2. VR Counselor determines eligibility
3. Eligibility letter is sent to the participant
4. VR Counselor and the student discuss interest areas for work experience
5. VR Counselor and the student develop an Individualized Plan for Employment – the VR Counselor and the student sign the Individualized Plan for Employment (IPE); if Project Skills is the service agreed upon, it will be included in the IPE. If the student has a guardian, the guardian must also sign the IPE. An IPE for Project Skills can't be developed unless the school has a current contract in place. A work experience is 250 hours per school year
6. The school is informed that an IPE for Project Skills has been completed
7. School personnel contact local employers that meet the student's identified interest areas
8. School personnel talk with the student about possible employers who are willing to work with the program
9. The student decides if they want to do their work experience with any of the identified employers the school has contacted
10. If the student chooses to participate in a work experience with an employer that has been contacted by the school and has agreed to be a partner in the work experience, the school begins to complete the required VR paperwork
 - a. Project Skills Work Experience Agreement – the employer, the student, school personnel and the VR counselor must all sign this Agreement
 - b. The student must complete and sign the Restrictions on Public Employment form – school personnel should assist with completion
 - c. The student must complete and sign the Employment Eligibility Verification form – school personnel should assist with completion. The form has a front and a back. A copy of the student's Social Security Card and a photo ID must be attached to this form
 - d. The student must complete the Employee Direct Deposit Payroll form – school personnel should assist with the completion of this form if needed
 - e. The student must complete and sign the W4 form (boxes 1 through 7) – school personnel should assist with the completion of this form if needed
 - f. The student must complete and sign the Non-Permanent Payroll Form (This form has a front and a back) - – school personnel should assist with the completion of this form if needed. The VR Counselor also signs this form
11. The forms listed in #10 are mailed to the VR Counselor. The VR Counselor reviews and signs the documents if the VR Counselor approves of the work experience site
12. The VR Counselor contacts the school with notice of approval
13. The student may then start the work experience following VR Counselor's notification to school personnel
14. The school's responsibilities for the work experience include
 - a. Job coaching
 - b. On-site monitoring
 - c. Time cards – making sure they are completed correctly, getting them sent to the VR Counselor per the Project Skills Payroll Schedule
 - d. Monthly reports to the VR Counselor on the student's progress, needs, concerns, successes