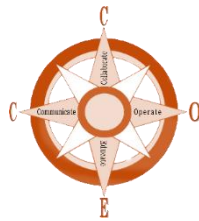




WORKABILITY I

Procedures and Services

(Revised March 2024)



Colusa County Office of Education

Special Education/SELPA

WorkAbility 1 Program – 499 Marguerite Street, Suite A – Williams, CA 95987
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WorkAbility I

Procedures and Services

*As provided by Colusa County Office of Education through the
California Department of Education's WorkAbility I Grant.*

Mission Statement

The mission of WorkAbility I (WAI) is to promote the involvement of key stakeholders, including students, families, educators, employers, and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning, and quality adult life.

Program Introduction

The Colusa County Office of Education manages the WorkAbility I grant and coordinates with the four School Districts within the SELPA to provide both the "Array of Services" and work-based learning experiences to students with special needs SELPA-wide. The focus is to develop a clear process to inform students and their families of the transition programs and services available to them and to encourage their ongoing participation in the transition planning processes.

Eligibility for WA₁ Services

The Colusa County Office of Education Grant Project maintains both a Middle School program (for Grades 7 & 8) and a High School program (for Grades 9 through the Adult Transition Program (ages 18-22)). Students with special needs who have an active Individual Education Plan and are enrolled in one of the SELPA public school districts are eligible to access services through this Grant Project. These services are not mandated by the Individual Education Program, and should not be confused with transition services which are a required component. Eligible students may receive some, many, or all school-based components but not all eligible students will be placed in a paid work-based experience.

Students "SERVED"

The students "served" through the WA₁ program are provided an "Array of Services" which serves as a curriculum for school-based transition activities. The "Array of Services" includes the following areas:

- Career/vocational assessment,
- Employment/post-secondary education planning (School-Based Preparatory Experiences)
- Career preparation & work-based learning experience
- Employment/post-secondary education planning
- Collaboration/youth development and leadership (self-advocacy, soft-skills, and life-skills).

Our Program maintains both the Middle School Grant and the High School Grant. This means that ***all*** students served through an Individual Education Plan/Program (Grades 7 – the Adult Transition Program) are eligible, and have the opportunity to access the "Array of Services". The WorkAbility I staff coordinate with the students' Special Education teachers to provide the curriculum/activities through their special education program.

Students “PLACED”

Our SELPA’s WorkAbility 1 Grant provides funds for students enrolled in special education with placement services that include the opportunity to participate in both subsidized (paid through WA1 Grant) and unsubsidized (paid by the employer) employment training. Our Program’s subsidized employment training opportunities are prioritized for Juniors, Seniors, and students who are enrolled in the Adult Transition Program (program for ages 18-22). Before possible employment, students would be asked to participate in the Array of Services for the completion of self-awareness and career/vocational interest assessments. This information is used to help students consider possible areas of vocational/career interest. Then students who express an interest in subsidized employment are referred to the WA1 Job Developer by their respective Special Education Teacher.

With support from the Special Education teacher, the student gathers the necessary documents for employment (list of documents presented below). Once all the paperwork is in place, an interview is scheduled with the Job Developer. Subsidized and unsubsidized job placements are matched to the student’s expressed vocational interests. Once a job is selected, WA1 staff meets with prospective employers to discuss employer-worker expectations. This includes, but is not limited to expectations related to attendance, absences, dress code, work habits, paycheck information, job safety guidelines. Next, the Job Developer supports the student through the interview process; meeting with the student and prospective employer to develop an appropriate training experience for the student. Together the group completes the “Job Site Packet” to finalize the placement.

Once a placement is made, the Job Developer will continue to monitor the student’s performance and work experience; adjusting (job coaching) when needed. The Job Developer keeps communication with both the student and the employer for ongoing monitoring. Upon completion of their employment experience, the Job Developer provides training on appropriate ways to exit a job placement.

❖ WorkAbility 1 Employment Forms:

- Transportation form
- WorkAbility Training Placement Referral/Teacher Evaluation
- W-4
- I-9
- Employee’s Withholding Allowance Certificate
- Work Permit (students under the age of 18 need parents’ signature)
- Student/Parent Contract Agreement
- Resume (Cover letter if appropriate)
- *First-year student placements only*
 - Copy of photo ID
 - Copy of Social Security Card -Or- Copy of Birth Certificate

(Any student who will be working in a childcare setting will need to submit a copy of IZ’s and will need to pass a TB Screening [parent permission required for TB Screening for a student under the age of 18])

❖ Eligibility Requirements for a paid work training placement.

- A student enrolled in one of the high school sites or the Adult Transition Program, within the SELPA, age 16 or older, with a current Individual Education Plan (IEP).
- Our Program’s subsidized employment training opportunities are prioritized for Juniors, Seniors, and students who are enrolled in the Adult Transition Program (program for ages 18-22).
- Students must maintain a 2.0 Grade Point Average and demonstrate good school attendance.
- Students must provide their transportation to and from the employment training site.

- ❖ **WA1 Training Placement Policies**
 - Student meets the State work permit eligibility guidelines.
 - Students must have a current IEP; however, a WA1 placement is not a required IEP service.
 - Paid employment (placement) is not a guarantee, but a privilege.
 - Paid employment is determined on a year-to-year basis as determined by State funding.
 - The number of hours each student is paid is determined by the WA1 Coordinator based on State funds, experience, employer needs, and the structure of the program.
 - A student must attend more than 50% of their school day to have a paid work try out.
 - Each WA1 project will follow State and Federal Labor Laws.
 - Placement sites will not use WA1 funds for additional holiday pay or overtime pay.
 - A student may not be subsidized for volunteer hours at their current Employer Paid worksite (per Department of Labor Laws).

Emergency Circumstances

If instruction or services, or both, cannot be provided to the students either at the school or in person for more than 10 school days due to emergency conditions caused by fire, flood, impassable roads, epidemic, earthquake, imminent major safety hazard as determined by local law enforcement; the provision of WA1 Services and Placements will follow the Colusa County Office of Education District's guidelines.

Colusa County WA1 Program Specialist

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