

EMPLOYMENT-FIRST POLICY

- I. **Purpose:** It is the intent of San Andreas Regional Center to make meaningful, integrated, and competitive employment an objective for every adult individual who wishes to work and receives services from this regional center. San Andreas Regional Center supports the intent of the state of California's Employment-First Policy. This policy is intended to bring San Andreas Regional Center fully into compliance with Sections 4646.5, 4648, and 4896 of the California Welfare and Institutions Code.

San Andreas Regional Center recognizes that meaningful, integrated, and competitive employment is the first option that all individuals served should be given when planning for their futures. The planning team will explore all options for successful employment.

II. **Definitions:**

- **Consumer, individual, and person served are used interchangeably in regional center policy and the Lanterman Developmental Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.**
- *Meaningful, integrated, and competitive employment* means a job at a workplace among both individuals with and without disabilities that is full or part-time at or above minimum wage or the standard compensation for their position.
- *Supported Employment* is a service through the regional center or the Department of Rehabilitation that provides job development and job coaching for the lifetime of the job or until independence. Supported employment may occur in group (1:3 trainer-to-client ratio) or individually (1:1 ratio).
- *Department of Rehabilitation* is a generic publicly-funded agency which provides supported employment for individuals who are ready-to-work but require job development and job coaching.
- *Paid Internship Program* provides meaningful, integrated, and competitive employment opportunities and experience for individuals who desire to

work. The regional center funds the individual's wages and payroll costs up to \$10,400 in a 12-month period.

- *Competitive Integrated Employment Incentive Payments* are payments paid to regional center service providers for placing individuals into competitive integrated employment. The provider receives incentive payments when the individual is consecutively employed 30 days, six months, and 12 months.
- *Day program job placements* are competitive integrated employment opportunities facilitated by the individual's adult day program (please see the Adult Day Programs Purchase of Service Policy).
- *Pre-vocational* means work assessments, unpaid or paid internships, skill development instruction, and other activities through educational or regional center services through which an individual is prepared to become ready for competitive integrated employment.
- *Reference Appendix A for additional information on services through San Andreas Regional Center funded programs as well as community accessed programs and resources.*

III. **Policy:** The individual program plan team is required to discuss and assist any individual served who is 16 years or older in obtaining meaningful, integrated, and competitive employment. Once required services and supports are determined, the IPP team will draft the individual's service plan with goals to assist the individual in obtaining employment. All appropriate services and supports will be explored, including programs through Local Education Agencies, the Department of Education, or the Department of Rehabilitation, self-employment, and competitive employment in keeping with the Americans with Disabilities Act. For individuals requiring more assistance or support, the planning team may consider adult day programs, supported employment, and other services funded through the regional center.

San Andreas Regional Center will, as a matter of policy and practice, partner with other developmental disability community stakeholder organizations to work effectively with private and public employers to develop successful employment opportunities for individuals we serve.

IV. **Purchase of Service Standard:** Purchased services will be that service or constellation of services most-appropriate and cost-effective to meet the objective of obtaining and sustaining employment. Such purchases of service will be made in keeping with each service's applicable purchase of service policy.

- Supported Employment shall be purchased when the individual is stable in their job placement and prepared to transition from the Department of Rehabilitation's job development and coaching to regional center job coaching. Alternatively, Supported Employment may be purchased for the purposes of job development and job coaching in the event the Department of Rehabilitation has a wait list or is otherwise unable to provide the service, the individual's IPP team has agreed that this service is necessary and appropriate, and is otherwise unavailable. This service shall be funded at either 1:3 or 1:1 service rates, shall be justified by an IPP objective, and reviewed at least semi-annually.
- The Paid Internship Program shall be purchased in order to facilitate the hiring of an individual who is ready to work but would otherwise not be hired into a competitive integrated workplace. These funds are to go to the employer of record; the employment site may not be the service provider or any entity affiliated with the service provider. The total subsidy shall not exceed \$10,400 for a consecutive 12 month period.
- Competitive Integrated Employment Incentive Payments shall be provided to a regional center service provider who successfully places an individual in a competitive integrated workplace; the service provider shall receive a payment of \$1000 if the individual remains in the placement for 30 consecutive calendar days, \$1250 for six consecutive calendar months, and \$1500 for 12 consecutive calendar months, for a total of \$3,750.
- Day program job placements shall be funded as a part of the individual's adult day program under the Adult Day Programs Purchase of Service Policy.
- Pre-vocational training may occur as an appropriate objective under other generic or regional center services.

- V. **Exception Process:** The executive director has full discretion to authorize purchases of service which are exceptions to the board-adopted purchase of service policies and standards. The executive director has designated certain individuals within the regional center who are authorized to grant an exception in the executive director's stead; these individuals are referred to as director's designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

If the request for service is not consistent with the policy, the service coordinator starts the exception review process by exploring the basis for the request. A time line for the director's exception review is set by agreement between the individual/family and the service coordinator but the time line may not exceed fifteen (15) days. Within that time, another planning team meeting will be convened. In the meantime the coordinator presents the information to the manager to determine whether a director's exception may be warranted. At the scheduled planning team meeting the decision will be made. The director's designee will attend the planning team meeting if necessary. If the exception is granted, the service coordinator amends the person-centered individual program plan, notifies the individual/family, and gives a copy of the amended plan to the individual/family.

- VI. **Notice of Action:** If the exception is not granted, the service coordinator promptly informs the individual/family that it has not been granted, informs the individual/family of their appeal rights, and sends a notice of action and a fair hearing form.

If a decision is made to deny, reduce, or cancel the service without the agreement of the individual or the individual's representative, a Notice of Action will be sent.

DDS Approved January 24, 2019

Board Adopted January 28, 2019

APPENDIX A

**CALIFORNIA COMPETITIVE INTEGRATED EMPLOYMENT
RESOURCES, SERVICES & FUNDING
(Training, Securing & Retaining CIE)**

The specifics indicated in this chart are intended to support youth and young adults with a wide range of disabilities, including those with the most significant disabilities. Eligibility requirements apply to all and some services are time limited.

AGENCIES, PROGRAMS & FUNDING SOURCES	Age	Career Exploration	Job Development	Job Coaching	Travel Training	Employment Preparation	Job Search	Occupational Skills Training	Career Development	Internships (Paid / Non-Paid)
LOCAL EDUCATION AGENCIES (LEA)	16-22									
Workability I		✓	✓	✓	✓	✓	✓		✓	✓
Transition Partnership Program		✓	✓	✓	✓	✓	✓		✓	✓
Career Technical Education		✓						✓	✓	✓
Career Pathways		✓	✓			✓		✓	✓	✓
Adult Transition Program		✓			✓	✓				✓
SAN ANDREAS REGIONAL CENTER & ADULT AGENCIES	18+									
Day Program		✓	✓	✓	✓	✓	✓	✓	✓	✓
Paid Internship Program		✓	✓	✓	✓	✓	✓	✓	✓	✓
Supported Employment		✓	✓	✓	✓	✓	✓	✓	✓	✓
Project Search		✓	✓	✓		✓	✓	✓	✓	✓
DEPARTMENT OF REHABILITATION (DOR)	16+									
Student Services	16-22	✓				✓		✓	✓	✓
Employment Services		✓	✓	✓	✓	✓	✓	✓	✓	✓
AMERICAN JOB CENTER/ ONE STOP	17+									
Youth Program (In-School)	17-21	✓	✓			✓	✓	✓	✓	✓
Youth Program (Out of School)	17-24	✓	✓			✓	✓	✓	✓	✓
Adult	18	✓	✓			✓	✓	✓	✓	✓

Programming	+									
Career Pathways		✓	✓			✓	✓	✓	✓	✓
ADULT EDUCATION/ COMMUNITY COLLEGES	18 +									
Adult Education Block Grant		✓				✓	✓		✓	
Certificate Programs								✓	✓	✓
UNIVERSITIES	18 +									
Degree Programs								✓	✓	✓
Certificate Programs								✓	✓	✓