**We Can Work (WCW) Contract**

**Implementation Guidance**

The WCW contracts are funded by Department of Rehabilitation (DOR) to provide DOR Student Services work based learning experience, as directed by the Workforce Innovation and Opportunity Act (WIOA) for students with a disability (SWD), ages 16 through 21, who are in high school, and either potentially eligible for or recipients of DOR services.

DOR Student Services work experience consists of short-term placements either on or off campus. Work experience may include paid/unpaid internships, paid/unpaid employment, summer work experience, work exploration, and job shadowing. The student may participate in more than one work experience placement. Work experiences are intended to be temporary placements to gain experience in the workplace, but not obtain a permanent job. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills. Work experience is not intended to be training in specific occupational skills. However, as a result of the experience, the student may gain skills.

**Work Experience Placements**

Any paid or non-paid work experience activities will:

* Comply with the Department of Labor regulations, including rules for volunteer placements if the work experience is unpaid.
* If it is a paid work experience, the contracting school will be the employer of record
* Students will be paid at least minimum wage
* Students may participate in up to **100** hours of work experience hours

**Referral**

Referral Criteria

Each contract defines the number of referrals for each fiscal year. Students referred to and receiving services from the WCW program must meet **all** of the following requirements:

* Are still attending high school
* Eligible for DOR services or Potentially Eligible
* Participating in special education or be eligible for a 504 plan or have a disability
* Are not younger than 16 or older than 21 years of age

Potentially Eligible

The Department of Rehabilitation now has the ability to provide DOR Student Services to students who are Potentially Eligible (PE). The purpose of offering this service to PE students is to offer an early intervention to students with disabilities to support their participation in activities to maximize opportunities for future success.

A PE student is a student with a disability, ages 16-21, participating in either a secondary or post secondary program, and has not yet applied for DOR Services.

DOR has developed a new Potentially Eligible case type to provide DOR Student Services to potentially eligible students. This case type may be used by the DOR Counselor when referring a SWD for WCW services.

Referral Process

The WCW contractor and DOR liaison should work collaboratively to define a coordinated referral process. This can be a reciprocal process used either to refer from the WCW to DOR or from DOR to the WCW contractor. The referral process should include:

* Coordination and completion of the required DOR documents or DOR Student Services Request Form (for PE students).
* A referral form
  + Student contact information
  + Disability information
  + Identification of any known barriers to employment

**Referral Process**

|  |  |
| --- | --- |
| **DOR ROLE**   * Coordinate intake interviews with the WCW contractor * Conduct DOR intake * Ensure that all necessary documents have been received for DOR enrollment | **WCW Contractor Role**   * Select students to be referred for WCW services * Assist DOR participant with DOR documents * Assemble DOR referral packet, that will include school disability documentation and DOR documents   Note: Staff Time spent preparing documentation and referring students to DOR may not be charged to the DOR We Can Work Contract. |

* **A referral form template has been attached; the template may be modified to suit your program’s specific needs.**

**DOR Enrollment/Eligibility & IPE Development**

|  |  |
| --- | --- |
| **DOR Role**  **DOR Participants Served through the Potentially Eligible Case Type**   * Complete form 205 DOR Student Services Agreement * Assign the DOR participant to the WCW fund source   **DOR Participants Served Through the Vocational Rehabilitation (VR) Case Type :**   * Determine DOR eligibility * Assign the DOR participant to the WCW fund source * Develop DOR participant IPE | **WCW Contractor Role**   * Provide DOR with any additional documentation needed |

**IPE Sample Language**

The DOR participant will participate in a DOR Student Services work based learning opportunity (work experience) provided through the We Can Work contract with **XXX** school district.

**DOR Fund Source**

A fund source has been created specifically for the WCW contracts. The WCW fund source **MUST** be assigned to the DOR participant’s case by DOR. The fund source should be end dated when the DOR participant is no longer receiving work experience services from the WCW contractor.

**Service Authorization & Delivery**

|  |  |
| --- | --- |
| **DOR Role**   * Write an authorizing case note for WCW services * Provide a copy of the authorizing case note to WCW program to initiate services * Communicate with the WCW program to update on the status of WE placements * Upon completion of WCW services the DOR Team will continue to provide DOR services to DOR participants based on the participants IPE. Potentially eligible DOR participants may continue receiving additional DOR Student Services as identified on their DOR Student Services Agreement form, or have their case record closed if no additional DOR Student Services are requested. | **WCW Contractor Role**   * Include DOR authorizing case note in case record * Develop and coordinate work experience placement activities * Network with employers to develop WE placements * Maintain a job bank for DOR participants who are participating in the WCW program. * Contact DOR SVRC when the DOR participant has been placed in a WE * Monitor participant progress at work experience sites * Conduct follow-up services with employers and participants |

**Service Documentation**

|  |  |
| --- | --- |
| **DOR Role**   * Maintain copies of the WCW monthly progress reports in the DOR participant case record * Maintain case notes of contact with WCW program and/or DOR participant | **WCW Contractor Role**   * Prepare and maintain DOR participant record of contract services, such as case notes * Submit written progress reports to the DOR counselor on a monthly basis as long as the DOR participant is actively participating in WCW contract services |

* **A monthly progress report template has been attached. This**

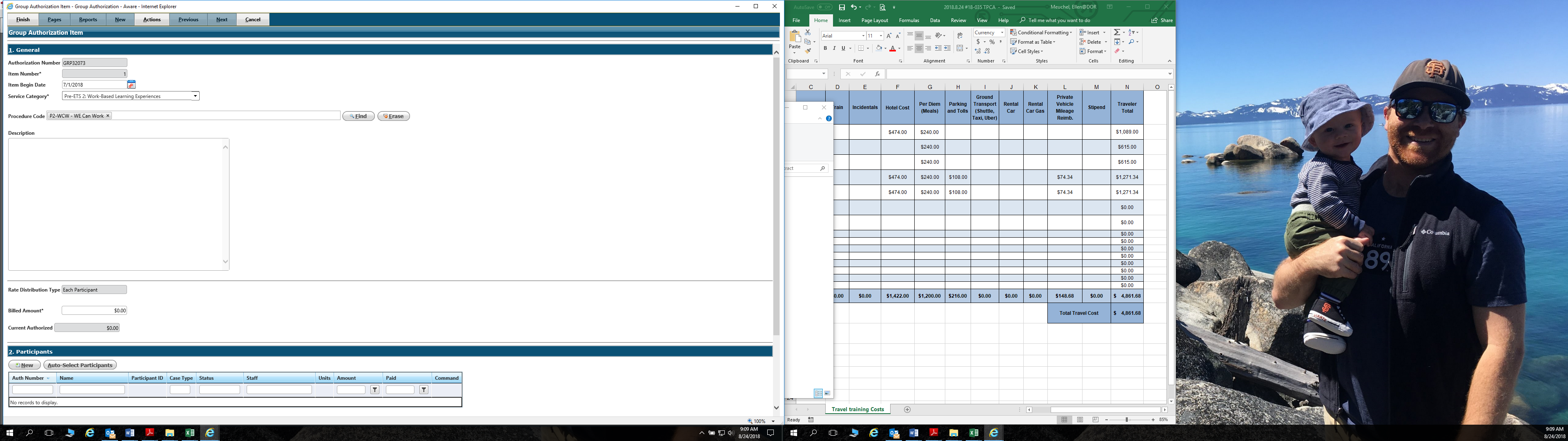
**template may be modified to meet the WCW program needs.**

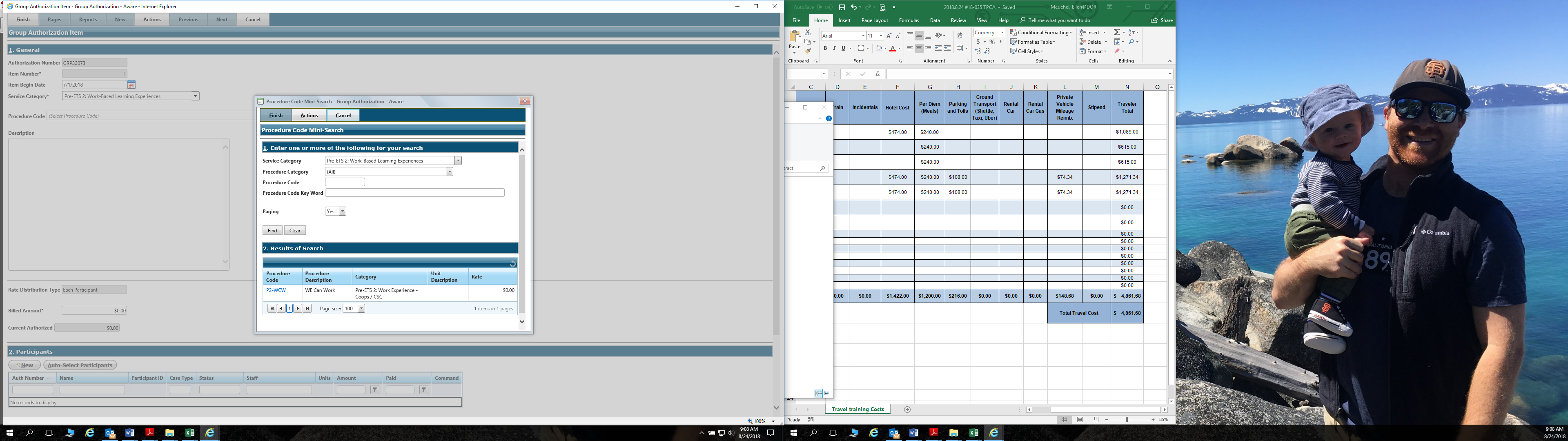
**Contract Administration, Invoicing & Supporting Documentation**

|  |  |
| --- | --- |
| **DOR Contract Administrator Role**   * Oversee the contract budget and outcomes * Meet with the contractor at least quarterly or more often as needed * Process service invoices using the group authorization process * WCW Fund Source will be used for Group Authorization * Procedure code 148 will be used for Group Authorization * Review DOR participant list attached to Service Invoice to select DOR participants to be allocated cost on the Group Authorization * Submit the **original**  approved WCW SI to the DOR Accounting Services Section * Reconcile the AWARE DOR participant list with the WCW program active DOR participant list monthly * Review contract staff PARS and supporting documentation biannually, or more often as appropriate * Maintain documentation supporting invoiced costs for 5 years from the last invoice date | **WCW Contractor Role**   * Monthly completion of a Personnel Activity Report (PARS) for WCW contracts with personnel line items.(**Sample attached**) * Contract Staff must prepare a list of all DOR participants served monthly and attach to the monthly PAR * Prepare and submit monthly DOR Service Invoice to the DOR Contract Administrator (**attached**) * Compile a list of DOR participants served within the month and submit with the monthly service invoice * Include documentation on the monthly list of where the DOR participant was placed in work experience * Maintain documentation supporting invoiced costs for 5 years from the last invoice date |

**Group Authorization Sample**

**This screen shows the search pop up box to select the appropriate contract fund source.**





**This screen shows the selection of the Procedure Category – P2-WCW, “Pre-ETS 2: Work Experience – Coops/CSC” on the Group Authorization.**

**PARS**

A PAR is used by a contract staff person to document the after-the-fact distribution of time to each program and account for total time worked for all programs/activities.

A PAR must be completed for each individual contract staff person documenting: Hours worked for each program activity, total hours worked for each program activity, total hours worked in all programs/activities.

For additional instructions and detailed information on PARS, please refer to page 65 of the July 2017 DOR Contract Handbook. (**Attached**)

The contract agency must send the DOR Contract Administrator a monthly contract agency list of all DOR participants served by all contract staff for the monthly invoicing period. For additional instructions and detailed information on participant listings please refer to page 73 - #3 of the July 2017 DOR Contract Handbook. (**Attached**)

**Invoicing**

The WCW contractor must submit the We Can Work Service Invoice (WCW SI) monthly to the local DOR contract administrator. The monthly invoice is the vehicle to request reimbursement from Department of Rehabilitation (DOR) for allowable costs incurred by providing contract services to We Can Work DOR participants. The WCW SI should be submitted no later than the 20th business day for the preceding month’s expenditures. (WCW SI attached)

For additional instructions and detailed information on invoicing, please refer to the DOR Contract Handbook July 2017, page 43 (**Attached**).

**Supporting Documentation**

In addition to a copy of the WCW SI, the contractor must maintain documentation to support the amounts billed, including contract staff PAR, staff and student payroll information and expenditure documents in compliance with the contract and state and federal requirements for contract monitoring and auditing purposes. **The documentation must be retained for at least five (5) years after final payment** under the contract or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the five (5) year period, whichever is later.

**LEA Accounting Resource Code**

The California Department of Education (CDE) has determined that local educational agencies should use Resource Code 5810, Other Restricted Federal, to account for the “We Can Work” contracts.

For further guidance and questions please contact the Cooperative Programs Section Specialist, David Cabrera at [david.cabrera@dor.ca.gov](mailto:david.cabrera@dor.ca.gov) , or (916) 558-5424.