



CaPROMISE Toolkit

The compilation of online resources contained in this toolkit are organized around the core interventions for California’s Initiative to Promote the Readiness of Minors in Supplemental Support Income (CaPROMISE).

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Section 1. Case Management and Transition Planning

Identify Needs

- *Guideposts for Success 2.0*

<http://www.ncwd-youth.info/solutions/guideposts-for-success/>

Developed by the National Collaborative on Workforce and Disability for Youth, *Guideposts for Success* is organized around 5 key areas: school preparation, career preparation, youth development and leadership, connecting activities, and family involvement. Based on research and professional standards of practice, each Guidepost identifies competencies that equip youth for a smooth transition into adulthood; services, supports, and opportunities youth will need; and actions that can be taken by the youth and their families. The *Guideposts* are also useful for policy makers and administrators at the state and local levels.

- *It's My Choice*

<https://mn.gov/mnddc/extra/publications/Its-My-Choice.pdf>

A printable booklet containing assessments, information on Person-Centered Planning, checklists, a transition planning guide and an individual planning guide.

- *Youth Transition Toolkit*

<http://tknyouth.sdsu.edu/>

A guide for young people with disabilities transitioning to adulthood. This information guide provides resources, tips, and worksheets to help youth and their families take a more active role in life decisions regarding education, independent living, employment, finances, healthcare, social/recreation, resources.

Coordinated Services

- *California Department of Developmental Services*

<https://www.dds.ca.gov/>

The California Department of Developmental Services is the agency through which the State of California provides services and supports to individuals with developmental disabilities.

- *CIE Local Partnership Agreement Template*

<https://www.chhs.ca.gov/home/cie/elementor-11522/>

Examples of Local Partnership Agreements created to identify the ways in which local educational agencies, Department of Rehabilitation Districts, and regional centers will work together to streamline service delivery, engage their communities, and increase competitive integrated employment opportunities for individuals with intellectual disabilities and developmental disabilities.

- *Competitive Integrated Employment (CIE) Toolkit*

<https://www.chhs.ca.gov/home/cie/cie-toolkit/>

The CIE Toolkit is designed to provide tools and resources on CIE services and supports available to individuals with intellectual disabilities and developmental disabilities and their families

Transition Planning

- *Community-based Skills Assessment (CSA): Developing a Personalized Transition Plan*
<https://www.autismspeaks.org/tool-kit/community-based-skills-assessment>
Developed for Autism Speaks through a contract with Virginia Commonwealth University's Rehabilitation Research and Training Center, this tool was designed to help parents and professionals assess the current skill levels and abilities of individuals with autism beginning at age 12 and continuing into adulthood in order to develop a comprehensive transition plan.
- *Secondary Transition Planning: The Basics*
http://www.catransitionalliance.org/docs/49-TransitionPlanningTheBasicsFall2017_104201794951.pdf
This document was developed to assist transition teams to develop effective transition language in the IEP that is compliant with current legal mandates. It recognizes that transition is a process and not a document
- *Transition Planning (National Technical Assistance Center on Transition- NTACTION)*
<https://www.transitionta.org/transitionplanning>
Transition planning officially begins between the ages of 14 and 16 for most students with an IEP. This section of NTACTION's website provides resources and tools to guide the process of transition planning-encompassing assessment and skill development to plan for success beyond school.

School-Based Activities

- *California Career Resource Network*
<https://www.cde.ca.gov/ci/ct/cc/>
The California Career Resource Network (CalCRN) provides career development resources, and training materials to middle school and high school students, counselors, educators, and administrators.
- *Explore Work*
<https://explore-work.com/>
A series of web-based modules to help students with disabilities in career planning, work exploration, and postsecondary education and training exploration plus improving skills for workplace readiness and self-advocacy.

Person Driven Planning

- *Take Charge: Leading the Transition to Adulthood*
<http://interwork.sdsu.edu/sp/takecharge/>
The website offers resources for individuals, families, and professionals who are interested in using Person-Driven Planning (PDP) as a strategy for obtaining inclusive employment and inclusive lives. Through PDP, transition-aged youth with developmental disabilities will be better equipped to take a more active role in planning for their employment and inclusive lives.

Section 2. Benefits Management & Financial Planning

Wage Reporting

- *My SSA Account*
www.ssa.gov/myaccount
With your free, personal my Social Security account, you can receive personalized estimates of future benefits based on your real earnings, see your latest Statement, and review your earnings history.
- *Wage Reporting Reminder*
<https://www.ssa.gov/ssiwagereporting/>
Sign up for email or text reminders to report **monthly** wages for Supplemental Security Income (SSI).

Work Incentives

- *Impairment–Related Work Expenses (IRWE)*
<https://choosework.ssa.gov/blog/2017-03-22-impairment-related-work-expenses>
This page provides information on IRWEs, which are the costs associated with certain items and services individuals with disabilities need to work. Social Security may deduct the cost of IRWEs from gross earnings.
- *Plan to Achieve Self–Support (PASS)*
<https://www.ssa.gov/disabilityresearch/wi/pass.htm>
This page provides general information on the PASS, which may be used to exclude unearned income and resources as well as earned income from the SSI benefit calculation and apply that money to meet the expenses of reaching an occupational goal.
- *Plan to Achieve Self-Support form*
<https://www.ssa.gov/forms/ssa-545.html>
- *SSI Work Incentives*
<https://www.ssa.gov/ssi/text-work-ussi.htm>
This page provides information on work incentives available to individuals receiving SSI benefits. Work incentive employment supports help SSI recipients go to work by minimizing the risk of losing their SSI or Medicaid benefits.
- *Student Earned Income Exclusion (SEIE)*
<https://www.ssa.gov/ssi/spotlights/spot-student-earned-income.htm>
This page provides information on SEIE, which is available to youth under age 22 and regularly attending school. Students can claim SEIE to have part of their income from work disregarded when determining the SSI offset for earned income.

- *Work Expenses for Blind Persons*
<https://choosework.ssa.gov/library/faq-work-incentives-for-people-who-are-blind>
This page provides information on SSA employment supports available to blind individuals who decide to work. SSA will deduct any part of the earned income that allows blind individuals to work (such as for transportation, taxes, or special equipment) from the amount of income used to calculate the SSI benefit.

Benefits Planning

- *Age 18 Redetermination*
https://vcu-ntdc.org/resources/WIPA_OtherResources/Age18Redeterminations20191.docx
When a youth turns 18, Social Security will review their eligibility for continued SSI benefits based on disability rules for adults. This document provided by the Virginia Commonwealth University, Work Incentives Planning and Assistance National Training and Data Center, describes the Age-18 redetermination process and strategies for managing the process.
- *Benefits and Work, PASS and School & Work calculators*
<https://db101.org>
DB101 helps people with disabilities and service providers understand the connections between work and benefits. The Benefits and Work Calculator estimates how a job may affect a person's total income and health coverage. The School and Work Calculator estimates how a job can affect a student's cash benefits and health coverage. The Plan to Achieve Self-Support (PASS) Calculator helps a person to explore if the PASS is a good option.
- *Section 301 Payment – Participating in a vocational rehabilitation program*
<https://secure.ssa.gov/poms.nsf/lnx/0414505010>
The Social Security Program Operations Manual System (POMS) provides information on the policy for Section 301 including whose eligible, eligibility requirements, and appropriate programs.
- *SSI – What counts as income?*
<https://www.ssa.gov/ssi/text-income-ussi.htm>
Income is any item an individual receives in cash or in-kind that can be used to meet his or her need for food or shelter. Learn about the types of income, what does or does not count for SSI, and how income affects SSI benefits.
- *Ticket To Work*
www.ssa.gov/work
The Ticket to Work provides several important opportunities for people ages 18 through 64 who receive Social Security disability or SSI benefits and who want to go to work or increase their earnings.

Financial Planning

- *Achieving a Better Life Experience — (ABLE Account)*
<https://www.ssa.gov/ssi/spotlights/spot-able.html>
The ABLE Act aims to ease financial strains faced by individuals with disabilities by making tax-free saving accounts available to cover qualified disability expenses. An ABLE account would have limited effect on an individual's eligibility for the SSI program and other Federal means-tested programs.
- *Disability101 (DB101) – California*
<https://ca.db101.org/about.htm>
Many people with disabilities fear that if they go to work, they'll lose needed health care and other disability benefits. DB101 helps people with disabilities and service providers understand the connections between work and benefits and to make informed choices.

Section 3. Career and Work-Based Learning

Employment Preparation Activities

- *7 Ways to Gain Work Experience*
<http://www.letsgettoworkwi.org/wp-content/uploads/2014/09/7-Ways-to-Gain-Work-Exp-web-FINAL-9-8-14.pdf>
This 2-page information sheet outlines a variety of direct exposure work experiences for students.
- *Soft Skills to Pay the Bills: Mastering Soft Skills for Workplace Success*
<https://youth.gov/feature-article/soft-skills-pay-bills>
The activities in this publication from the Office of Disability Employment Policy (ODEP) were created to provide an introduction to the “basics” of soft skills. The materials were designed with youth service professionals in mind – specifically those working with in-school and out-of-school youth, ages 14 to 21, on career and workforce readiness skills.

Career-Related Training & Education

- *California Career Center*
<https://www.calcareercenter.org/>
The California Career Center is a career and college exploration and planning portal for middle and high school students. The website provides links to other governmental and non-governmental organizations to connect students to online career and college information.
- *California Career Resource Network*
<http://www.californiacareers.info>
The California Career Resource Network (CalCRN) provides career development resources and training materials to middle school and high school students, counselors, educators, and administrators. The primary duty of the CalCRN is to distribute career information, resources, and training materials to ensure that middle schools and high schools have the necessary information available to provide students with guidance and instruction on education and job requirements necessary for career development.

- **California CareerZone**
<https://www.cacareerzone.org/>
 The California CareerZone is a career exploration website that allows students and job seekers to learn more about the world of work and how they can be successful in it. Users can explore careers, colleges, degrees and job opportunities.
- **CareerZone User's Guide**
<https://www.cacareerzone.org/guide/userguide/1>
- **Youth with Disabilities Entering the Workplace through Apprenticeship Toolkit**
<https://www.dol.gov/odep/categories/youth/apprenticeship/ODEPIntro.pdf>
 The purpose of this toolkit, developed under contract with the U.S. Department of Labor's Office of Disability Employment Policy, is to provide information on a series of topical areas around registered apprenticeship and how it can be used to provide employment opportunities for people with disabilities. The intended audiences for this toolkit are service providers, both public and private, that work with young people, including young people with disabilities.

Paid and Unpaid Work Experiences

- **Apprenticeship Works for You: A Guide for Individuals Exploring Inclusive Career Paths**
https://www.dol.gov/odep/categories/youth/apprenticeship/Apprenticeship_Guide_for_Individuals.pdf
 Interested in learning more about apprenticeship as a career path? You may want to view “#ApprenticeshipWorks,” a video produced by the U.S. Department of Labor's Office of Disability Employment Policy. This video features interviews with four diverse apprentices and former apprentices in a range of fields, including information technology, health care information management, and shipbuilding.
- **Coverage Under the Fair Labor Standards Act (FLSA)**
<https://www.dol.gov/whd/regs/compliance/whdfs14.pdf>
 The FLSA is the Federal law which sets minimum wage, overtime, record keeping, and child labor standards. This fact sheet provides general information about how an employee can be covered by the law.
- **Find an Apprenticeship Program**
<https://www.dir.ca.gov/databases/das/aigstart.asp>
 This California Department of Industrial Relations website includes a list of registered apprenticeship programs. Search available apprenticeship programs by county and occupation group.
- **Volunteers of America**
<https://www.voa.org/find-an-office>
 Volunteers of America is a nonprofit organization comprised of programs and services across the nation. Volunteer opportunities are available at various affiliate programs. To locate an affiliate program go to www.voa.org/find-an-office.

Competitive Integrated Employment

- *Career One Stop*
<https://www.careeronestop.org/>
The Career One Stop is the source for career exploration, training & jobs. Sponsored by the US Department of Labor, this website provides specific workforce development information, videos and service locators.
- *Competitive Integrated Employment (CIE) Toolkit*
<https://transitionta.org/cietoolkit>
Developed by the National Technical Assistance Center on Transition (NTACT), this toolkit was developed as a resource for use by educational and vocational rehabilitation agencies to improve post-school employment outcomes for students with disabilities
- *Employment and Economic Advancement Resource Map*
http://www.leadcenter.org/system/files/resource/downloadable_version/LEAD%20Employment%20%20Economic%20Advancement%20Resource%20Map.pdf
This guide, developed by the LEAD Center, was prepared to identify national initiatives that can support individuals as they take steps toward establishing financial stability through employment.
- *Perspective of Employers on Customized Employment*
<http://www.leadcenter.org/resources/report-brief/employment-first-information-brief-perspective-employers-customized-employment>
This information brief provides the results of six focus groups conducted in 2015 under ODEP's Employment First State Leadership Mentoring Program. The purpose of the focus groups was to garner the perspective of employers of various sizes, sectors, and locations who had hired individuals with disabilities into customized jobs.
- *Preparing Students for Competitive Integrated Employment*
https://transitionta.org/sites/default/files/Quick_IntegEmploy_Final.pdf
Developed by the National Technical Assistance Center on Transition (NTACT), this guide includes definitions, employment resources relevant to secondary education, as well as applications to families, administrators, school level practitioners and vocational rehabilitation counselors.

Section 4. Parent/Guardian Training and Information

Referral

- *Effective Practice in Providing Family Support: Making It Real for Families of Infants and Toddlers with Disabilities*
https://www.ceitan-earlystart.org/wp-content/uploads/EffectivePractice_FamilySupport_final10-1-12_tagged.pdf
Three core concepts – Family-Centered Care, Family Support Services, and Family Empowerment – are discussed at length as it relates to early intervention services to infants and toddlers and their families.

- *Family Engagement*
<http://flamboyanfoundation.org/>
 Family Engagement is the collaboration between families and schools that drives student achievement. A strong body of research shows that students do better in school and in life when their parents are engaged in their education.
- *Family Research Toolkit*
<https://beachcenter.lsi.ku.edu/beach-families>
 Families and professionals collaborate by capitalizing on each other's judgment and expertise in order to increase benefits for students, families, and professionals alike. The Beach Center research team focused on the development of measures such as the Family Quality of Life Scale and the Family-Professional Partnership Scale. The toolkit contains scales, surveys, checklists, and conversation guides.
- *Parent Leadership*
<https://friendsnrc.org/parent-leadership>
 Parent Leadership is when parents are given the opportunity for personal growth, to gain the knowledge and skills to function in leadership roles and represent a “parent voice” to help shape the direction of their families, programs and communities.
- *Strengthening Families 101*
<https://cssp.org/resource/strengtheningfamilies101/>
 Strengthening Families is a research-informed approach to increase family strengths, enhance child development and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs and communities in building five protective factors - Parental Resilience, Social Connections, Knowledge of Parenting and Child Development, Concrete Support in Times of Need, and Social and Emotional Competence of Children.

Coaching

- *Age of Majority - Getting ready for 18: A Parent's Guide*
<https://www.parentcenterhub.org/age-of-majority-parentguide/>
 A tip sheet for parents to learn more about the age of majority including who decides the age of majority, what transfer of parental rights means, guardianship and other options.
- *Age of Majority - Getting Ready for Healthcare at the Age of Majority*
<https://www.parentcenterhub.org/aom-series-healthcare/>
 A tip sheet for parents and others (such as teachers or transition specialists) on steps they can take to help youth with disabilities learn what's involved in taking care of their own health and healthcare as an adult.
- *Age of Majority - Getting Ready for Independent Living*
<https://www.parentcenterhub.org/aom-series-independence/>
 A tip sheet for parents and others (such as teachers or transition specialists) on steps they can take to help youth with disabilities learn and practice the basic skills for independent living.

- *Age of Majority - Getting Ready for Managing Finances*
<https://www.parentcenterhub.org/aom-series-finance/>
 A tip sheet for parents and others (such as teachers or transition specialists) on steps they can take to help youth with disabilities learn and practice basic financial management skills.
- *Age of Majority - Preparing Your Child for Making Their Own Choices*
http://www.pacer.org/publications/parentbriefs/ParentBrief_May02.pdf
 This document explores the role of parents in helping their child prepare for the age of majority including teaching youth how to make decisions, transfer of rights, guardianship, and informed choice.
- *Family Experiences: Ways to Lead Change Through Telling Your Story*
<https://ectacenter.org/~pdfs/pubs/famexp.pdf>
 Stories help us connect. Stories also reveal the details, the impact of systems on the daily lives of families and children. This edition of the Early Childhood Bulletin focuses on ways parents can shape their stories so that key themes are emphasized and improvements are made within a program or system.
- *Growing and Sustaining Parent Engagement: A Toolkit for Parents and Community Partners*
<https://cssp.org/resource/growing-and-sustaining-parent-engagement-a-toolkit-for-parents-and-community-partners/>
 The Toolkit is a guide to help support and sustain parent engagement. It provides how to's for implementing three powerful strategies communities can use to maintain and grow parent engagement work that is already underway.
- *The Guideposts for Success: A Framework for Families Preparing Youth for Adulthood*
http://www.ncwd-youth.info/wp-content/uploads/2016/12/infobrief_36.pdf
 This InfoBrief examines how the *Guideposts for Success* can be used as a framework from which families of youth with disabilities can consider the support needs of their youth during the transition planning process. This information will also be helpful to professionals seeking strategies to effectively partner with families, and to advocates looking to empower families in the transition process.
- *Understanding the New Vision for Career Development: The Role of Family*
<http://www.ncwd-youth.info/wp-content/uploads/2016/09/Infobrief-Career-Development-Family-Role.pdf>
 This InfoBrief provides information for families about the three phases of career development, highlights Individualized Learning Plans, and offers strategies on family involvement.

Family Resource Center

- *California Family Empowerment Centers on Disability*
http://www.efrconline.org/myadmin/files/fedc_facts.pdf
The purpose of the California Association of Family Empowerment Centers is to provide information, resources, technical assistance, and systems change advocacy for a statewide network of local FECs who provide family education, empowerment, and parent-professional collaborative activities for families of children with disabilities ages 3-22 years old.
- *Parent Support Group*
<https://www.parentcenterhub.org/parentgroups/>
When families join a parent group, they can meet other families with similar needs. Parent groups can serve many purposes, but one of their most important can be to introduce families to others like themselves.
- *Parent to Parent Support*
https://www.parentcenterhub.org/wp-content/uploads/repo_items/bp2.pdf
Parent to Parent is a program that provides information and one-to-one emotional support to parents of children who have special needs.

Section 5. Other Services and Support

- *The 411 on Disability Disclosure: A Workbook for Youth with Disabilities*
<http://www.ncwd-youth.info/publications/the-411-on-disability-disclosure-a-workbook-for-youth-with-disabilities/>
This workbook is designed for youth and adults working with them to learn about disability disclosure and help them make informed decisions about whether to disclose their disability and understand how that decision may impact their education, employment, and social lives.
- *Equal Voice Youth Employment Toolkit*
https://caseygrants.org/wp-content/uploads/2018/03/EqualVoice_YouthEmpowerment_Toolkitprint.pdf
This toolkit is designed to help young people identify, understand and influence the issues that are most important to them. Student leaders, teachers, service providers and community groups can use this toolkit to guide young people through a path of self-discovery, give them the tools to understand issues that most affect them, empower them with the confidence to address these challenges, and spark action and civic engagement.
- *Mentoring Youth and Young Parents*
https://wdr.doleta.gov/research/FullText_Documents/Mentoring_Youth_and_Young_Parents_Guidebook.pdf
This guidebook offers user-friendly guidance for local workforce programs and agencies that want to develop and implement mentoring programs to help youth or young parents improve their employment and education or training outcomes.

- *Paving the Way to Work: A Guide to Career Focused Mentoring*
<http://www.ncwd-youth.info/publications/paving-the-way-to-work-a-guide-to-career-focused-mentoring/>

This guide was developed by the National Collaborative on Workforce and Disability for Youth specifically to address the needs of youth with disabilities during their transition from school to work and is intended for individuals designing mentoring programs for youth, including with disabilities, in the transition phase to adulthood.

- *Student-Led IEP Toolkit*

https://www.ossesecondarytransition.org/page/studentled_iep_toolkit_introduction

The Student-led IEP Toolkit is an online resource that provides detailed instructions, tools, and resources for students, teachers/schools, and parents. This toolkit is meant to encourage innovation and support schools and families as they enhance the ability of students of all ages and abilities to meaningfully participate in the IEP process.

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