

**CaPROMISE SECTION 301 Transition Checklist**

**Participant ID#** \_\_\_\_\_

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**SECTION I**

Is participant currently receiving benefits Social Security Administration's (SSA) Section 301 protection?

\_\_\_\_\_ YES - If Yes, Go to [Section II](#)

\_\_\_\_\_ NO - If No, Go to [Section III](#)

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**SECTION II**

**Moving from CaPROMISE to DOR VR**  
(Already receiving Section 301 protection)

It is extremely important that the youth or the new program counselor submit a new [SSA-4290-F5](#) with the new program's contact information and end date if they transition to participation in a new eligible program.

**December 2018**

1. Will participant continue in an approved program after September 30, 2019 that will allow Section 301 protection to remain?

\_\_\_\_\_ YES - If Yes, continue to #2

\_\_\_\_\_ NO - If No, List Exit Date from CaPROMISE \_\_\_\_\_ stop.

There is no extension of benefits.

**January 2019**

2. Contact information for New Program

New Program Name:

\_\_\_\_\_  
New Program End Date:

\_\_\_\_\_  
Counselor Name:

\_\_\_\_\_  
Phone Number:

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3. Has the Individualized Education Program (IEP), Individualized Plan for Employment (IPE) through VR, or other plan been created for the new post-PROMISE Transition Program?

\_\_\_\_\_ YES – If Yes, attach plan

\_\_\_\_\_ NO – If No, create plan and attach

### February 2019

4. Call the local [field office](#) or [AWIC](#). Advise the field office representative or AWIC that the participant is exiting PROMISE and enrolling in an approved program for Section 301 protection.
5. Ask the AWIC what documents are required at the appointment. List them here:
  1. SSA-4290-F5 with Section B completed
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
6. Complete required forms including SSA-4290-F5, Part II, applicable Section A, B, or C for the participant and insert information about the post-PROMISE Transition program.

### June 2019

7. Submit the SSA-4290-F5, evidence of enrollment in the post-PROMISE Transition program, and all other requirements to the SSA field office. Retain copies.

Participant must be enrolled and participating in DOR VR or other employment service before December 30, 2019 (within 3 months of CaPROMISE end date) for Section 301 protection to potentially continue.

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### SECTION III

(Participant not receiving Section 301 Protection)

#### December 2018

1. Immediately contact the local [field office](#) or AWIC. Advise the field office representative or AWIC that the individual is a PROMISE participant and is requesting Section 301 benefits protection.

Complete [SSA-4290-F5](#) and submit to the local field office AWIC. **Include the CaPROMISE Program Name and project end date of September 30, 2019.**

2. Work with the participant to identify a new post-PROMISE Transition program.
3. Go to [Section II](#) and begin.