

**Department of Workforce Development
Division of Vocational Rehabilitation (DVR)
Internship/Temporary Work Site Business Information**

Internship/Temporary Work is defined as time-limited, paid work experience. DVR will partner with your business to help train a DVR consumer at your site. An agreement will be developed to reflect the roles and responsibilities of each party. This DVR service is designed to provide information of day-to-day work requirements in a real job for a DVR consumer.

The Wisconsin Division of Vocational Rehabilitation (DVR) provides professional consultation services to assist business owners to develop short and long-term strategies regarding diverse disability-related issues and to assist individuals with disabilities maximize their employment opportunities by helping them develop the skills that today's businesses are seeking in the workforce of the future.

An Internship/Temporary Work Situation:

- Will be from 10-90 days based on the needs of the business and consumer.
- Will allow for the business to "try out" a person who might fit well in the organization without a hire and allow the person to "try out" the job and business.
- Wages will be paid by DVR; wages paid will be the prevailing and customary wage and benefit level paid by the employer, and not less than minimum wage.
- Payroll, costs associated with Unemployment Insurance and Workers Compensation liability will be provided by an Employer of Record service. (Certificate available upon request.)
- Support will be provided to the site business to insure the smooth incorporation of the intern and address any individual needs.
- May be set-up by a DVR service provider or DVR staff person who will assist you and provide technical assistance in conjunction with a Business Services Consultant.
- Cannot be used to replace current employees and cannot result in others having reduced hours.
- Is not a permanent position and can be terminated by any party at any time.

Role of the Site Employer/Business:

- Will provide training for a DVR consumer.
- Will assist in completing the written agreement.
- Will maintain communication with the partners.
- If available, will provide a written job description.
- Will provide information to DVR so that payroll and liability coverage can be completed. This information is known to the business via human resources, accounting or payroll staff.
- Will verify hours via email or automated internet-based system weekly.

Who pays the wages?

DVR will cover the costs of training wages and related Workers Compensation and Unemployment Insurance through an Employer of Record service. The Employer of Record will provide a payroll service; cover associated costs of Unemployment Insurance, Workers Compensation liability insurance and process payroll related tax forms. In order for the liability to be correctly calculated by the Employer of Record, DVR needs to obtain two separate Workers Compensation codes: the business code and the position code are needed. Individuals that process payroll are most familiar with your codes. This may be the payroll department, human resource department, bookkeeper or accountant. The Employer of Record is:

Opportunities Incorporated
200 E. Cramer Street
P.O. Box 278
Fort Atkinson, WI 53538

If you require additional information or have questions, please contact your local DVR office:
<http://dwd.wisconsin.gov/dvr/ofcper.htm>

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