



## **Workability 1**

### **Questions & Answers**

#### **Who Qualifies for Workability Services?**

High school students (ages 16-21) with an IEP.

#### **Are all students who wish to work given Job opportunities?**

While many students desire a job, not all are job ready. Students are assessed in developing pre- employment skills, grooming, interview preparation, and positive social behavior and work ethics.

If it is determined that your student is ready, they will be assisted in finding a job.

#### **What other qualifications are required to help a student find employment?**

Students should have a positive attitude toward working and expressed an interest in working. A school issued work permit and parent permission is also required for all students under the age of 18 to work. Students must be able to verify their legal eligibility to work (Social Security card and Photo ID).

#### **How can a Student participate in this program?**

Anyone interested in a work training opportunity should contact the School To Work Transition Assistant (SWTA) at your High School site. A student, Teacher, Counselor or Parent can make this connection. Most referrals come from the Case Manager. The SWAT will consult with the Case Manager and meet with the student.

#### **How do Students get to and from their Job site?**

The student will have an initial interview with the employer, after which the student and their family must take the responsibility for transportation to their Job. The SWTA may assist the student in learning how to use public transportation to get to and from work.

#### **What are Workability Wages?**

In some cases, a student will be placed in an employment situation and the workability Program through the school District will be paying the wage (subsidized employment.) This is done for a predetermined number of hours and gives the employer the opportunity to train the student in the work place while the student is receiving a subsidized wage through the workability program. This is a win win situation. Students must be at least 16 years of age.

Subsidized employment opportunities are limited based on funding available to the Workability Program, as well as the willingness of employers to participate.

#### **How are students wages paid?**

Time sheets are picked up once a month toward the end of the month by the SWTA. Students receive their paychecks at home in the mail around the 10<sup>th</sup> of the following month. Students are paid minimum wage by the school district. Students are responsible to accurately and honestly fill out their time sheets every time they are working. It is also important that they communicate with the SWTA or their case manager if there are any concerns.

**Employment Evaluations?**

The SWTA is in contact with the employer on a weekly basis. However, at the end of each month, as a part of the time sheet the student will be evaluated by the employer. This is a great opportunity for the student to find out what they are doing well and what areas they need to work on regarding employer expectations. This job performance evaluation includes the following areas ...

Appearance, Attitude, Cooperativeness, Job Skills, Volume of Work, Dependability

**What Hours do students Work?**

This is based upon the communication between the employer, the student and the SWTA. Often students will work weekends or afterschool but they can work during school time if it will fit in the student's schedule and depending upon the support the student may need. Typically students work from 5-12 hours a week for a total of 60 - 100 hours depending on funding availability. All work hours must fall within the guidelines of the work permit laws.

**Are Students who are receiving Workability Services required to work?**

No, students are not required to work in order to benefit from the program. The Workability program assists students to be ready to go to work but it also helps to prepare them for life after high school through an Array of services offered at the school site and coordinated by their Case Manager.

**What is the role of a parent/guardian?**

Parents/guardians are asked to be supportive of their student working, encourage and model good work habits and guiding the student to be dependable and responsible. Completing and signing all the necessary paperwork and helping their student with obtaining all needed documentation. Communication is also an important piece. Please let the SWTA or case manager know if there are any problems or concerns that come up.

**What is the role of the Case Manager?**

The Case Manager should oversee all of the Transition Services and programs for their students. They should know their students and their interests. Contact and communicate with the SWTA to coordinate the WA or WI program. Make sure the work opportunity experience is documented in the IEP/TP. Help with obtaining any needed paper work. (Sign the training agreement and keep a copy on file). Make sure student's school schedule is changed to reflect WI or WA if needed. Support the student in developing good work behaviors. Communicate with the SWTA if there are any concerns.

**What is the Role of the School to Work Transition Assistant SWTA?**

The Role of the SWTA is to meet with students interested in participating in a Work Opportunity Training program such as WA or WI. Consult with and keep on going communication with the student's Case Manager. Complete and submit necessary paperwork with the student and parents for this program. Contact employers and help develop a job placement for the student. Set up initial interviews and help the student plan out how to get to and from work. Help student with job search and job readiness skills. Monitor the student on the job, counsel with the student and employer as needed for job retention. Pick up time sheets and employment evaluations monthly. Keep up WA Data base. The SWTA will communicate with the student, employer, parent and case manager as needed.