

<p><i>DEPARTMENT OF LABOR</i></p> <p><i>Division of Vocational Rehabilitation (DVR)</i></p>	<p>APPENDIX A</p> <p>DVR – JOB SKILL TRAINING SERVICES</p>
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VOCATIONAL REHABILITATION JOB SKILL TRAINING SERVICES

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I. OVERVIEW

PURPOSE

To provide vocational rehabilitation Job Skill Training services leading to employment for people with disabilities that combines classroom occupational training including paid work experiences leading to employment.

Training programs should be supported by employers in the community and to training programs consistent with high demand job areas in Delaware's economy according to the Office of Occupational and Labor Market Information. (Please see Appendix D). Proposals for occupational skills training in occupations not targeted in Appendix D must submit comprehensive documentation supporting the need for training.

II. DESCRIPTION OF SERVICES

Program Description and Service Components

The Vendors' **Scope of Work Proposal Template Appendix B response** shall describe in detail, explain and summarize what the program intends to accomplish and how it will be accomplished. Vendors must use the provided Appendix B Proposal Template to respond to the following areas.

1. Demonstrated Ability *All responses are limited to one page per question unless otherwise noted.*

- A. Describe your organization's ability to operate high quality training programs that have resulted in high employment rates. This should include past achieved performance. If the proposed program is new, please describe other training program's past performance if applicable or the organization's past performance and ability to operate high quality training programs.
- B. Describe your organizations ability to manage grant funded programs.

2. Participants *All responses are limited to one page per question unless otherwise noted.*

- A. Please provide a description of conditions, behaviors, and barriers of typical participants as well as demographic information on this participant group.
- B. Describe your criteria for participant selection. Include how you will outreach, recruit, and assess each participant's needs and skill level. Be sure to include the assessment(s) or partnerships in place to assess participants.

3. Program Design *All responses are limited to one page per question unless otherwise noted.*

- A. Vendor shall describe how the curriculum, instructional material and educational methods are especially designed to train individuals with disabilities.
- B. Vendor shall describe how their training is consistent with the Office of Occupational and Labor Market Information in-demand occupations listed in Appendix D. If the training is not part of the in-demand occupational list, the vendor must explain with supporting documentation the need for the training.
- C. Vendor shall identify the specific competencies which are the outcome objectives of the training program, including specific skills and level of competencies; and demonstrate that the outcome objectives are consistent with the competencies required by employers for specific job titles targeted by the training program.
- D. Provide a comprehensive outcome statement that describes what a participant will have achieved after successfully completing the proposed job skill training program. This should include credential(s) received, job title, and expected wages. *This should be no more than 100 words.*
- E. Describe the program schedule and intensity that includes all program components. It should be clear when enrollments are to occur, when each component (classroom training and work experience internship) begins and ends, classroom site location, training schedule, and training hours planned for each component.

Attach the proposed training curriculum.

- F. Include in your description the way that you have ensured that the training will meet employer needs. Include the employers name(s) and contact information for employers that have provided input.
- G. **Contextualized Learning (20 Bonus Points):** Education and training focuses on academic and technical content. Curricula and instructional strategies are designed to engage employers through authentic work experiences and to help adults attain work-readiness skills. Work based learning where participants have the opportunity to engage and learn from employers is a required element. This should include job simulated work environments on site and or, paid work experiences off site.
 - Include in your description the way your program integrates work-based learning activities. Include how many participants you plan to participate in work experience (at a minimum 50% of enrollments) as well as the intensity of your planned work experiences.
 - Include in your description how your program addresses work readiness/soft skills that are in demand (such as problem solving, teamwork, oral and written communication, organization skill, and Microsoft Office products).

4. Staff, Linkages and Partners *All responses are limited to one page per question unless otherwise noted.*

- A.** Vendor shall identify the instructors that are qualified to teach the identified curriculum and shall describe the qualifications of the specific instructors on staff or qualifications sought for instructors to be hired.
- B.** Please complete the chart below to show your linkages within the community, key people/organizations, and other partnerships that enhance your programs services and quality. Please include employers who will provide the work experience/internship. Add more rows as needed.

Please note: The evaluation team will rate and rank each proposal based off how well the responses are answered in the Proposal Response Template Appendix B.

III. PAYMENT RATE AND SCHEDULE

Compensation shall be paid to the Contractor by DVR at the negotiable rate(s) according to the table indicated below for each unit (week) of service authorized by the DVR counselor upon completion of the authorized unit(s) of service as documented in a Vocational Training Progress Report, as provided by Vendor.

Vocational Training Progress Reports shall contain objective criteria to evaluate a client's progress learning specific job skills identified in the curriculum. A unit of service, one week, shall be at least 6 hours of training per day for 3 full days of attendance unless otherwise approved by DVR.

Compensation for part-time participation less than 4 hours daily shall be proportional to the amount of participation.

Training Program	Number of Weeks to complete training	Weekly rate
Name of Vendor and Training Program	Between 2 and 18 Weeks	Negotiable Rate between \$100 and \$700

Payment shall be made for services provided under the purchase of service agreement when the authorization is signed by the DVR counselor - returned, signed and dated by the vendor, within five (5) working days after service is completed. All required documentation of service and reports must be included with the authorization in order for the vendor to receive payment.

Paid work experiences will be reimbursed to the vendor at Delaware's minimum wage rate.

IV. PAID WORK EXPERIENCE

The Division of Vocational Rehabilitation (DVR) requires all Work Experiences (including On the Job Training and Internships/Externships) that result in any participant working for vendor or off site at a participating employer must be paid as an employee.

Work Experiences are defined as a planned, structured learning experience that takes place in a workplace for a limited period of time. The goal is to provide hands-on experience that reinforces the classroom training. It also provides skills that may be added to participants' resumes as well as linking participants to local employers.

A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.

All participants will be paid at least the State of Delaware's minimum wage. Vendors will be reimbursed for participant wages at the state of Delaware's minimum wage. Nothing prohibits the Contractor from supplementing the wage with other funds.

To implement this, Vendors (must select one):

Opts to place participants on your organization's payroll. Participants must be treated like all other employees, for example, having all required deductions, including FICA, UI taxes, etc., as well as be covered under your organization's worker's compensation policy during their work experience time; or

While participating in paid Work Experience, all participants shall be paid as employees, and may not be classified as independent contractors that would necessitate the issuance of a form 1099.

V. DOCUMENTATION OF SERVICES

- 1. Training Curriculum** – is sent by the vendor to the Contract Administrator at the start of each contract period.
- 2. Referral/ Authorization Form** – is sent by the counselor to vendor to begin services.
- 3. Signed documentation from instructor and or community liaison (Submitted in conjunction with the Vocational Training Monthly Progress Report) to receive payment.**
 - Signed timesheet from the instructor and student for each week of service is required with the submission of each monthly progress report for each student.
 - Signed Timesheet from the community/work experience internship employer that documents the hours worked.

VI. GENERAL ELEMENTS FOR ALL VOCATIONAL REHABILITATION SERVICES

- A. Vendor shall use methods and practices that are in accordance with professional standards in the rehabilitation industry and with the standards of the Commission on Accreditation of Rehabilitation Facilities.
- B. Vendor will collect program performance data, including outcome measures, and shall conduct consumer satisfaction surveys. Vendor will share program data and consumer satisfaction information with DVR as requested.
- C. Vendor will use qualified personnel to provide services who meet appropriate certification and professional standards.
- D. Vendor shall provide written feedback to DVR on the progress of the customer at least monthly, and consult with VR Counselor to discuss any substantive issues that arise during the time customer is served.
- E. DVR documentation standards and forms will be utilized and adhered to for all services provided unless otherwise noted.
- F. Vendors are subject to annual quality assurance reviews (QAR) conducted by Vocational Rehabilitation to assure that quality standards are met.

- G. Direct service staff is required to attend DVR sponsored in-service training program every quarter.
- H. Vendor's facility and program shall meet program accessibility requirements, as applicable, of the Architectural Barriers Act of 1968, the Americans with Disabilities Act of 1990, section 504 of the Act, and the regulations implementing these laws.
- I. Vendor will not deny referrals from DVR on the basis of national origin, race, sexual orientation, gender, disability, age, or socioeconomic status. Vendor may only deny services to a DVR customer based on an objective, individualized assessment of the consumer in which the vendor submits a formalized report with an appropriate statement related to their inability to serve the individual to the DVR counselor of that consumer within two weeks of receipt of referral.