

BEFORE THE BOARD OF STEVENS COUNTY COMMISSIONERS

IN THE MATTER OF VOCATIONAL
REHABILITATION, PRE-EMPLOYMENT-
TRANSITION SERVICES (PRE-ETS) STUDENT
PAYMENTS

Resolution No. 72-2018

AUTHORIZING A SEPARATE PETTY CASH FUND
FOR NEWACS – DVR VOCATIONAL PRE-ETS
PAYMENTS

WHEREAS, Northeast Washington Alliance Counseling Services (NEWACS) has under its Developmental Disabilities Program a contract with the Division of Vocational Rehabilitation (DVR) – which includes PRE-ETS services; and

WHEREAS, PRE-ETS services places individual students in a temporary working environment; and

WHEREAS, WAC 388-891A-0766 (5) allows for work-based learning experiences for students with disabilities and requires compensation at a competitive wage; and

WHEREAS, the Colville office of the Division of Vocational Rehabilitation has disseminated information that PRE-ETS students can be paid with a “cash card that is loaded with their pay for the entire work experience,” as per April 5, 2018, email from Lesa J. Crane, Vocational Rehabilitation Counselor 4 with DSHS, **attached hereto**; and

WHEREAS, there is a need for NEWACS to obtain these cash cards in a timely fashion to be distributed to the PRE-ETS students; and

WHEREAS, these cash cards will need to be obtained prior to approval of fund expenditures; and

WHEREAS, DVR shall reimburse NEWACS for wages paid to PRE-ETS students after the student has been paid by NEWACS.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that there be established a petty cash checking account in the amount of \$5,000.00 under the NEWACS Developmental Disabilities Department with BARS #122-704-010; and

BE IT FURTHER RESOLVED that Sara DePonte, Lead Accountant, shall be custodian authorized to draw from the account for the purpose of obtaining appropriate compensation of these PRE-ETS students; and

BE IT FURTHER RESOLVED that said petty cash fund shall be balanced at all times and shall be replenished monthly by appropriate voucher(s).

Passed by the Board of Stevens County Commissioners meeting in regular session at Colville, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage the 22nd day of October, 2018.

3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT

BOARD OF COUNTY COMMISSIONERS OF STEVENS COUNTY, WASHINGTON



Chairman Wes McCart

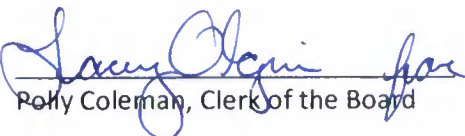


Commissioner Don Dashiell



Commissioner Steve Parker

ATTEST:



Polly Coleman, Clerk of the Board

Polly Coleman

Subject: FW: WBL

From: Rhonda Hughes
Sent: Monday, October 22, 2018 9:20 AM
To: Wes L. McCart <WMcCart@stevenscountywa.gov>
Subject: FW: WBL
Importance: High

Wes,
Attached is the backup email for the resolution. Sorry for the delay.

Thanks,

Rhonda Hughes - *Chief Financial Officer*
rhughes@stevenscountywa.gov
NorthEast Washington Alliance Counseling Services
509-685-0613

This message is intended for the sole use of the individual and entity to whom it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply email and delete the message. Thank you.

From: Lorie Sandaine
Sent: Wednesday, October 3, 2018 8:42 PM
To: Rhonda Hughes <rhughes@stevenscountywa.gov>
Subject: FW: WBL

Rhonda,

Below is the guidance I was provided regarding WBL and payment from CRP's (Community Rehabilitation Providers).

WAC defining WBL: <http://app.leg.wa.gov/WAC/default.aspx?cite=388-891A-0766>

Lorie Sandaine | Employment Program Manager | ext. 0680

From: Crane, Lesa J (DSHS/DVR) [<mailto:cranelj@dshs.wa.gov>]
Sent: Thursday, April 5, 2018 11:17 AM
To: Lorie Sandaine <lsandaine@stevenscountywa.gov>; Linda White (lwhite@abilityemployment.net) <lwhite@abilityemployment.net>; JUDY CRESSEY <jcressey@msn.com>
Subject: WBL

Hi CRP staff,

We have recently learned that CRPs do not need to bring students on as staff to provide them with Work Based Learning experiences. The CRP can pay the student with a cash card that is loaded with their pay for the entire experience instead of bringing them onboard as an employee.

In essence, you would place the student in an experience, train them on soft skills (not a job or job coaching), and they would get paid minimum wage. You would bill DVR for your SDOP/contracted fees and reimbursement for the student's pay.

I am hopeful this will open up more opportunities for our local students. I have a goal of getting at least two students into work based learning experiences this summer. Please let me know if you can accommodate one or any students.

<p>DVR / School Transition Team</p> <p>-VRC -Student / Family -Teacher</p>	<p>1. Team meets to explore:</p> <ol style="list-style-type: none"> a. WBL Interest Areas - the team should review the student's transition assessment in the IEP (if applicable) to determine specific interest areas related to work-based learning in the community. b. WRT Goals - the team should review the student's workplace readiness goals. These goals may include communication and interpersonal skills, orientation, and mobility skills, understanding employer expectations for punctuality and performance, and other 'soft' skills necessary for employment. <p>2. Team chooses the duration of the WBL. Each experience should be 11 or more hours per week. If the DVR/School Transition Team feels the student must participate on the site fewer than 11 hours per week due to medical or disability limitations, the VRC should discuss the acceptable minimum of hours and decide if this service is appropriate at this time.</p> <p>The WRT should most often be selected concurrently with the WBL, per the following chart:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="background-color: #444; color: white;">Work-Based Learning Placement</th> <th style="background-color: #444; color: white;">Concurrent Workplace Readiness Training</th> </tr> </thead> <tbody> <tr> <td style="background-color: #eee;"> WBL-A: 4-6 weeks, 11+ hrs per week Fee to CRP: \$1700 (student wages paid separately) </td> <td style="background-color: #eee;"> WRT-A: 4-6 weeks, as needed Fee to CRP: \$500 </td> </tr> <tr> <td style="background-color: #eee;"> WBL-B: 7-9 weeks, 11+ hrs per week Fee to CRP: \$2000 (student wages paid separately) </td> <td style="background-color: #eee;"> WRT-B: 7-9 weeks, as needed Fee to CRP: \$1000 </td> </tr> <tr> <td style="background-color: #eee;"> WBL-C: 10-12 weeks, 11+ hrs per week Fee to CRP: \$2300 (student wages paid separately) </td> <td style="background-color: #eee;"> WRT-C: 10-12 weeks, as needed Fee to CRP: \$1500 </td> </tr> </tbody> </table>	Work-Based Learning Placement	Concurrent Workplace Readiness Training	WBL-A: 4-6 weeks, 11+ hrs per week Fee to CRP: \$1700 (student wages paid separately)	WRT-A: 4-6 weeks, as needed Fee to CRP: \$500	WBL-B: 7-9 weeks, 11+ hrs per week Fee to CRP: \$2000 (student wages paid separately)	WRT-B: 7-9 weeks, as needed Fee to CRP: \$1000	WBL-C: 10-12 weeks, 11+ hrs per week Fee to CRP: \$2300 (student wages paid separately)	WRT-C: 10-12 weeks, as needed Fee to CRP: \$1500
Work-Based Learning Placement	Concurrent Workplace Readiness Training								
WBL-A: 4-6 weeks, 11+ hrs per week Fee to CRP: \$1700 (student wages paid separately)	WRT-A: 4-6 weeks, as needed Fee to CRP: \$500								
WBL-B: 7-9 weeks, 11+ hrs per week Fee to CRP: \$2000 (student wages paid separately)	WRT-B: 7-9 weeks, as needed Fee to CRP: \$1000								
WBL-C: 10-12 weeks, 11+ hrs per week Fee to CRP: \$2300 (student wages paid separately)	WRT-C: 10-12 weeks, as needed Fee to CRP: \$1500								

DVR VRC	3. Provides the student with information regarding Community Rehabilitation Programs (CRPs) in the area who may potentially provide WBL or WRT services.								
Student / Family	4. Chooses a CRP provider based on the information provided by DVR.								
DVR VRC	<p>5. Sets a meeting with the student and CRP provider to develop service delivery outcome plans (SDOPs) for Work-Based Learning and Workplace Readiness Training.</p> <p>6. At time of SDOP development, VRC should provide the <u>Work-Based Learning Agreement</u> to the CRP. The CRP provider is responsible to facilitate completion of the agreement together with the VRC.</p> <p><i>If the WBL occurs during the summer months, parents/guardians of students under age 18 should sign the <u>Parent Authorization for Summer Work</u>. The CRP provider should then provide this document to the employer.</i></p>								
DVR VRC and CRP Provider	<p>7. Determine the method of payment for student wages:</p> <table border="1" data-bbox="386 853 1260 1864"> <thead> <tr> <th data-bbox="386 853 724 932">Student Wage Options</th> <th data-bbox="724 853 1260 932">Process</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 932 724 1347">CRP pays student wage, invoices DVR</td> <td data-bbox="724 932 1260 1347"> <p>1. CRP assumes liability and payroll responsibilities for student.</p> <p>2. CRP invoices DVR weekly, bi-weekly, or monthly.</p> <p>3. CRP pays minimum wage to student.</p> <p>4. CRP may add 15% admin cost to the hourly wage. For example: \$11.00 to student, \$1.65 for CRP admin cost = \$12.65/hour total.</p> </td> </tr> <tr> <td data-bbox="386 1347 724 1725">Employer pays student wage, invoices DVR</td> <td data-bbox="724 1347 1260 1725"> <p>1. Employer assumes liability and payroll responsibilities for student.</p> <p>2. Employer invoices DVR weekly, bi-weekly, or monthly.</p> <p>3. Employer must be a State of Washington Vendor in order to receive reimbursement.</p> </td> </tr> <tr> <td data-bbox="386 1725 724 1864">Employer pays student wage</td> <td data-bbox="724 1725 1260 1864">Employer hires student for the duration of the WBL and pays wages directly to student.</td> </tr> </tbody> </table> <p>8. Note the WBL interest areas identified by the DVR/School Transition team in the Work-based Learning Experience SDOP.</p>	Student Wage Options	Process	CRP pays student wage, invoices DVR	<p>1. CRP assumes liability and payroll responsibilities for student.</p> <p>2. CRP invoices DVR weekly, bi-weekly, or monthly.</p> <p>3. CRP pays minimum wage to student.</p> <p>4. CRP may add 15% admin cost to the hourly wage. For example: \$11.00 to student, \$1.65 for CRP admin cost = \$12.65/hour total.</p>	Employer pays student wage, invoices DVR	<p>1. Employer assumes liability and payroll responsibilities for student.</p> <p>2. Employer invoices DVR weekly, bi-weekly, or monthly.</p> <p>3. Employer must be a State of Washington Vendor in order to receive reimbursement.</p>	Employer pays student wage	Employer hires student for the duration of the WBL and pays wages directly to student.
Student Wage Options	Process								
CRP pays student wage, invoices DVR	<p>1. CRP assumes liability and payroll responsibilities for student.</p> <p>2. CRP invoices DVR weekly, bi-weekly, or monthly.</p> <p>3. CRP pays minimum wage to student.</p> <p>4. CRP may add 15% admin cost to the hourly wage. For example: \$11.00 to student, \$1.65 for CRP admin cost = \$12.65/hour total.</p>								
Employer pays student wage, invoices DVR	<p>1. Employer assumes liability and payroll responsibilities for student.</p> <p>2. Employer invoices DVR weekly, bi-weekly, or monthly.</p> <p>3. Employer must be a State of Washington Vendor in order to receive reimbursement.</p>								
Employer pays student wage	Employer hires student for the duration of the WBL and pays wages directly to student.								

9. Note the WRT goals identified by the DVR/School Transition team in the Workplace Readiness Training SDOP.

CRP Provider	1. Develops the site for the Work-Based Learning Experience and provides employer contact information to VRC.								
DVR / School Transition Team -VRC -Student / Family -Teacher	2. Team meets to explore: <ol style="list-style-type: none"> a. WBL Interest Areas - the team should review the student's transition assessment in the IEP (if applicable) to determine specific interest areas related to work-based learning in the community. b. WRT Goals - the team should review the student's workplace readiness goals. These goals may include communication and interpersonal skills, orientation, and mobility skills, understanding employer expectations for punctuality and performance, and other 'soft' skills necessary for employment. 3. Team chooses the duration of the WBL. Each experience should be 11 or more hours per week. If the DVR/School Transition Team feels the student must participate on the site fewer than 11 hours per week due to medical or disability limitations, the VRC should discuss the acceptable minimum of hours and decide if this service is appropriate at this time. <p>The WRT should most often be selected concurrently with the WBL, per the following chart:</p> <table border="1" data-bbox="389 1064 1234 1659"> <thead> <tr> <th data-bbox="389 1064 820 1170">Work-Based Learning Placement</th> <th data-bbox="820 1064 1234 1170">Concurrent Workplace Readiness Training</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 1170 820 1330"> WBL-A: 4-6 weeks, 11+ hrs per week Fee to CRP: \$1700 (student wages paid separately) </td> <td data-bbox="820 1170 1234 1330"> WRT-A: 4-6 weeks, as needed Fee to CRP: \$500 </td> </tr> <tr> <td data-bbox="389 1330 820 1500"> WBL-B: 7-9 weeks, 11+ hrs per week Fee to CRP: \$2000 (student wages paid separately) </td> <td data-bbox="820 1330 1234 1500"> WRT-B: 7-9 weeks, as needed Fee to CRP: \$1000 </td> </tr> <tr> <td data-bbox="389 1500 820 1659"> WBL-C: 10-12 weeks, 11+ hrs per week Fee to CRP: \$2300 (student wages paid separately) </td> <td data-bbox="820 1500 1234 1659"> WRT-C: 10-12 weeks, as needed Fee to CRP: \$1500 </td> </tr> </tbody> </table>	Work-Based Learning Placement	Concurrent Workplace Readiness Training	WBL-A: 4-6 weeks, 11+ hrs per week Fee to CRP: \$1700 (student wages paid separately)	WRT-A: 4-6 weeks, as needed Fee to CRP: \$500	WBL-B: 7-9 weeks, 11+ hrs per week Fee to CRP: \$2000 (student wages paid separately)	WRT-B: 7-9 weeks, as needed Fee to CRP: \$1000	WBL-C: 10-12 weeks, 11+ hrs per week Fee to CRP: \$2300 (student wages paid separately)	WRT-C: 10-12 weeks, as needed Fee to CRP: \$1500
Work-Based Learning Placement	Concurrent Workplace Readiness Training								
WBL-A: 4-6 weeks, 11+ hrs per week Fee to CRP: \$1700 (student wages paid separately)	WRT-A: 4-6 weeks, as needed Fee to CRP: \$500								
WBL-B: 7-9 weeks, 11+ hrs per week Fee to CRP: \$2000 (student wages paid separately)	WRT-B: 7-9 weeks, as needed Fee to CRP: \$1000								
WBL-C: 10-12 weeks, 11+ hrs per week Fee to CRP: \$2300 (student wages paid separately)	WRT-C: 10-12 weeks, as needed Fee to CRP: \$1500								
DVR VRC	1. Provides the student with information regarding Community Rehabilitation Programs (CRPs) in the area who may potentially provide WBL or WRT services.								
Student / Family	2. Chooses a CRP provider based on the information provided by DVR.								

DVR VRC

- 3. Sets a meeting with the student and CRP provider to develop service delivery outcome plans (SDOPs) for Work-Based Learning and Workplace Readiness Training.
- 4. At time of SDOP development, VRC should provide the Work-Based Learning Agreement to the CRP. The CRP provider is responsible to facilitate completion of the agreement together with the VRC.

If the WBL occurs during the summer months, parents/guardians of students under age 18 should sign the Parent Authorization for Summer Work. The CRP provider should then provide this document to the employer.

DVR VRC and CRP Provider

- 5. Determine the method of payment for student wages:

Student Wage Options	Process
CRP pays student wage, invoices DVR	<ul style="list-style-type: none"> 1. CRP assumes liability and payroll responsibilities for student. 2. CRP invoices DVR weekly, bi-weekly, or monthly. 3. CRP pays minimum wage to student. 4. CRP may add 15% admin cost to the hourly wage. For example: \$11.00 to student, \$1.65 for CRP admin cost = \$12.65/hour total.
Employer pays student wage, invoices DVR	<ul style="list-style-type: none"> 1. Employer assumes liability and payroll responsibilities for student. 2. Employer invoices DVR weekly, bi-weekly, or monthly. 3. Employer must be a State of Washington Vendor in order to receive reimbursement.
Employer pays student wage	Employer hires student for the duration of the WBL and pays wages directly to student.

- 6. Note the WBL interest areas identified by the DVR/School Transition team in the Work-based Learning Experience SDOP.
- 7. Note the WRT goals identified by the DVR/School Transition team in the Workplace Readiness Training SDOP.

Lesaj. Crane

Department of Social and Health Services
Vocational Rehabilitation Counselor 4
Division of Vocational Rehabilitation
Phone: 1(888) 330-5739 or 1(509) 685-6159
Fax: 1(509) 684-7306
Email: lesa.crane@dshs.wa.gov



This e-mail, including any attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.