

## Division of Vocational Rehabilitation (DVR) Technical Specifications: Internship/Temporary Work Experience

**Effective July 1, 2016 to June 30, 2017**

(Revised: July 21, 2016)

### Description of Service Category

Internship/Temporary Work (I/TW) is defined as time-limited paid work experience. This service is designed to impart in-depth knowledge of day-to-day work requirements in a competitive integrated setting for DVR consumers. The purpose for the placement may be to try a job, determine an appropriate vocational goal, determine readiness for employment, determine need for rehabilitation technology and/or job accommodations, work hardening, development of a current work reference, or to develop new skills. Temporary work can be provided as a service to a consumer when it is necessary and appropriate for the achievement of the employment goal.

The temporary work site should be in an integrated community work site consistent with consumer's interests and employment goal and where the consumer is paid at or above minimum wage, but not less than the prevailing and customary wage and level of benefits paid by the site employer. Wages are provided via an employer of record (EOR) service and are a separate transaction/service to the consumer.

**Service Provider:** Provider authorized by DVR to set up job site and monitor throughout the duration of the I/TW.

**Site Employer:** Company in which the consumer is completing the internship/temporary work experience.

**Employer of Record (EOR):** All wages for internship/temporary work experiences are paid by DVR's EOR, Opportunities Inc.

When providing this service, the service provider shall reference the following DVR website for the required process information and links to the agreement and forms.

[http://dwd.wisconsin.gov/dvr/service\\_providers/internship/default.htm](http://dwd.wisconsin.gov/dvr/service_providers/internship/default.htm)

[Link to Roles and Responsibilities Document\(s\)](#)

Note: All elements listed in the Roles and Responsibilities document serve as part of the technical specifications and are required to be completed by the Service Provider.

**Service(s):**

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<b>Internship/Temporary Work Experience</b>	Time-limited paid experience in a competitive integrated work environment.	60 days from authorization	1.) I/TW Placement monthly report 2.) I/TW Placement final report	\$625  Paid upon completion of I/TW

**An Authorization for Services is required from DVR before any services can begin.**

**Service– Internship/Temporary Work Experience**

- An Internship/Temporary Work will typically range from two weeks to three months and should not exceed 90 calendar days. The timeframe for the temporary work placement should be individualized and should be selected based on the purpose of the placement and should include consumer and employer input. If there is a need to continue an Internship/Temporary Work beyond 90 days or to complete another within 15 business days of the first, an exception will need to be approved by the WDA Director.
- Temporary work services *should not* be provided for the purpose of maintenance (i.e. to meet the financial needs of the consumer).
- Each site should be developed on an individual basis for each consumer based on their skills, interests and the stated purpose of the internship/temporary work. The service provider should refrain from developing dedicated positions for temporary work at a set location or employer which would in effect become a non-integrated position or “slot” for a consumer.
- Internship/Temporary Work may be used as a stand-alone service or in conjunction with job coaching, supported employment, job development and placement, etc.
- When an Internship/Temporary Work site is developed the service provider must submit a proposal to the consumer and DVR for approval. The consumer and counselor must agree the site is an appropriate placement and consistent with technical specifications.
- The service provider cannot place the individual at their place of employment or at a sub-contractor of their business and receive payment for developing the Internship/Temporary Work unless approved in advance by DVR Management.
- The service provider may obtain the payment for the job development hire fee in full if the Internship/Temporary Work evolves into a permanent job placement.
- If this service is being used as a standalone, e.g. as an assessment or not a part of job development/placement a report is required. (Monthly Job Search & I/TW Report)
  - If an internship is provided, whether the consumer is determined as Supported Employment or not, the hourly job coaching rate will apply. ONLY when a consumer in Supported Employment has a **permanent** job, is the Supported Employment monthly ongoing support rate applied.

[Link to Monthly Job Search & I/TW Placement Report](#) (DVR-18024-E)

[Link to I/TW Placement Final Report](#) (DVR-18025-E)

### **Service/Reporting Requirements**

Statewide DVR service and reporting elements are located in the required reporting template(s) found here: [Link to Required DVR Statewide Service Report\(s\)](#)

Reports are due within 5 business days of the end of the service or previous month if the service is continuing.

*\*\*\*If the service provider is seeking to use their own reporting template, the report must contain all the elements and follow the same sequence in the required DVR reporting template. Please email the DVR Program Development Specialist at [DVRSpecialContracts@dwd.wisconsin.gov](mailto:DVRSpecialContracts@dwd.wisconsin.gov) to submit a reporting template and request for approval.*

### **Billing Requirements**

Invoices for services should be submitted as described on the Authorization for Services, also referred to as the purchase order. Invoices must be received by DVR within 60 days of completion of the service. Properly submitted invoices will be paid within 30 days of receipt when reports and services have been delivered and accepted as specified.