

## Internship/Temporary Work (I/TW) Process Checklist

- I/TW identified in IPE, or assessment needed, provider selected by DVR consumer. DVR staff provides and discusses I/TW handout and discusses required personal documentation and banking information required to work. Obtain information needed.
- I/TW purchase authorization completed by DVR staff to I/TW provider for site set-up and monitoring.
- I/TW site set up by I/TW provider. I/TW proposal submitted to DVR and approved and I/TW agreement form completed by I/TW provider with consumer and site employer. Includes completion of I-9, W-4, direct deposit or debit card application, check copy (if direct deposit chosen), written job description (if available) and Benefit Enrollment Form.
- I/TW provider sends DVR the completed I/TW agreement form for approval and position description (if provided). Notify DVR if a work permit is needed. Please see I/TW Guidance for further information regarding Work Permits: [https://dwd.wisconsin.gov/dvr/service\\_providers/internship/itw\\_guidance.pdf](https://dwd.wisconsin.gov/dvr/service_providers/internship/itw_guidance.pdf)
- DVR staff inform consumers (and/or guardian/payee) receiving SSI or SSDI that I/TW and wages need to be reported to the local Social Security office. The Employer of Record reported to the local Social Security office must be Opportunities Incorporated since the consumer's wages will come through them.
- DVR staff review I/TW agreement form and position description (If provided). DVR Staff confirms Site Employer is not delinquent on State of WI Delinquent Tax Payer web site. <http://www.revenue.wi.gov/html/delqlist.html> .
- DVR staff signs the agreement and completes purchase authorization to Employer of Record provider with separate lines. Line #1 for Total of hours X (wages X insurance multiplier) =Total with start and end dates. Line #2 for set-up fee and Line #3 \$10.00 Work Permit Fee (if applicable) designating alerts for receiving go to WDA assigned staff. DVR sends employer of record PO and signed agreement to I/TW provider.
- DVR staff includes purchase authorization number on I/TW agreement.
- DVR staff sends I/TW agreement and purchase authorization to I/TW provider.
- I/TW provider sends completed packet through the Employer of Record's **Employer Portal at least 1 week prior to the consumer's start date.** DVR staff, consumer/guardian, worksite, and service provider must all agree with **start date.** Packet includes: Completed I/TW agreement, W-4, I-9, direct deposit or debit card application, check copy (if direct deposit chosen, written job description (if provided), DVR PO for employer of record service and Benefit Enrollment Form.
- Employer of Record creates payroll record, sets up debit card or direct deposit. Employer of Record notifies I/TW provider and DVR with any problems regarding set up.
- Employer of Record contacts site employer via email to establish wage and hour's verification, payroll schedule, and time sheets.
- Employer of Record sends confirmation email to I/TW provider and DVR Counselor with "go ahead" message. DVR sends copy of the final I/TW agreement to the consumer and site employer.
- If I/TW is not going to start on expected start date, I/TW provider notifies DVR and Employer of Record immediately.
- I/TW provider maintains contact with site employer and consumer completing monthly reports to DVR.
- Site employer, in conjunction with the I/TW provider, verifies hours on a weekly basis via **the Employer Portal.** Must be received no later than 5 PM on Mondays every week.

- Employer of Record processes payroll weekly and invoices DVR CCP weekly, sending wage submission information to each WDA fiscal expert for receiving.
- Assigned VR staff completes receiving on all I/TW participants every week. Follows-up on discrepancies.
- I/TW provider notifies DVR consumer 10 days prior to end of I/TW to confirm end date.
- I/TW provider confirms end date with DVR staff for possible purchase authorization adjustment.
- I/TW ends. I/TW provider and Employer of Record invoice for final payment.

Revised: 04/2018