# Vocational Rehabilitation Services Manual C-400: Training Services

Revised April 1, 2020

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## C-421: Work Experience Services

Work Experience Services include Work Experience Placement and Work Experience Training. These services allow a customer to be placed within a business or organization in the community to complete a short-term (12 weeks or fewer), part time work experience to learn skills that are transferable to future long-term competitive integrated employment. Work Experience Services can be used with students and youth with disabilities, adults, and in trial work. A customer's work experience can be in a volunteer position, internship, or temporary short-term employment in which wages are paid by the employer or purchased by Vocational Rehabilitation (VR) via Wage Services. Work Experience Services can be purchased for customers:

* with limited or no work history;
* who need to gain experience related to the vocational training or degree they have completed; and/or
* with acquired vocational barriers that limit their capacity to continue to work in a field in which they were previously employed.

A customer must have unexpired employment authorization documents to participate in a short-term paid-work setting. For more information, see VRSM B-204-2: Customer Identification and Authorization for Employment.

For details on how Work Experience Services can benefit a customer, refer to VR-SFP [Chapter 14: Work Experience Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-14).

When a single work experience must exceed 12 weeks to meet the customer's individualized needs, the VR counselor must document the reason for the extension in a case note and obtain approval from the VR Manager. The case note must include the goals to be achieved and the number of additional weeks that are needed to meet the customer's needs. The VR Manager must document the required approval in a case note in ReHabWorks (RHW).The following premiums are available for Work Experience Services. Refer to the links below for additional information:

* [VR-SFP 20.11 Brain Injury Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%22s20-11)
* [VR-SFP 20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%22s206)

Service authorizations for premiums must be issued at the time the service authorization for the base service is issued.

### C-421-1: Legal Authorization

34 CFR §361.42(e)(2) Assessment for determining eligibility and priority for services

"(e) Trial work experiences for individuals with significant disabilities. (1) Prior to any determination that an individual with a disability is unable to benefit from vocational rehabilitation services in terms of an employment outcome because of the severity of that individual's disability or that the individual is ineligible for vocational rehabilitation services, the designated State unit must conduct an exploration of the individual's abilities, capabilities, and capacity to perform in realistic work situations.

(2)(i) The designated State unit must develop a written plan to assess periodically the individual's abilities, capabilities, and capacity to perform in competitive integrated work situations through the use of trial work experiences, which must be provided in competitive integrated employment settings to the maximum extent possible, consistent with the informed choice and rehabilitation needs of the individual.

(ii) Trial work experiences include supported employment, on-the-job training, and other experiences using realistic integrated work settings.

(iii) Trial work experiences must be of sufficient variety and over a sufficient period of time for the designated State unit to determine that—

(A) There is sufficient evidence to conclude that the individual can benefit from the provision of vocational rehabilitation services in terms of an employment outcome; or

(B) There is clear and convincing evidence that due to the severity of the individual's disability, the individual is incapable of benefitting from the provision of vocational rehabilitation services in terms of an employment outcome; and

(iv) The designated State unit must provide appropriate supports, including, but not limited to, assistive technology devices and services and personal assistance services, to accommodate the rehabilitation needs of the individual during the trial work experiences."

### C-421-2: Work Experience Referral

Before referring a customer for Work Experience Services, the customer's individualized plan for employment (IPE), trial work plan (TWP), or IPE amendment must include Work Experience Services as a service. For more information, refer to B-310: Trial Work Services, B-400: Completing the Comprehensive Assessment, and B-500: Individualized Plan for Employment. Students with disabilities who are potentially eligible can also participate in Work Experience Services when a service justification is completed.

To initiate Work Experience Placement Services with a provider, the VR counselor completes [VR1600, Work Experience Referral](https://twc.texas.gov/forms/index.html). The referral must identify the date, time, and location for the work experience planning meeting.

To initiate Work Experience Training with a provider, the VR counselor completes the [VR1600, Work Experience Referral](https://twc.texas.gov/forms/index.html) indicating the goals to be addressed by the Work Experience Trainer.

When a customer will receive both Work Experience Placement and Work Experience Training, only one [VR1600 Work Experience Referral](https://twc.texas.gov/forms/index.html) is necessary.

 The VR counselor must complete all sections of the VR1600, leaving no blanks.

### C-421-3: Work Experience Placement

VR counselors can purchase Work Experience Placement from a contracted provider when a customer needs to gain work experience in realistic work environments involving work that is consistent with the customer's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. The Work Experience Placement specialist helps the customer to locate and obtain a work experience site that meets the criteria determined and documented on the [VR1601, Work Experience Plan and Placement Report](https://twc.texas.gov/forms/index.html).

Wage services can be purchased simultaneously with Work Experience Placement when a VR counselor wants to sponsor the payment of the customer’s gross wage, worker compensation insurance and associated costs. See [C-1408: Wage Services for Work Experience through WorkQuest](https://twc.texas.gov/vr-services-manual/vrsm-c-1400%22%20%5Cl%20%22c1408), for additional information.

See VR-SFP [Chapter 14: Work Experience Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-14) for more information on staff qualifications, service definition, process and procedure, and outcomes required for payment and fees.

Any request to change a Work Experience Service Description, Process and Procedure, or Outcomes Required for Payment must be documented and approved by the VR Director using the [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html), before the change is implemented.

Summer Earn and Learn (SEAL) placements are not purchased as a Work Experience Placement service as described in VR-SFP Chapter 14: Work Experience Services. For more information, refer to VRSM [C-1306-1: Summer Earn and Learn](https://twc.texas.gov/vr-services-manual/vrsm-c-1300%22%20%5Cl%20%22c1306-1).

The VR counselor:

* completes [VR1600, Work Experience Referral](https://twc.texas.gov/forms/index.html), leaving no blanks, and attaching, as applicable, medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff that will assist the provider in working with the customer;
* through discussion with the Work Experience specialist and the customer, completes [VR1601, Work Experience Plan and Placement Report](https://twc.texas.gov/forms/index.html), electronically at the Work Experience Placement meeting;
* prints [VR1601, Work Experience Plan and Placement Report](https://twc.texas.gov/forms/index.html), for required signatures from the VR counselor, Work Experience specialist, and the customer;
* ensures VR staff sends the service authorization and electronically fillable forms to the Work Experience specialist so the forms can be completed, with the information about the placement obtained for the customer;
* monitors the customer's progress;
* provides any needed instruction or intervention necessary to foster the customer's success;
* reviews and approves [VR1601, Work Experience Plan and Placement Report](https://twc.texas.gov/forms/index.html), ensuring that all outcomes required for payment are achieved and that the staff qualifications were held by the individual providing the service to the customer; and
* ensures that the invoice is paid.

Work Experience Placement services can be purchased without purchasing Work Experience Training.

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VR will not pay any provider for Job Placement Services, including Supported Employment services, if a customer is hired into permanent employment by the work site during or after any Work Experience. Job Skills Training can be purchased when the customer begins a permanent employment placement, if necessary.

Nontraditional providers and Transition Educator providers can be used when all requirements outlined in [C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000%22%20%5Cl%20%22c1005) have been met.

When working with nontraditional providers and Transition Educator providers, the VR-SFP sections titled Service Description, Process and Procedures, and Outcomes Required for Payment in [VR-SFP Chapter 14: Work Experience Services, and 14.3 Work Experience Placement](file:///C%3A%5C%5CUsers%5C%5Caisssala%5C%5CAppData%5C%5CLocal%5C%5CMicrosoft%5C%5CWindows%5C%5CINetCache%5C%5CContent.Outlook%5C%5C032BV5ZG%5C%5C-14.3%20Work%20Experience%20Placement) must be followed; however, the staff qualifications and purchasing fees outlined in the VR-SFP Chapter 14 do not apply. The nontraditional provider and transition educator provider fee are listed below.

#### Fee Chart for Nontraditional Providers and Transition Educator Providers

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| **Service** | **Fee** |
| Work Experience Placement by Nontraditional Providers | $440.00 |
| Work Experience Placement by Transition Educators | $600.00 |

### C-421-4: Work Experience Training

VR counselors can purchase Work Experience Training services provided by a Work Experience trainer when a customer needs .:

* monitoring to ensure the customer is meeting the work site expectations and has the supports and accommodations necessary to be successful; and/or
* more training and support than is occurring at the work experience site.

Work Experience Training may be purchased without the purchase of Work Experience Placement.

See VR-SFP [Chapter 14: Work Experience Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-14) for more information, including staff qualifications, service definition, process and procedures, and outcomes required for payment and fees.

Work Experience Training can be purchased to support the customers in the Summer Earn and Learn program and customers who are placed in a Work Experience program arranged by VR staff or other external entities.

The VR counselor:

* completes [VR1600, Work Experience Referral](https://twc.texas.gov/forms/index.html) leaving no blanks and attaching, as applicable, medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff that will assist the provider in working with the customer;
* ensures that VR staff sends the service authorization to the provider;
* monitors the customer's progress with the customer, Work Experience Specialist and with the SEAL provider or business, as applicable;
* provides any needed instruction or intervention necessary to foster the customer's success;
* reviews and approves [VR1604, Work Experience Training Report](https://twc.texas.gov/forms/index.html), ensuring that all outcomes required for payment are achieved and that the staff qualification were held by the individual providing the service to the customer; and
* ensures that the invoice is paid.

Transition Educator providers and Nontraditional providers may provide Work Experience Training services. Transition Educator and Nontraditional providers are required to provide the services as outlined in the VR Standards for Providers and in the service authorization.

Nontraditional providers and Transition Educator providers can be used when all requirements outlined in [VRSM C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000%22%20%5Cl%20%22c1005) have been met.

When working with nontraditional providers and transition educator providers, the VR-SFP sections titled Service Description, Process and Procedures, and Outcomes Required for Payment in [VR-SFP Chapter 14, 14.4 Work Experience Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-14) must be followed; however, the staff qualifications and purchasing fees outlined in the VR-SFP Chapter 14 do not apply. The nontraditional provider and transition educator provider fees are listed below.

##### Fee Chart for Nontraditional Providers

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| **Service** | **Fee** |
| Work Experience Training – Individual | Negotiated up to $22 an hour |
| Work Experience Training – Group | Negotiated up to $11 an hour per customer |

**Fee Chart for Transition Educator Providers**

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| **Service** | **Fee** |
| Work Experience Training – Individual | Negotiated up to $30 an hour |
| Work Experience Training – Group | Negotiated up to $15 an hour per customer |

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### C-421-5: Creating a Service Record for Work Experience in ReHabWorks

A service record must be created in ReHabWorks with the following specifications for Work Experience Services. See VR-SFP [Chapter 14: Work Experience Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-14). Service Records for Work Experience service:

* Level 1 – [Employment Services and Assessments [87100]](https://vrprod.twc.state.tx.us/dcss/level1spec.htm;jsessionid=YBsftkBvq0nztvTxAdDkMtw0hpg27oWZTG9Ba1VX3qdxE09A9Wef!-1669225732?level1ID=89)
* Level 2 – [Work Experience Services - CONTRACT REQUIRED PRE-ETS ELIGIBLE [87100-61601]](https://vrprod.twc.state.tx.us/dcss/level2spec.htm;jsessionid=YBsftkBvq0nztvTxAdDkMtw0hpg27oWZTG9Ba1VX3qdxE09A9Wef!-1669225732?level2ID=934&level1ID=89)

The VR counselor chooses the appropriate specifications for Level 3 and 4 based on the core service to be provided.

## C-422: Project SEARCH

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