

GENERAL

1. What is Department of Rehabilitation (DOR) Student Services Paid Work Experience?

DOR Student Services Paid Work Experience is a time limited work-based learning experience that offers students with disabilities (SWDs), with little to no work history, the opportunity to explore competitive integrated work environments as a DOR Student Services Paid Work Experience service. The work experience placement is not intended to result in permanent employment. This service is for potentially eligible and eligible SWDs.¹

2. What is the goal of the DOR Student Services Paid Work Experience service and how does it benefit the SWD?

The goal of this service is to provide SWDs with the work experience they need to assist in achieving successful, meaningful long term employment. SWDs will benefit from services because work experience provides a setting to practice skills learned in trainings or other services and build skills in the workplace.

3. Can the DOR Student Services Paid Work Experience be used as an assessment?

No. DOR Student Services Paid Work Experience services cannot be used as assessments for VR services. Multiple, consecutive, paid work experiences may be authorized to develop and enhance transferable work skills and orientation to competitive integrated work environments.

4. Is the SWD required to obtain a work permit to participate in the DOR Student Services Paid Work Experience service?

Yes, a work permit is required for some SWDs based on their age and school status (e.g., graduation from high school). If required, the work permit should be obtained prior to referring the SWD to the DOR Student Services Paid Work Experience service.

5. How is the Foundation for California Community Colleges (FCCC) involved in the DOR Student Services Paid Work Experience service?

¹ An SWD must be between the ages of 16 and 21 and in a secondary, postsecondary, or other recognized education program. The SWD must be eligible for and receiving special education or related services under the Individuals with Disabilities Education Act or must be an individual with a disability per section 504.¹

The FCCC will serve as the employer of record. It will maintain the website where consumers will log their hours, and will issue wage checks after consumer hours have been confirmed by the employer.

The FCCC will serve only as the employer of record. This means that they will not be involved in job development activities with the consumer. However, a CRP or Co-Op partner, or the DOR Business Specialist, can be utilized if a consumer requires assistance with job coaching or job development.

6. What does employer of record mean?

The employer of record is the entity that is legally responsible for paying employees, including handling employee taxes, benefits, insurance, and liability. As the employer of record, the entity is responsible for issuing payroll checks and submitting local, state, and federal payroll taxes.

7. When is the SWD paid during a DOR Student Services Paid Work Experience?

The SWD is paid by the FCCC serving as the employer of record in accordance with the employer's pay schedule.

8. Can DOR Student Services Paid Work Experience be authorized to the FCCC when a We Can Work or Transition Partnership Program (TPP) DOR Student Services Paid Work Experience contract is in place where the SWD attends school?

No. The FCCC is only utilized when no other organization can serve as the Employer of Record.

9. Does the DOR Student Services Paid Work Experience need to align with the Individual Plan for Employment (IPE), if one is in place?

No. The SWD may choose to engage in any available DOR Student Services Paid Work Experience. Ideally, the work experience selected will provide the SWD with an opportunity to gain, maintain, or enhance transferable skills.

10. How is DOR Student Services Paid Work Experience different than a Situational Assessment?

DOR Student Services Paid Work Experience seeks to provide opportunities for the SWD to grow skills and abilities, while a Situational Assessment is to learn

DOR Student Services Paid Work Experience Foundation CCC
Frequently Asked Questions
November 2017

about the SWD's existing skills and abilities. The table below provides high-level differences:

	DOR Student Services Paid Work Experience	Situational Assessment
Goal	Build skills	Measure skills
Timeframe	160 hours	40 hours
Staff	DOR Business Specialist or Job Developer	Assessment Specialist
Service Design	Indirect monitoring	Direct observation

11. What happens if the SWD is injured or becomes disruptive on the worksite?

The FCCC, as the employer of record, will follow their policies, procedures, and existing law related to any workplace injury or disruptive behavior (e.g., fighting, arguing, hindering work flow, etc.). All injuries or disruptive behavior must also be reported immediately to the DOR Rehabilitation Counselor. The FCCC is required to provide Workers Compensation coverage for all SWDs participating in a DOR Student Services Paid Work Experience.

12. Can work situations in which an individual is paid cash upon completion of the job be authorized for a DOR Student Services Paid Work Experience? Or does an independent contractor position qualify as a DOR Student Services Paid Work Experience?

No. The FCCC must serve as the employer of record and remain in compliance with federal, state, and local labor laws and regulations.

13. Can DOR Student Services Paid Work Experience be provided as part of a Trial Work Experience?

No, DOR Student Services Paid Work Experience services cannot be used as an assessment for VR services. A Trial Work Experience is an assessment service to determine if a SWD is eligible for VR services. DOR Student Services Paid Work Experience is a pre-vocational training service, not an assessment.

REFERRING AND AUTHORIZING DOR STUDENT SERVICES PAID WORK EXPERIENCE

14. How do I refer the SWD for DOR Student Services Paid Work Experience services?

- DOR Business Specialists, as well as CRP and Co-Op partners, will reach out to local, statewide, and national businesses to develop Work Experience opportunities for their consumers.
- Once a business has agreed to be a work site for a SWD, the Business Specialist or vendor will negotiate the details of the Work Experience.
- When the hours and schedule have been arranged, the DOR counselor will create an authorization to the FCCC to serve as the Employer of Record.

15. How is the authorization made for FCCC to become the Work Experience Employer of Record?

For the purposes of Work Experience, the cost-of-service will be \$17 an hour, for 160 hours. The SWD will be paid minimum wage (\$10.50 for most areas), with the additional amount going toward FICA and other administrative costs. There will also be a \$100 enrollment fee.

The total cost-of-service for the 160 hours will be \$2820.

An Authorization will be made to the FCCC for the number of work hours agreed to by the Business who is hosting the SWD. This will be authorized to:

**Foundation for California Community Colleges
1102 Q Street, Suite 4800
Sacramento, CA 95820**

16. What are the Service Category, Procedure Category, and Procedure Codes for DOR Student Services Paid Work Experience?

- o Service Category: Training Barrier Removal
- o Procedure Category: Work Services/Work Activity/Work Experience
- o Procedure Code: 30Cw
- o Procedure Code Description: Work experiences wages paid to the employer of record

- o Service Category: Pre-ETS 2: Work-Based Learning Experiences
- o Procedure Category: Pre-ETS 2: Work Experience – Non-CRP
- o Procedure Code: P2-NonCRPw
- o Procedure Code Description: Work experiences wages paid to the employer of record

17. Can the SWD be authorized more than one DOR Student Services Paid Work Experience at a time?

No. SWDs may be authorized consecutive work experiences, on the condition that the latter work experiences have job duties different than the former work experience. There cannot be more than one work experience per Authorization.

18. Can Employment Services be authorized if the DOR Student Services Paid Work Experience results in a permanent job offer?

No. Employment Services can't be authorized to compensate the CRP when a DOR Student Services Paid Work Experience results in a permanent job offer. If the SWD is offered permanent employment and needs support during this placement, an authorization can be made for Short-Term Supports (STS).

19. What is the duration of a DOR Student Services Paid Work Experience Authorization?

The authorization period is 160 hours.

PAYMENT

20. How do I verify receipt of the DOR Student Services Paid Work Experience and Work Experience Employer of Record services?

The FCCC must submit, along with the invoice, the SWD's work schedule and completed timesheet reflecting the days and hours worked during the invoice period. If the hours worked reported on the timesheet match, or are less than the hours scheduled, and the SWD has confirmed working the hours stated on the timesheet, then the Work Experience Employer of Record line item is verified.

21. What happens if the DOR Student Services Paid Work Experience was authorized, but for any reason the SWD has become unable to work the scheduled hours?

If the SWD is placed in a work experience and is unable to work the scheduled hours, the payment for the applicable month should be made for the DOR Student Services Paid Work Experience service. Compensation for missed work

DOR Student Services Paid Work Experience Foundation CCC
Frequently Asked Questions
November 2017

hours should not be included on the invoice. The invoice from the FCCC should only include the actual hours worked by the SWD.