

Internship/Temporary Work Flow Chart

Internship/Temporary Work Process Steps ▶	Prior to Set-up ▶	Set-Up ▶	I/TW Begins and continues ▶	I/TW Ends ▶
DVR Consumer	Chooses I/TW service and provider. Reviews I/TW handout.	Signs I/TW agreement, W-4, I-9, completes Benefit Enrollment Form, provides identification and gets ready! If under the age of 16, consumer is required to have a work permit before beginning the I/TW.	Attends work as negotiated, maintains contact with I/TW provider and DVR, assists in weekly payroll processing. If receiving SSI or SSDI, report I/TW to local SSA office. Employer should be identified as Opportunities Incorporated.	Responds to Consumer satisfaction survey for I/TW provider.
DVR Counselor/Staff	Authorizes to I/TW provider.	Provides ancillary support IPE services (etc. transportation, supplies) Completes documentation-Authorizes Employer of Record wages and fee. Sends PO and I/TW agreement to I/TW provider.	Provides technical assistance as needed.	Utilizes information for case progress.
DVR WDA Fiscal Expert or Designated Staff	Provides technical assistance as needed.	Provides technical assistance as needed.	Receives on invoiced wages, adjusts purchase authorization as needed.	Receives on final invoice.
I/TW Provider	Begins site employer outreach.	Creates proposal, gets approval, Sets up job site, establishes wages, hours, start/end dates, completes I/TW agreement and other documentation (notifies DVR if work permit is needed & works with consumer to obtain work permit), sends agreement to DVR, once received back with EOR PO sends to EOR via the Employer Portal.	Monitors site, in conjunction with employer, verifies hours weekly to Employer of Record, due by 5 PM every Monday. Reports to DVR, 10 days prior to end confirms end date/hours with site employer, consumer and DVR staff.	Submits invoice for set-up and monitoring fee.
Site Employer/Business	Discusses and plans for I/TW.	Reviews expectations for employment with I/TW provider and consumer.	Provides worksite and associated training as negotiated, verifies hours weekly with Employer of Record. Due by 5PM every Monday.	Provides feedback to consumer and I/TW provider.
Employer of Record	Provides technical assistance as needed.	Establishes payroll record, establishes contact with site employer for hours verification process.	Processes payroll, verifies hours with site employer, sends documentation of paid wages to DVR WDA fiscal expert, sends payment card information to consumer.	Completes final payroll, invoices DVR.

(Updated: 04/2018)