

# Pre-Employment Transition Services

NJ Division of Vocational Rehabilitation Services  
Successfully Rehabilitating NJ's Workforce since 1919



# Our Mission

The Mission of the NJ Division of Vocational Rehabilitation Services is to enable eligible individuals with disabilities to achieve competitive employment outcomes consistent with their strengths, priorities, needs, abilities and capabilities.

# Workforce Innovation & Opportunity Act (WIOA)

**The Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA):**

- **Emphasizes the provision of services to students and youths with disabilities to ensure they have opportunities to receive training and other services necessary to achieve competitive integrated employment;**
- **Expands the population of students with disabilities who may receive services and the kinds of services that the VR agencies may provide to youth with disabilities who are transitioning from school to postsecondary education and employment;**

# Workforce Innovation & Opportunity Act (WIOA)

- **Increases opportunities to practice and improve workplace skills, such as through internships and other work-based learning opportunities; and**
- **Requires VR agencies to reserve not less than 15 percent of the Federal VR allotment to provide, or arrange for the provision of, pre-employment transition services for students with disabilities transitioning from school to postsecondary education programs and employment in competitive integrated settings, and that these services be coordinated with the local education agencies (LEA).**

# Two Youth Populations Served under WIOA

## **Student with a Disability**

### 14-21 In School Youth

- Must be enrolled in an educational setting  
Secondary education programs, non traditional or alt. secondary programs, home schooling, postsecondary programs, and all others including through the juvenile justice facility

Student must have a documented disability, has an IEP or 504 plan

## **Youth with a Disability**

### 14-24 Out of School Youth

Youth does not have to be participating in a education setting

Age range for a Youth with a Disability is typically broader than a Student with a Disability

# What are the **5** Pre-Employment Transition Services ?

1. Job Exploration Counseling
2. Work-based learning experiences, which may include in-school, after school, or community based opportunities
3. Counseling on opportunities for enrollment in comprehensive transition or postsecondary education programs at IHEs (Institutions of Higher Education)
4. Workplace readiness training to develop social skills and independent living
5. Instruction in self advocacy, including peer mentoring



# 1. Job Exploration Counseling

- General job exploration counseling in an individual or group setting can be provided in a classroom or one on one in the community setting and could include:
  - Information regarding in-demand industry sectors and occupations, as well as non-traditional employment;
  - The student's vocational interest inventory results;
  - Local Labor market information that applies to the student's particular interests.
  - Administration of vocational interest inventories; and
  - Identification of career pathways of interest to the students.

## 2. Work Based Learning Experiences

Work-based learning experiences may include:

- Coordinating a school-based program of job training and informational interviews to research employers;
  - Work-site tours to learn about necessary job skills;
  - Job shadowing; or
  - Mentoring opportunities in the community.
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- These services can be offered while in school, after school, or outside the traditional school setting (including internships). Must be in the community to the maximum extent possible.



# Work Based Learning Experiences (Con't)

Work-based learning experiences can include paid or unpaid:

- Internships;
  - Apprenticeships;
  - Short-term employment;
  - Fellowships; or
  - On-the-job training in the community
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- VR agencies are to exhaust all opportunities for work-based learning experiences in integrated settings before placing an individual in a non-integrated setting.

### 3. Counseling on opportunities for enrollment in comprehensive transition or postsecondary education programs at IHEs (Institutions of Higher Education)

- This can be offered on an Individual Basis or Group Setting
  - Services include:
    - Information about colleges, the academic processes, FAFSA, contact information for the disability coordinator
    - Course offerings
    - Types of academic and occupational training needed to succeed in the workplace
    - Postsecondary opportunities associated with career fields or pathways.

## 4. Workplace Readiness Training

- Services may be offered in a generalized manner in a classroom, individual basis or in a group setting. This service assists students with social and independent living skill development necessary for employment.

### Examples:

- Communication and interpersonal skills
- Financial literacy
- Job seeking skills

## 5. Self Advocacy

- Services may be offered in a generalized manner in a classroom, individual basis or in a group setting. Information given about Self Advocacy would include:
  - Learning about their rights and responsibilities
  - Requesting accommodations or services and supports
  - Utilizing mentors to get support from:
    - Educational staff to include- principals, teachers, or office staff
    - Individuals at your employer, volunteer sites, organizations in the community.

# DVRS Role in helping Students & Youth with Disabilities and Types of Services

- Working with the consumer to mutually assess the best services to help the consumer obtain employment in the community. Some examples of services include:
  - Attend IEP meetings, when invited to discuss possible services
  - Working with local agencies to help develop work opportunities
  - Working with students to help promote and implement Pre-Employment Transition Services
  - College Assistance
  - Vocational Training
  - Completing a job search
  - Diagnostic Evaluations to determine strengths, interests, abilities

# Section 511 Information

## Extended (Sheltered) Employment for Youth

Under WIOA, no Youth aged **24 and under** may be referred to a Sheltered Workshop without first demonstrating that all **5 Pre-Employment Transition Services** have been attempted. Prior to making the referral to a sheltered workshop, documentation has to reflect that the youth has at least attempted all 5 Pre-Employment Transition Services for a reasonable amount of time without success. The documentation can originate from the school, day program, DVRS or other entity that provides employment based services.

The Sheltered Workshop provider must ensure that documentation is received and completed prior to accepting a referral for a youth aged **24 and younger** in order to ensure compliance with US DOL Wage & Hour regulations.

# Financial Responsibilities of VR Agencies and Local Education Agencies

- **LEAS are responsible for providing and paying for any transition service that is considered special education or related services necessary for ensuring a free appropriate public education (FAPE) as required under IDEA.**
- **Nothing under Title 1 of the Rehabilitation Act shall be construed as reducing a LEA's obligation to provide the services under IDEA.**
- **Pre-Employment transition services and transition services can be both vocational rehabilitation services under the VR program and special education or related services under IDEA.**

# Collaboration: The Key to Opportunity-The Referral Process

- In both the education and rehabilitation systems, information is the most important part of eligibility determination.
- Use of existing information streamlines the referral process and respects the effort the student must make in participating in assessments.
- All referrals from schools must include a consent for release of information for the student; unless age of majority, 18.



# The Referral Process

- 1. The Referral: Being referred to DVRS is the 1<sup>st</sup> step! School staff typically make the referral to DVRS. Students/Parents are encouraged to ask the school to make the referral to DVRS or may do so themselves if this has not happened well before the student's exit from the school. \*The Referral form is not an application. The Pre-Employment Student Referral Form is found on the LWD website: [www.careerconnections.nj.gov](http://www.careerconnections.nj.gov)**
- 2. Application & Eligibility (not required for the 5 Pre-Employment Transition Services but required for all other VR services)**
- 3. Eligibility Determination-Based on significance of disability and how the disability impacts the ability to work.**
- 4. Developing the Individual Plan for Employment with the DVRS counselor which indicates an employment goal.**
- 5. Obtaining integrated, competitive employment based on individual strengths, abilities and skills after attainment and completion of vocational rehabilitation services.**

# What Records are Needed?

- **Copy of the student's most recent psychological, social and learning assessments, and Individualized Educational Plan (IEP);**
- **Pertinent medical or psychiatric evaluations; and**
- **An assessment of the student's social skill levels and behavioral or safety issues should be included**

# Available Resources

**Job Accommodation Network (JAN)**- [www.askjan.org](http://www.askjan.org)

**The New Jersey Career Assistance Navigator (NJCAN)** - [www.NJCAN.org](http://www.NJCAN.org)

**My Next Move**- Career Planning website geared toward youth, [www.mynextmove.org](http://www.mynextmove.org)

**NCWD/Youth** is a source for information about employment and youth with disabilities. – [www.ncwd-Youth.info](http://www.ncwd-Youth.info)

**NJ LWD /NJDVRS**- [www.careerconnections.nj.gov](http://www.careerconnections.nj.gov)

**NJ Statewide Independent Living Council**- [www.njsilc.org](http://www.njsilc.org)

(Provides information about the Centers for Independent Living)

**Office of Disability Employment Policy (ODEP)**, US Dept. of Labor- [www.dol.gov/odep](http://www.dol.gov/odep)

**ODEP's** “Soft Skills to Pay the Bills” Curriculum (PDF format), [www.dol.gov/odep/topics/youth/softskills](http://www.dol.gov/odep/topics/youth/softskills)

**Statewide Parent Advocacy Network (SPAN)**- Provides information, resources, support, and advocacy - [www.spanadvocacy.org](http://www.spanadvocacy.org)

**Transition Matters**- Family Support Center of New Jersey, (FSCNJ) [www.fscnj.org/transition-matters/](http://www.fscnj.org/transition-matters/)  
Transition information & resources

**WINTAC**- Workforce Innovation Technical Assistance Center –[www.wintac.org](http://www.wintac.org)

**NTACT- National Technical Assistance Center on Transition**- [www.transitionta.org](http://www.transitionta.org)



## Contact DVRS

**NJ Department of Labor & Workforce Development  
Division of Vocational Rehabilitation Services**

**1 John Fitch Plaza, PO Box 398**

**Trenton, NJ 08625-0398**

**Toll Free Number: 1-866-871-7867**

**or**

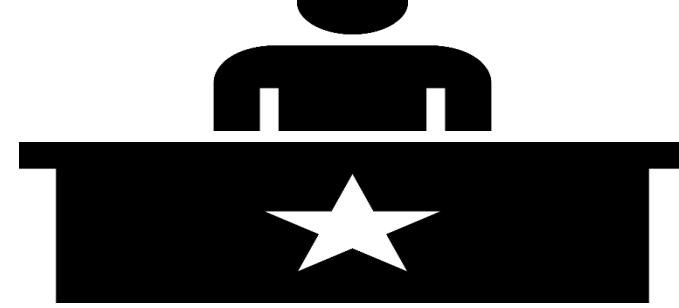
**609-292-5987**

**609-292-8347 (fax)**

**Email address: [dvradmin@dol.state.nj.us](mailto:dvradmin@dol.state.nj.us)**

**[Website: www.careerconnections.nj.gov](http://www.careerconnections.nj.gov)**

# DVRS Local Offices



- ❖ Bridgeton (Cumberland, Salem) 856-453-3888
- ❖ Camden (Cherry Hill) 856-549-0600
- ❖ Elizabeth (Union) 908-965-3940
- ❖ Hackensack (Bergen) 201-996-8970
- ❖ Jersey City (Hudson) 201-217-7180
- ❖ Randolph (Morris) (862) 397-5600 (Option 3 for DVR)
- ❖ Neptune (Monmouth) 732-775-1799
- ❖ Newark (Essex) 973-648-3494
- ❖ New Brunswick (Middlesex) 732-937-6300
- ❖ Paterson (Passaic) 973-742-9226
- ❖ Phillipsburg (Sussex, Warren) 908-329-9190, #4
- ❖ Pleasantville (Atlantic) 609-813-3933
- ❖ Somerville (Somerset, Hunterdon) 908-704-3030
- ❖ Thorofare (Gloucester) 856-384-3730
- ❖ Toms River (Ocean) 732-505-2310
- ❖ Trenton (Mercer) 609-292-2940
- ❖ Westampton (Burlington) 609-518-3948
- ❖ Wildwood (Cape May ) 609-523-0330



# PRESENTER

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