

Division of Vocational Rehabilitation Internship/Temporary Work Consumer Handout

Internship/Temporary Work is defined as time-limited, paid work experience. This service is designed to provide information of day-to-day work requirements in a real job.

There are many reasons to participate in an Internship/Temporary Work situation. These reasons can include: a job try out to see if a job is a good fit for you, to help decide an appropriate employment goal, to determine if you are ready for employment or need to address barriers before a permanent job can be obtained, to look at the need for rehabilitation technology and/or job accommodations, to help build up stamina, to develop a current work reference, or to develop new skills.

A DVR service provider will likely assist in setting up your Internship/Temporary Work site. They will be your main point of contact with the site employer/business and DVR. They will monitor your progress and report to DVR. If you are under the age of 18, you will be required to obtain a work permit before you are able to begin the Internship/Temporary Work.

The wage paid will be the prevailing and customary wage and benefit level paid by the employer, and not less than minimum wage. **If you are receiving SSI or SSDI, you are to report the I/TW and wages earned to your local Social Security office. Please note that you should also tell the local Social Security office that the I/TW is through Opportunities Incorporated since your wages will come through them.**

The training you receive from the site employer will be the same as with any other employee. If you need job coaching, equipment, clothing or accommodations to participate in the Internship/Temporary Work arrangement, please discuss your needs with your DVR Counselor.

The Internship/Temporary Work may or may not be eligible for Unemployment Insurance (UI) benefits due to the type of employment, length of employment or type of employer; this determination is made by UI. Questions on this should be directed to UI.

The Internship/Temporary Work is temporary. There is no expectation that you will be hired permanently at the job, although you may be hired at the discretion of the employer. It will have a specific start and end date as well as a specific number of work hours that are approved. You will need to identify a mailing address to receive your wages via a payment card or sign up for direct deposit and get copies of identification documents needed for work. A list of acceptable documents is on Page 2. Wages will be paid by an Employer of Record service through a debit card/direct deposit on a weekly basis. Your hours will be verified by the site employer, and you should keep track of your work time. Additional information will be provided regarding wage payment when a site is set up.

Responsibilities:

- You will immediately notify the site employer if you have any medical emergency or illness.
- The Consumer/Employee will abide by workplace rules as specified in this agreement and any additional workplace rules as identified by the site employer.
- You will arrive on time and be ready to work.
- You will participate in work activity limited to the start/end date specified and the schedule included on this form.
- If a schedule change is needed that will change the total number of hours authorized notice, the Internship/Temporary Work provider should notify DVR.
- You will report earnings to any agency from which you receive economic assistance.
- I understand that this is not a permanent position and can be terminated by any party at any time.

- The Consumer/Employee with provide 5 days' written notice when possible to the site employer if the DVR Consumer/Employee wishes to terminate this agreement prior to the end date.
- Report any concerns with the Internship/Temporary Work to the Internship/Temporary Work Provider and DVR staff as soon as they arise so that they may be properly addressed.

Identification Required for Employment:

You will need one document from List A OR a document from List B *and* C.

List A - Documents that Establish Both Identity and Employment Authorization:

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. A passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

List B - Documents that Establish Identity:

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
(For persons under age 18 who are unable to present a document listed above)
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

List C - Documents that Establish Employment Authorization:

1. A Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document

6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

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