

Program Overview

Supported Employment provides individuals with intellectual or developmental disabilities support to find and maintain competitive integrated employment. Participants are provided with a level of support that meets their current skills, experience and employment needs. Job Coaches provide one-on-one support with learning job tasks, implementing accommodations, communicating with managers and natural supports, and establishing long-term supports. This program is administered by the Governor's office with support from the Texas Workforce Commission, and services are at no cost to the participant. The service area for this program is Travis and Williamson counties.

Phases of Support

PHASE I

Pre-vocational training including resume building, interview preparation and career exploration. Through partnerships with local businesses, we will identify job opening and help place participants in these positions.

PHASE II

Once a participant is placed in a job, on-site job training is available from an assigned Job Coach to help establish supports to ensure success in the new position. Intensive, one-on-one job coaching is a short-term service and averages 20 hours per participant.

PHASE III

After a participant has reached independence with their job duties, program staff will provide ongoing support for up to 6 months. Program staff will check-in regularly with participants that have achieved job stability to supporting ongoing success at their place of employment.

Program Eligibility

1. Applicant is a citizen or noncitizen authorized to work in the United States
2. Applicant meets the Admission Criteria Guidelines
3. **(Male applicants only)** Applicant meets Military Selective Service registration requirements
 - Information on who must register: <https://www.sss.gov/Registration-Info/Who-Registration>
 - Check a registration here: <https://www.sss.gov/Home/Verification>

Waitlist for Supported Employment Program

To be added to the Supported Employment Program waitlist:

1. Ensure applicant meets all program eligibility requirements
2. Complete Supported Employment Referral form
3. Submit Supported Employment Referral form to Program Director at aabramo@arcaustin.org

Once you have submitted your program referral, the Program Director will confirm that you have been added to the waitlist. Applicants are enrolled into the program as availability opens.

ADMISSION CRITERIA GUIDELINES

- Participants must be at least 18 years of age
- Participants must have a documented intellectual or developmental disability
- Participants have completed high school with a diploma, certificate of completion, Individualized Education Program (IEP) or equivalent
- Participant must be completed with an 18+ vocational training programs through their high school
- Participants are able to communicate effectively and appropriately with others
- Participants have own cell phone before entering the program, so program personnel and employer can maintain contact
- Participants should have the ability to meet hygiene and toileting needs independently.
- Participants are able to safely get around work environment independently after initial orientation
- Participants should have the ability to focus independently for a minimum of 1 hour with minimal redirection.
- Participants are able to actively participate in completing employment applications and interview process
- Participants have basic safety skills in unsupervised settings
- Participants have a personal desire to learn new skills and to be successful in employment
- Participants are interested in and capable of using public transportation to access the worksite if needed
- Participants should have the ability to have self-control when working in a group setting, e.g. No biting, hitting, tantrums, or elopement issues.
- Participants should have the ability to prepare their own food and eat independently.
- Participants should have the ability to self-medicate. The Supported Employment staff and employers cannot handle medication.

Supported Employment Services Referral

Instructions

Follow the instructions below when completing this form:

- Complete the form, answering all applicable questions
- If a question or section does not apply, enter “Not Applicable” or “N/A” and explain why
- Before faxing, emailing or mailing to the provider, review this form to ensure that all applicable questions have been answered

Note: Completing and submitting this form indicates interest in The Arc of the Capital Area’s Supported Employment program. Completion of referral **does not** guarantee immediate placement in the Supported Employment program. Completed referral forms are submitted to the Support Employment Interest List for review.

Participant Identification Information

Participant Name: Click here to enter text.	(check appropriate box) <input type="checkbox"/> Participant has legal guardian <input type="checkbox"/> Participant is their own guardian	
Primary contact number: Click here to enter text.	Secondary contact number Click here to enter text.	
Street Address: Click here to enter text.		
City: Click here to enter text.	County: Click here to enter text.	Zip Code: Click here to enter text.
Email Address: Click here to enter text.		
Date of birth: Click here to enter text.		
Participant disability: Click here to enter text.		

Alternate Contact Person Identification Information

Alternate contact’s name: Click here to enter text.	<input type="checkbox"/> Participant is primary contact <input type="checkbox"/> Alternate is primary contact	
Alternate contact’s relationship to customer: Click here to enter text.		
Alternate contact’s email address: Click here to enter text.		
Alternate’s primary contact number: Click here to enter text.	Alternate’s secondary contact number Click here to enter text.	

Eligibility for Supported Employment Services

Note: Documentation will need to be provided at later date to verify customer's eligibility for Supported Employment services

WIOA Adult Eligibility (check appropriate boxes):

- Citizen or noncitizen authorized to work in U.S.
- Meets Military Selective Service registration requirements (**males only**)
- Meets Arc of the Capital Area's Admission Criteria Guidelines (see attached)

Referral

Please check all that apply to participant:

- Participant has been employed previously
- Participant has volunteered or held internship position previously
- Participant has completed some vocational training
- Client of The Arc of the Capital Area
- Participant of the ACC STEPS program
- Participant of the AISD Go Project
- Participant has personal transportation
- Participant has access to reliable public transportation
- Participant needs support to secure reliable transportation

Additional Comments

Click here to enter text.

Referral completed by: Click here to enter text.

Date: Click here to enter a date.