



Butte County SELPA  
WorkAbility Procedures and Services  
2020-2021



Dear Teachers and School Staff,

We have held off on sending this out to all of you, and made multiple changes as new guidelines have been released, but we are finally ready to share with all of you the plan for this school year. We are in the midst of yet another unprecedented school year, and we want you to know we are here to support you and your programs in any way we can.

We were able to expand our partnership with the Department of Rehabilitation (DOR), and double the size of our We Can Work contract! With that, we were able to bring our part-time job developer into a full-time position, and now have 3 full-time job developers to work with our schools. You may see a shift in who your contact person is from our office, but we are all here to meet your needs and the needs of the students.

We are continuing to add to our mini-lesson curriculum, and have provided a list of subjects under the Services Offered section. If there is something you would like a job developer to come speak to your class about, don't hesitate to ask, we love to develop new things to benefit the students! We are adjusting to the virtual/distance learning environment, and will be available for presentations and lessons remotely at your convenience.

With the expanded contract also comes expanded work experience hours! The Work Experiences this year are 95 hours per student 16+, and we are still offering the 10-Hour projects for the 14-15-year-olds as an introduction to work. We are also partnering with the Department of Rehabilitation more this year to supplement these hours for students needing or wanting more experience after they are finished with their hours in our program(s). That being said, safety is always of utmost importance, and in the current pandemic, we will not be placing students at this time. Work experiences will resume once our schools are allowed to resume in-person activities. We will have a release of liability which will need to be signed in advance by students and parents and will be providing any necessary PPE at which time we are allowed to resume our work experiences.

Lastly, I want to thank each and every one of you for the work you are doing. I am grateful for the amazing staff we have supporting and advocating for our students throughout the county, and I am very proud to stand and support your efforts in any way possible. Please do not hesitate to contact me if you have any questions, concerns or needs.

*Julie Romero*

Julie Romero  
Manager, Employment Services

## WorkAbility Eligibility Criteria:

Students eligible for WorkAbility services must have the following:

1. Must have a current IEP
2. Must be 16 years or older to be eligible for an Individual Placement
3. Must be 14-15 years old to be eligible for a Special Project

## Placements:

*Individual/summer (white folder):* Individual Placements will open beginning August 15, 2019. Students who are 16 years of age and older are eligible to work up to 95 hours (earning minimum wage) working at a business located within their community. Student placement sites are determined based on the student's interests and skills, as well as availability and signed agreement with local businesses. All students seeking an Individual Placement need to complete and submit the following documents and meet the below criteria:

1. Social Security Card (*Original needs to be seen by job developer and copy submitted with folder. If original cannot be obtained, an original birth certificate can be used and a copy of each submitted with the folder.*)
2. Current picture identification (*ex. student ID, school record, CA ID, driver's license, passport, or military ID will be accepted.*) *Original needs to be seen by job developer and copy submitted with folder.*
3. Copy of current IEP Information/Eligibility Form (1<sup>st</sup> Page only)
4. WorkAbility Student Application
5. Current Resume
6. 3 applications from businesses (*applications do not need to be filled out. If business directs student to their website for an application and the application is not able to be printed, student needs to note the website they found the application on*)
7. Job Readiness/Scan Self Evaluation
8. Verification of 90% school attendance
9. Work Permit Application for students under 18 (*student may pick this form up in their school attendance or counseling office*) *parent/guardian signature required*
10. List or documentation of current Vocational Assessment
11. Completed I-9 and W-4 Form
12. Completed Emergency Contact Information Form
13. Completed Film, Photography, and Video Permission Slip (*parent/guardian signature required*)
14. Completed Emergency Medical Form (*parent/guardian signature required*)
15. Completed Student Placement Contract (*parent/guardian signature required*)
16. Student must be capable of working independently, as there are no job coaches available to support student workers on a job site, and must have transportation. \*There is an exception for our adult transition programs, as those classrooms are able to provide transportation and job coaching for their students.

Teachers will need to complete the following forms for each student seeking an individual placement:

1. Student Job Readiness/Scans Evaluation
2. Student Pre-Employment Competency Checklist
3. Make sure student folder is complete before contacting assigned Job Developer to pick up

Special Projects (red folder): Special Projects provide support and extra help to Butte County communities. For example: YMCA events, Durham Spookfest, Gold Nugget Days, Clean-up Projects, etc. They give students an opportunity to gain introductory work experience. Special Projects may begin in September 2019 and will continue throughout the school year. The students will earn minimum wage. The Job Developer assigned to your school is in charge of selecting the Special Projects for the year and giving teachers and students ample time to complete all necessary documents. Special projects are designed specifically for 14-15 year old high school students (16 and older students who are not ready for an individual placement this year, may also apply for a special project). Special Projects will not exceed 10 hours of paid work experience. All students seeking a Special Project need to complete and submit the following documents:

1. Student information (located on Special Project flyer) (parent/guardian signature required)
2. Social Security Card (*Original needs to be seen by job developer and copy submitted with folder. If original cannot be obtained, an original birth certificate can be used and a copy of each submitted with the folder.* Original needs to be seen by job developer.
3. Copy of current picture identification (*ex. student ID, school record, CA ID, driver's license, passport, or military ID will be accepted*).
4. Copy of current IEP Information/Eligibility Form
5. Completed Work Permit Application (*student may pick this form up in their school attendance or counseling office*) (parent/guardian signature required)
6. Completed I-9 and W-4 Form
7. Completed Emergency Contact Information Form
8. Completed Film, Photography, and Video Permission Slip (parent/guardian signature required)
9. Completed Emergency Medical Form (parent/guardian signature required)
10. Completed Student Placement Contract (parent/guardian signature required)

***\*Students are not allowed to be paid while earning school credit per education code. If a student is working during school hours, they must not be earning academic credit at the same time (this would equate to paying a student to go to school).***

### **Placement Deadlines:**

Individual Placements (including summer): May 1, 2021\*\*\*

Special Projects: Deadlines are posted on all Special Project flyers

***\*\*\*Students who fail to complete folders by the given deadlines are not guaranteed a placement.***

**\*\*\*\*In the case of student referrals exceeding WorkAbility funds for placement, students will be placed in the following priority: graduating seniors, date completed folder received. Keep in mind, placements will be happening throughout the year, so if there is a senior that would like to participate, I would recommend turning in a folder early to reserve a space, even if they request we wait to place them until later in the year.**

### **Materials and Supplies:**

All material and/or supply requests need to be emailed to Julie Romero for approval ([juromero@bcoe.org](mailto:juromero@bcoe.org)). Please provide a detailed summary of the purpose for each item being requested. Please be mindful that the WorkAbility Program can provide only career and vocational based materials for high school students with current IEP's and should be used to supplement, **not** supplant.

Resume Paper is available to each SPED teacher for student use. Please send a request with the number of boxes you will need for this year.

WorkAbility will strive to continue to provide proper work attire based only on dress requirements for their job placement and students who are in dire need. **WorkAbility is not funded to provide work attire for every student.** For students completing a work experience, we have navy polo shirts available. Pants and/or shoes will be approved on a case-by-case basis.

WorkAbility can provide bus passes for students to get to and from their work site as well as teacher career related field trips, with the intent of mobility training (a detailed summary must be provided and emailed to Julie Romero prior to purchase).

WorkAbility keeps a library of curriculum and assessments, some to check out and return, and others that are consumable for the students to keep. The list below is what we have on hand at this time.

### **Current List of Student Resources/Assessments Available (Consumables):**

- IDEAS: Interest Determination, Exploration and Assessment System
- COPS II: Intermediate Inventory
- Career Exploration Inventory EZ
- Careers for Me (Special Needs, Plus and 2)
- Self-Directed Search
- Quick Job Success Guide
- Career Planning and Educational Choices
- Career & Life Explorer
- Planning Transitions for Young People with Disabilities: A Workbook for Parents and Students
- Pre-Employment Transition Solution
- Barriers to Employment Success Inventory
- Getting the Job You Really Want Workbook
- COIN Career Targets (\*No longer being published, ~900 in stock)

- Life-Files: accordion portfolio for important documents, resumes, and achievements

Available for Check-Out:

- Getting and Keeping a Good Job (instructor's Resources CD and Students Workbooks)
- James Stanfield's Transition Curriculum Series
- Work Assessments (Stanfield)
- LifeSmart Curriculum (Stanfield)
- Making the Effort Curriculum (Stanfield)
- Attainment's DVD Series: Everybody's Working, Getting There, and It's All Part of the Job
- First Job Survival Skills 2 Video Series (Stanfield)
- Get a Job Curriculum
- Job Ads and Career Paths Workbook
- Getting the Job You Really Want DVD Series (10 videos)
- Promoting Successful Transition to Adulthood for Students with Disabilities
- Get Ready, Get Set, Work! Preparing Individuals with Special Needs to Thrive in the Workplace
- Soft Skills Training: A Workbook to develop skills for employment
- Teaching Pre-employment skills to 14-17-Year-Olds: The Autism Works Now! Method
- Attainment supplemental material for PreETS curriculum and workbooks
  - Explore Social Skills
  - Look 'n Cook Microwave
  - Explore Your Community
  - AT Profile
  - Health Advocacy Program
  - Whose Future is it?
  - Exploring Budgeting
  - Safety Skills Reader
  - Scripted Vocational Role Plays
  - Life Skill Stories
  - Aligning Life Skills to Academics
  - Living on your Own Survival Guide
  - Explore Personal Care

A full menu of curriculum and assessment material available from the WorkAbility office is available with descriptions of each, or you can always request samples to review. We keep quite a bit of inventory on hand for each consumable, but please note, if large quantities are requested, or multiple requests come in at the same time, there may be a waiting period before you receive your supplies. If you would like to request something not on our list, please send the request via email for review to Julie Romero.

## **WorkAbility Services Offered for 2020-2021:**

**Classroom Presentations:** Presentations will be scheduled beginning October 2020 through December 2020. 9<sup>th</sup>-12<sup>th</sup> graders will receive an introduction to WorkAbility presentation paired with a presentation relating to required soft skills, social skills, and pre-employment skills to assist in preparing students for competitive employment. These presentations are a part of our grant requirement and are mandatory, even for students not interested in participating. We are required to inform them about the program and let them know they are eligible. We will schedule make-up presentations to reach students that are unable to attend the first time around starting in January.

**CA Career Zone:** We have purchased licenses for this web-based service. There are 800 licenses per year, and once a student has an account, it does not expire. We will not have to delete student accounts each year in order to stay under our license cap. Instead, we will have 800 brand new licenses each year to issue out to students, and graduated students will still have access. There are other new features with this site, including updated assessments, and localized employment data. Training is available from the WA1 Staff by request.

**Guest Speakers:** WorkAbility will strive to provide guest speakers this year upon request by the teacher and availability of requested guest. Please email your assigned Job Developer to assist you with setting up a guest speaker of your choice. At this time, this will likely be through use of Zoom or Google meet.

**Mini Lessons:** Job developers are available for additional classroom presentations upon request. This offers a great opportunity to get the job developers back in the classroom and in front of the students to build relationship and rapport. Presentations will be one class period in duration, and can be provided on the following topics:

- Filling out employment documents: I-9 and W4 documents can be intimidating and frustrating for students. We will go through the documents and how to fill them out, explaining the different options.
- CA ID Card: We will bring copies of CA ID Card applications and pamphlets for classes interested in learning how to obtain these crucial IDs. We will walk through the application together and explain the process at the DMV including what other documents will be needed.
- Cash Handling/Register Training: We have working cash registers, as well as some plastic food and worksheets for students to gain experience and confidence in cash handling. We have several models for activities surrounding this, from partner driven activities for making change, to rotating groups of shoppers, checkers and register handling.
- Interview Practice: Group interview practice with guidelines and time permitting, individual practice. For a more challenging experience, interviews can be done in front of the class with discussion after.
- JENGA career game: Career and job readiness questions mixed with a game of giant Jenga, or several smaller games of Jenga make for a fun and educational lesson.

- Kahoot! Learning Games with career focus
- The Price is Right classroom games with real, local item prices
- Career Bingo: Career Exploration Activity, adaptable to different levels and abilities
- Hygiene and Professionalism
- Cursive and Signatures

Transition Fair: WorkAbility will partner with SELPA to provide a transition fair every other year for students and their families. In addition, there will be a SELPA-hosted resource fair with a training for teachers and staff with an opportunity to connect with agencies and community partners that have services benefitting our students.

12<sup>th</sup> Grade Transition Handbooks: WorkAbility will be offering a Transition Handbook printed and/or online for graduating seniors. This handbook will include the following resources: Local Resource Information (ex. Dept. of Rehabilitation, Far Northern, Alliance for Workforce Development, etc.), Local College Information, Personal Record Keeping Reminders, Employment Tips, Online Career Information, Budget Worksheet, and more! <https://buttecountyselpa.org/> (click “Our Services” and then click on WorkAbility). If you would like to receive any printed copies for your seniors, please send a request with the number desired, and we will happily print them out for you in color.

IEP Attendance: WorkAbility staff is available on a first-come, first-served basis to attend transition IEPs for seniors. We will bring program information for the parent/guardian, any work experience evaluations if they have participated in the program, as well as some transition resources, like the handbook, for them to take home.

Verification of Reduced Fee CA Identification Card: WorkAbility would like to encourage all students to apply for a California ID Card as students now must have a valid CA ID in order to cash their checks or open a bank account. WorkAbility has a form for students who would like to obtain a CA ID card, but are in financial need which brings the fee down to \$8.00 (the parent and/or student is responsible for paying the \$8.00 DMV fee, not WorkAbility). Student must be eligible for free or reduced fee lunch. Please email Julie Romero ([juromero@bcoe.org](mailto:juromero@bcoe.org)) to request the proper form. The email must include the student’s full legal name, date of birth, and current address in order for the form to be completed and submitted to the student. Instructions for parents and students are notated on the reduced fee form, and a pamphlet will be provided with additional information and acceptable identification documents.

Facebook and Padlet Pages: WorkAbility manages two webpages with resources and materials. The Facebook page is intended for students and families to get information about local jobs or job fairs, articles relating to employment, and articles written by our local WorkAbility team. The page will be updated by Wednesday of each week. The Padlet is intended for job developer and teacher use and contains WorkAbility resources, such as the SSI Student Earned Income Exclusion description, the transition handbook and this year’s powerpoint presentation.

- [www.facebook.com/bcoeWorkAbility](http://www.facebook.com/bcoeWorkAbility)
- <https://padlet.com/jromero07004/WorkAbility>



**Butte County SELPA WorkAbility Team:**

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**School Assignments:** Biggs High School, Durham High School, Esperanza Continuation High School, Gridley High School, Hearthstone, Pleasant Valley High School, Table Mountain School.

Lynn Bakke, Job Developer

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**School Assignments:** Bases, Come Back Butte Charter, Home Tech Charter, Ipakanni Early College Charter, Las Plumas High School, Oroville Adult Education Career and Technical Center, Oroville High Community Day, Oroville High School, Paradise Adult Ed, Paradise eLearning Academy, Paradise High School, Pearson Center, Prospect High, Ridgeview High School.

Sharon Byrne, Job Developer

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**School Assignments:** Academy for Change, Butte CORE Charter, Butte County Community School, Center for Alternative Learning, Chico High School, Fairview High School, Inspire Charter School, Oakbridge, Oakdale Secondary.

## WorkAbility Flow Chart

