

Division of Vocational Rehabilitation (DVR) Technical Specifications: Internship/Temporary Work

Effective July 1, 2014 to June 30, 2015
(Revised: 01/2015)

Internship/Temporary Work is defined as time-limited paid work experience. This service is designed to impart in-depth knowledge of day-to-day work requirements in a real job for DVR consumers. The purpose for the placement may be to try a job, determine an appropriate vocational goal, determine readiness for employment, determine need for rehabilitation technology and/or job accommodations, work hardening, development of a current work reference, or to develop new skills. This may be used as a stand-alone service or in conjunction with job coaching, supported employment, job development, etc.

An Internship/Temporary Work will typically range from two weeks to three months and should not exceed 90 calendar days. If there is a need to continue an Internship/Temporary Work beyond 90 days or to complete another within 3 weeks of the first, an exception will need to be completed and routed to the Director.

It must be in a community based competitive and integrated workplace where the consumer is paid at or above minimum wage, but not less than the prevailing and customary wage and level of benefits paid by the site employer. Payment of wages is to be provided via an employer of record (EOR) service and is a separate transaction/service to the consumer.

Referral Process:

- 1.) Consumer and Counselor meet and discuss service to be provided and responsibilities and roles of each party. Consumer makes a choice of provider available using standard information. Consumer is provided a copy of the [Internship/Temporary Work Consumer Handout](#) regarding the nature of internships/temporary work as a DVR service. Note: Consumer may elect to conduct research prior to selection of service provider with assistance from DVR. In some cases the VR staff or Consumer may choose to develop the Internship/ Temporary Work opportunity themselves.
- 2.) Counselor/DVR staff contact service provider and provide referral information required at time of authorization: consumer name, phone number, written description of reason and purpose for authorization, date and time for anticipated initial meeting, IPE goal (if known), any special accommodation needs, preferred communication/learning style and any specific questions or concerns to address. Service is authorized.
- 3.) If DVR, the consumer, and service provider determine an initial meeting is necessary this should take place within five (5) days of receipt of authorization. This determination should be based upon the purpose of work experience and if other services are being provided to the consumer by the service provider.

4.) Internship/Temporary Work service takes place, including identification of the employer of record, Internship/Temporary Work Agreement, and required reporting.

Reporting/Billing Requirements:

The Internship/Temporary Work service and report(s) meeting the technical specifications should be completed within five (5) days of completion of the service or the end of the placement. DVR will pay the applicable fees upon acceptable completion of the service and report. No additional fees will be provided for requested meetings.

Service Provided - Internship/Temporary Work Placement and Report

Temporary work can be provided as a service to a consumer when it is necessary and appropriate for the achievement of the employment goal. The temporary work site should be in an integrated community work site consistent with consumer's interests and employment goal. The purposes of providing temporary work as a service will vary depending upon the individualized needs of the consumer. Based on identified consumer needs, appropriate purposes of temporary work may include: assessment, career exploration, work stamina, work adjustment, skill enhancement, or reference development.

The timeframe for the temporary work placement should be individualized and should be between two weeks and three months duration. The timeframe should be selected based on the purpose of the placement and should include consumer and employer input and should not exceed 90 calendar days in most cases.

Temporary work services *should not* be provided for the purpose of maintenance (i.e. to meet the financial needs of the consumer).

The Internship/Temporary Work may not be eligible for Unemployment Insurance (UI) benefits due to type of employment, length of employment or type of employer; this determination is made by UI. Questions on this should be directed to UI.

Required Service Elements:

- Service Provider directly and in person contacts employers on behalf of the consumer and DVR to obtain develop Internship/Temporary Work for the consumer.
- The service provider cannot place the individual at their place of employment or at a sub-contractor of their business and receive payment for developing the Internship/Temporary Work unless approved in advance by DVR Supervisor or WDA Director and under individualized circumstances.
- Each site should be developed on an individual basis for each consumer based on their skills, interests and the stated purpose of the internship/temporary work. The service provider should refrain from developing dedicated positions for temporary work at a set location or employer which would in effect become a non-integrated position or "slot" for a DVR consumer.
- The service provider may obtain the payment for the job development hire fee in full if the Internship/Temporary Work evolves into a permanent job placement.
- The consumer must agree and understand the temporary nature of the employment including start and end dates.
- The duration of the Internship/Temporary Work must be based upon the individualized needs of the participant and the purpose of the service.

- The duration and scope of the internship/temporary work is negotiated with the site employer and should not exceed 90 calendar days in most cases.
- When an Internship/Temporary Work site is developed the service provider submits a proposal to the consumer and DVR for approval.
- Before the start of the participant's Internship/Temporary Work, the participant and DVR counselor must agree that the proposal meets the standards set within the technical specifications and individualized needs of the consumer.
- The service provider will maintain regular contact with the DVR consumer, DVR counselor, site employer and employer of record.
- The service provider will assist the DVR consumer in resolving issues related to retention of employment.
- The service provider will contact DVR at any time for technical assistance or intervention needed or requested by the site employer.
- The service provider will contact DVR immediately (within 24 hours) if a consumer is at risk of job loss or job loss has occurred.

Required Payroll Processing Elements:

- The service provider will work with the employer to coordinate the start date of the placement. It should be scheduled to ensure the completed I/TW packet is received by the Employer of Record 2 weeks prior to the start date, allowing time for administrative requirements and the employer of record service to be initiated.
- The [Internship/Temporary Work Agreement](#) form should be completed and signed by all parties.
- The completed and signed agreement and position description (if available), should be provided to DVR so that a purchase order for wages can be completed for the Employer of Record service and sent back to the service provider.
- The service provider is to send the employer of record via secure fax or email the completed packet (signed agreement, DVR EOR PO completed [W-4](#), [I-9](#), direct deposit or debit card application, cancelled check if direct deposit, and position description (if available)) 2 weeks prior to the consumers start date.
- NO IDENTIFYING INFORMATION SHOULD BE COPIED OR IN ANY WAY RETAINED BY THE SERVICE PROVIDER.
- The service provider will work in conjunction with the employer to verify wages on a weekly basis to the EOR. This must be completed by 5 PM every Monday.
- If a schedule or start date change is anticipated or requested, DVR and Employer of Record should be notified so any adjustment to the purchase order can be made. While sometimes the business need of the site employer will not allow much notice in a schedule change it is strongly suggested that a 5 business day notice timeframe be used when possible. If the change occurs outside of these established rules all parties should be notified immediately, (Site Employer, I/TW Provider, DVR and employer of record provider).

Required Internship/Temporary Work Proposal(s) Reporting Elements:

- Name of site employer, work address, name of supervisor, wages, and hours/schedule.
- Verification and method of verification that wages offered are prevailing and commensurate with others performing the same work.
- Statement of the purpose(s) for the internship/temporary work.
- Statement of the IPE goal.
- Timeframe of assignment including start and end dates.
- Job title and duties.

- Position description if available.
- Verification that the site employer was informed and provided the opportunity to utilize the OJT.

Required Monthly Reporting Elements:

- A list of all employers contacted to establish the selected site.
- Name of site employer, work address, name of supervisor, wages, and hours/schedule.
- Timeframe of assignment including start and end dates.
- Job title and duties.
- Statement of the purpose(s) for the internship/temporary work.
- Information on how the purpose/ intent are being achieved.
- Report on regular contact with the DVR consumer, DVR counselor, and site employer.
- Record of tardiness or absenteeism.
- Skills obtained.
- Need for accommodation.
- Need for issue resolution prior to job search.
- Recommendations for permanent employment.
- Stated feedback from the consumer about the internship/temporary work placement.
- Other relevant information on how the purpose/ intent is being achieved such as ability to follow instructions, interaction with coworkers, supervisors etc.
- Description of other services in conjunction with internship/temporary work.
- Preference for specialized positions/higher wages.
- Other comments and/or observations.