

DVR State LTE Internship Program Overview

November 2016

Program Purpose

DWD's Division of Vocational Rehabilitation (DVR) serves job seekers with disabilities and Wisconsin employers. The DVR State LTE Internship Program recruits DVR job seekers into limited-term employment (LTE) opportunities in the public sector and encourages the permanent hire of interns whose performance has been valuable. Under this program, DVR can reimburse 100 percent of a job seeker's wage plus the State of Wisconsin share of applicable FICA taxes for the length of the LTE for a maximum of 1039 hours.

Program Processes

The DVR State LTE Internship Program adheres to the following policies and processes:

- First, a hiring agency and DVR initiate discussions regarding working together.
- **The hiring agency must have an approved position that usually does not have available funding, a position number, a position description, job title, and wage.** This position cannot be publically posted, i.e., Wisc.jobs or other employment websites.
- Hiring agency contacts DVR Program Coordinator to share position information. Recruitment is sent out to DVR staff requesting qualified candidate resumes; these are reviewed to insure candidates meet the minimum requirement of the position. Appropriate, matches are forwarded to the hiring agency.
- **An internship cannot be developed for a specific DVR consumer.** The recruitment must be performed for all DVR State LTE Internship positions filled to give equal opportunity to all DVR consumers.
- Hiring agency moves forward with recruitment/interviewing process with all candidates and, ideally, hiring of a DVR job seeker. While DVR does reimburse 100 percent of the job seeker's wage, the agency is the actual hiring authority. **The intern is required to abide by their practices and work rules and the intern would be given the same benefits as other LTE employees of the agency.**
- The hiring agency should complete standard hiring/approval process and paperwork (W-2, I-9 and policy manual), fill out the Intern Agreement and forward to the DVR Program Coordinator. DVR needs 10 business days for our approved process once this document is received.
- DVR creates purchase order and agency invoices DVR for wages, at least monthly, after the intern begins employment. *Wage Reimbursement Guide and Invoice included.* (DWD reimbursement is handled through a journal voucher and does not require these documents)
- Agency direct supervisor will send monthly progress reports to DVR Program Coordinator and arrange regular meeting with the intern to discuss progress, and share feedback. Should issues arise with the internship that cannot be resolved by the agency employer please contact program coordinator to discuss.

- When appropriate, the DVR Program Coordinator will work with agency to attempt to develop a permanent position and/or discuss exceptional hiring authority opportunities under ER-MRS 27 (State agencies only).
- The DVR consumer hired by an agency can do one, DVR State LTE Internship up to 1039 hours or one, TWE, Trail Work Experience, up to 90 days. These programs cannot be combined.

Contact

For more information about the State LTE Internship Program, contact Patti Johnson at 262-822-1334 or via email at patricia1.johnson@dwd.wisconsin.gov.