

Division of Vocational Rehabilitation (DVR) Technical Specifications: Skills to Pay the Bills

Effective July 1, 2016 to June 30, 2017

Description of Service Category

Skills to Pay the Bills is a group based learning program that covers the soft skills that are required for workplace success. The group may be composed of 6-12 youth (general age range is 14-24) or a group of adults. Youth and adult cohorts must be conducted separately. Smaller groups or individual sessions may be authorized to ensure timely and appropriate services for the consumer. Skills are taught using a variety of activities that are engaging and targeted to the youth or adult learner. The Department of Labor program called "Skills to Pay the Bills" is delivered **1 session per topic for youth and 1 session per 2 topics for adults.** Sessions may be offered on an as need basis; not all sessions are required.

Reference <http://www.dol.gov/odep/topics/youth/softskills/> for the complete curriculum.

The session(s) must be provided by staff who have background and skills in presenting material to youth and adult learners and are knowledgeable about youth and adult learning styles. **Certification by service provider is not required.**

[Link to Roles and Responsibilities Document\(s\)](#)

Note: All elements listed in the Roles and Responsibilities document serve as part of the technical specifications and are required to be completed by the Service Provider.

Service(s):

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
Skills to Pay the Bills	Provide consumers with soft skills training in order to gain successful employment.	45 days from authorization	1.) Skills to Pay the Bills Report	\$75/session (per consumer)

An Authorization for Services is required from DVR before any services can begin.

Service Provided – Skills to Pay the Bills

- The free curriculum can be found at this link: <http://www.dol.gov/odep/topics/youth/softskills/>
- All 6 sessions are not required to be completed for this service. DVR may authorize sessions on an individual/as need basis. Additional activities can be included by the service provider after discussion with DVR. **(No additional fees will be dispersed for these activities.)**

- For youth; the curriculum would be completed in sessions of approximately 1 hour each covering one soft skill per session.
- For adults; the curriculum would be condensed into sessions of approximately 2-3 hours covering two soft skills per session.
- The basic structure of the program is comprised of modular, hands-on, engaging activities that focus on 6 key skill areas:
 - Communication
 - Enthusiasm & Attitude
 - Teamwork
 - Networking
 - Problem Solving & Critical Thinking
 - Professionalism

[Link to Skills to Pay the Bills Report](#) (DVR-18031-E)

Service/Reporting Requirements

Statewide DVR service and reporting elements are located in the required reporting template(s) found here: [Link to Required DVR Statewide Service Report\(s\)](#)

Reports are due within 5 business days of the end of the service or previous month if the service is continuing.

****If the service provider is seeking to use their own reporting template, the report must contain all the elements and follow the same sequence in the required DVR reporting template. Please email the DVR Program Development Specialist at DVRSpecialContracts@dwd.wisconsin.gov to submit a reporting template and request for approval.*

Billing Requirements

Invoices for services should be submitted as described on the Authorization for Services, also referred to as the purchase order. Invoices must be received by DVR within 60 days of completion of the service. Properly submitted invoices will be paid within 30 days of receipt when reports and services have been delivered and accepted as specified.