



Butte County SELPA
WorkAbility Procedures and Services
2021-2022



Dear Teachers and School Staff,

Welcome back! I hope you all had a restful and relaxing summer after such a crazy year! As we start yet another unprecedented school year, we want you to know we are here to support you and your students in any way we can.

We are continuing to expand our partnership with the Department of Rehabilitation (DOR), and have doubled the size of our We Can Work contract! We are also partnering with Far Northern Regional Center (FNRC), and will begin implementing some additional services and referral protocol to both DOR and FNRC this coming school year! We have written and received state approval on our local partnership agreement between our three agencies and are working to put it all into practice. (If you are interested in seeing the agreement, I can provide a copy, or you can find it at <https://www.chhs.ca.gov/home/cie/elementor-11522/> under 5 Counties Local Partnership Agreement).

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!

The Work Experiences this year are 45 hours per student 16+, and we are still offering the 10-Hour projects for the 14-15-year-olds as an introduction to work on a limited basis. Through our partnership with DOR, we are offering a limited number of 85 hour placements for students that need the extra training, or that may benefit from a direct hire with enough training and exposure. We will work with you all to make sure we are getting the most out of the resources we have to offer.

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 September 1, 2021.

Students who are 16 years of age and older are eligible to work up to 45 hours(WA1) or 85 hours(WCW) 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 agreements 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 (1st 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 2021 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 6, 2022***

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.**

Case Load and placement numbers for 2021-22:

Lynn – 465 students

Fall: 9 placements

Spring: 25 placements

DOR: 20 placements

Danielle – 454 students

Fall: 8 placements

Spring: 24 placements

DOR: 20 placements

Sharon – 417 students

Fall: 8 placements

Spring: 24 placements

DOR: 20 placements

Materials and Supplies:

All material and/or supply requests need to be emailed to Julie Romero for approval (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](#) and [CEI-EZ](#)
- [Employability Skills Inventory](#)
- [Work Readiness Inventory](#)
- [Work Motivation Scale](#)
- [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 \(*No longer being published, ~900 in stock\)](#)
- [Transition Ahead: Lesson Plans for Life Beyond High School](#)
- 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 JobSmart 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 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](#)
- [Able to Work, Job Outlook](#)
- [Essentials of Transition Planning](#)
- [The ASD Independence Workbook](#)
- [Evidence-Based Instructional Strategies for Transition](#)
- [Demystifying Transition Assessment](#)
- [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 2021-2022:

Classroom Presentations: Presentations will be scheduled beginning September 2021 through December 2021. 9th-12th 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. <https://bcoe.cacareerzone.org/>

The Big Interview: New this year is a web-based interview practice platform that uses video and AI to give the student feedback. It also has the ability to have classmates, teachers, parents and/or their job developer rate and give feedback on their interview. We have the ability to construct our own questions and adjust for ability level. <https://buttecountyselpa.biginterview.com/>. They have provided a [student guide](#) for us, and will provide training and technical support. I can also come and demo at each site if you are interested in using this platform.

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
- Customer Service and phone skills

Transition Fair: WorkAbility will partner with SELPA to provide a transition fair every other year for students and their families. This will be happening in spring 2022, and the dates will be announced this fall. We will have vendors with information for our students and families along with fun prizes and activities.

12th 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), or free for foster/homeless youth. Student must be eligible for free or reduced fee lunch. Please email Julie Romero (juromero@bcoe.org) or your job developer. 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 three 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. There are two Padlet pages. The first 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. The second is for parent and student resources.

- www.facebook.com/bcoeWorkAbility
- Teachers: <https://padlet.com/jromero07004/WorkAbility>
- Parents: <https://padlet.com/jromero07004/ButteWA1>

Butte County SELPA WorkAbility Team:

Aaron Benton, SELPA Director

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Julie Romero, Manager Employment Services

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Carla Geyer, Administrative Assistant

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Danielle Bailey, Job Developer

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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 School of Arts & Sciences, Oakbridge, Oakdale Secondary.

WorkAbility Flow Chart

