

Internship/Temporary Work

The purpose of the Internship/Temporary Work service is to provide a paid learning experience that relates to the job goal of a DVR Consumer and assist in acquiring in depth knowledge of day to day work requirements. There is no expectation that the participant will be hired permanently at the worksite. An internship/temporary work is typically developed to last from 2 weeks up to 90 calendar days.

I can expect DVR to:

- Provide me with information about job development agencies for this service
- Help me understand what will happen during the internship and what I need to do.
- Use DVR's Business Services to identify leads for an internship/temporary work placement.
- Answer my questions if I have any during the service
- Give me a copy of the monthly report if I want one
- Develop strategies and assist in addressing barriers/obstacles before and during my internship/work experience

I can expect the Provider to:

- Reach out to employers on my behalf to set up an internship/temporary work site
- To understand the TWE/Internship process, length of internship, wages and conditions of internship
- Complete all the needed DVR forms for the internship/temporary work
- To go over how often I will be paid, how I will be paid, how I can look up my paystub, how I document my time and how it is processed
- Assist me with all required paperwork and make sure it is completed and processed in a timely manner
- Develop strategies and assist in addressing barriers/obstacles before and during my internship
- Provide constructive feedback
- Communicate with the on-site supervisor at least once every two weeks
- Will contact DVR at any time for needed assistance or intervention and when requested by the site employer,
- Will contact DVR immediately (within 24 hours) if a consumer is at risk of job loss or job loss has occurred.
- Complete a monthly report on my progress.
- Complete a final report on my progress.

I am expected to:

- Choose a job development agency once provided the information from DVR
- Provide leads or ideas for where an internship/temporary work could take place
- Be on time to work, know the conditions of my internship. Understand that I cannot work beyond the hours specified on the internship/work experience
- Inform my Job Developer and Supervisor, if I can't make it or be on time to work
- Notify DVR and my Job Developer immediately of any issues or concerns that may arise which are interfering with completing the job duties
- Contact DVR or my Job Developer if I have a question

Link to Required Reports: [Internship/Temporary Work \(I/TW\) Placement Monthly Report](#) (DVR-18024-E) & [Internship/Temporary Work \(I/TW\) Placement Final Report](#) (DVR-18025-E)

[Link to Technical Specifications](#)