



Vocational Rehabilitation

Guide to the DVR Limited Term Employment (LTE) Internship Program

The DVR LTE Internship Program is designed to connect DVR consumers with employment opportunities in Wisconsin state government to expand disability diversity and inclusion in the state's workforce. The program enables DVR to connect state agencies to DVR interns.

State agencies provide DVR interns with a robust training experience, and DVR reimburses the agency for the cost of wages during the internship. Ultimately, the agency transitions the successful intern into a permanent position. The program creates a pipeline of trained workers who are prepared to add value to the agency's workforce. The DVR LTE Internship Program is an excellent tool that state agencies can use as one component of their diversity, equity, and inclusion efforts.

How does the program work?

1. DVR informs state agencies about the DVR LTE Internship Program. This program is only available to individuals enrolled in the DVR program.
2. Agencies identify the permanent position they would like to fill through an internship, and "set aside" that permanent position. All state agencies are encouraged to participate in the program. The [state agency directory](#) includes a full list of Wisconsin state agencies.
3. Agencies notify DVR of their intention to engage in the DVR LTE Internship Program via the LTE Internship mailbox at [DWD MB DVR LTE](#), or through a DVR point of contact.
4. The agency hiring manager and DVR review program details and processes. If an agency elects to move forward with the internship program, DVR guides the agency through the process to become an approved "vendor" for the State of Wisconsin, enabling DVR to reimburse the agency for wages.
5. DVR will guide agencies on how to request an LTE position through the standard human resource process. DVR agrees to reimburse wages and the employer portion of FICA related to the position. A DVR LTE Internship can be full-time or part-time, and last up to 1,039 hours, or one year, whichever occurs first.
6. Once an LTE position has been secured, DVR gathers information about the internship from the agency and exclusively recruits DVR consumers.
7. DVR forwards resumes to the hiring agency. The agency interviews candidates that meet their business needs and selects candidates as they would through their standard internal selection processes (Example: Hiring Action Request).
8. Once a candidate is selected, and an offer of employment is accepted, the agency and DVR complete an internship agreement form which documents the details of the internship. This form includes internship start/end dates, position information, and fiscal information necessary for DVR to authorize the service.
9. DVR will provide a purchase order (PO) that identifies the terms of DVR's agreement to reimburse wages, invoicing method, progress reporting process, and DVR points of contact.
10. Internship supervisors review performance with the intern monthly. The supervisor and intern complete a monthly progress report and submit the report per instructions on the PO.
11. The agency invoices DVR monthly for actual hours the intern worked, per instructions provided on the PO, and DVR provides reimbursement for wages paid.
12. DVR is available to consult on internships at any time.

Information for Wisconsin State Agencies

- The DVR LTE Internship Program uses the existing State of Wisconsin Limited Term Employment (LTE) platform in many ways. State agencies follow the same process they would typically use to obtain approval for an LTE position. The DVR LTE position will, however, be funded with DVR training funds instead of the state agency's budget, and the recruitment for the DVR LTE position is exclusive to the DVR talent pool instead of being open to the public.
- Internships are intended to offer robust opportunities for interns to learn about state employment, their agency, and the duties of their position. Additionally, interns will benefit from acquiring new information, skills, and credentials. Supervisors are encouraged to discuss training opportunities with interns, such as those available in Cornerstone or through external resources, to maximize learning opportunities.
- It is important for interns to experience the work culture as well as work duties. Supervisors are encouraged to facilitate an intern's connection to their team, co-workers, and the agency in general. For example, a mentor could be identified who would ensure the intern is connected to the work team and team activities.
- Monthly performance feedback is required as part of the DVR LTE Internship Program. Feedback on intern performance is critical, allowing the intern and supervisor share their perspectives. Performance feedback is documented in the Progress Report Form.
- Invoices should be submitted monthly, consistent with the hiring agency's fiscal practices. DVR will reimburse wages and the employer portion of FICA upon receipt of progress reports and invoices.
- When a DVR intern demonstrates the ability to successfully perform the essential position duties, the state agency will submit a request for non-competitive/direct hire through [ER-MRS-27](#). The Wisconsin Administrative Code includes this provision, which is administered through the Department of Administration-Department of Personnel Management (DOA-DPM).
- Contact the DVR at mailbox [DWD MB DVR LTE](#) or DVR point of contact if additional information or support is needed.

Information for DVR Service Providers

Examples of activities providers can offer to optimize the benefit of the LTE internship:

- Assist the DVR consumer to update their resume, including current contact information and address in addition to a description of recent experience and new skills and accomplishments.
- Encourage the consumer to learn about [Wisc.Jobs](#) and [State of Wisconsin Diversity Resources](#).
- Discuss retention strategies with the intern, as needed, and offer other services and supports authorized by DVR staff.

Information for DVR Consumers

- DVR consumers may continue working with their selected service provider to discuss internship experiences and access additional services authorized by DVR.
- Wages and benefits associated with the DVR LTE Internship Program are consistent with wages and benefits offered to the general public for work performed. Earned income may impact Social Security benefits or other resources. Earnings should be reported to the Social Security Administration and any other agency that requires such reporting.
- Accommodation requests should be discussed with the worksite supervisor and DVR counselor.
- Internships are temporary. Each internship has a start and end date, as well as a specific number of hours approved for the internship. While the program is designed to result in permanent employment, employee/intern performance and ability to perform the essential elements of the job will impact the hiring agency's decision to make an offer for a permanent position. LTE Internships may be discontinued at any time by the employer, intern, or DVR.
- Interns are encouraged to learn about additional strategies to connect to state employment opportunities such as [Wisc.Jobs](#), the official State of Wisconsin government job site.
- Interns can also learn about Disabled Expanded Certification and other resources on the [Wisc.Jobs Diverse Workforce](#) page.
- Employees/interns must abide by work rules and practices identified by the employer.
- Questions or concerns that arise during the internship can be discussed with the employer, DVR counselor, and/or DVR service provider.

Information for DVR Staff

Examples of services staff can provide to optimize the benefit of an LTE internship:

- Inform qualified DVR job consumers when LTE internship opportunities become available.
- Work with consumers to ensure their resumes and contact information are current.
- Address barriers to successful employment and coordinate resources that promote success.
- Discuss accommodation needs and how consumers can approach this topic with employers.
- Explore how earnings may impact Social Security benefits and other forms of economic assistance.
- Review monthly progress reports and discuss the internship experience with consumers.
- Provide guidance to consumers about how to approach their supervisor in the event they experience challenges on the job or want to discuss other employment-related matters.

- Share potential resources with the consumer, such as:
 - [Wisc.Jobs](#): The official State of Wisconsin government job site.
 - [Wisc.Jobs - Diversity Resources](#): Information about Disabled Expanded Certification, Veterans, and the State of Wisconsin Student Diversity Internship Program.

Differences between the DVR LTE Internship Program and Internship/Temporary Work

Differences	Internship/Temporary Work (I/TW)	Limited Term Employment (LTE) Internship Program
Program Purpose	Defined as time-limited paid work, the program is designed to impart in-depth knowledge of day-to-day work requirements in a real job.	Designed to connect DVR consumers with career opportunities in state government and expand disability diversity and inclusion in the state workforce.
Duration of Service	Up to 90 calendar days.	Up to 1039 hours, or one year, whichever occurs first.
Eligible Employers	All	State agencies only
Desired Service Outcome	Work experience, skills acquisition, occupational information. No guarantee of permanent employment.	Permanent employment in state government if the intern demonstrates the ability to perform essential elements of the job.
Employer of Record	Third party (Opportunities, Inc)	State agency that hires consumer

FAQs

Q: May I coordinate an I/TW with a state agency?

Yes. If an I/TW best suits the consumer’s needs, or if the state agency can offer only this service, it is acceptable to coordinate I/TW service with state agencies.

Q: Are LTEs with state agencies guaranteed a permanent position?

No. Permanent positions are "set aside," and available for interns who demonstrate the skills and abilities necessary to perform the essential elements of the position. The intern must demonstrate the ability to perform the essential parts of the job to receive an offer for permanent employment.

Q: Do LTEs need to reside in the state of Wisconsin?

Yes. State of Wisconsin LTE interns must be Wisconsin residents.

Q: Is one service preferred over another?

It depends on the activity's intention. If a consumer wants to gain knowledge about a position in state government, but is not committed to employment with the agency, an I/TW may be appropriate. If the consumer is seeking permanent employment in state government, the LTE Internship may be optimal.

Having a clear understanding of the intention of the service, and the outcome desired, will help the consumer and DVR staff agree to an option that best meets the consumer's needs. State agencies may only be able to offer one option, which will limit choices. Ultimately, the state agency must inform DVR and the consumer which options they are able to offer.

Q: Can non-state public entities participate, such as county-operated government services, other municipal agencies, or schools?

Currently, the DVR LTE Internship Program is available only to state agencies. Other public employers can participate in the I/TW program. The [state agency directory](#) includes a full list of Wisconsin state agencies.