

Policy: 4.08 Summer Work Experience Program

A. Introduction:

This program, still considered by Missouri Vocational Rehabilitation as a pilot program, is in its third year of operation. This program is MOVR's response to the Workforce Investment and Opportunity Act (WIOA) requirement to provide work experiences to transition youth.

B. Objective:

Provide a work-based learning experience in a competitive integrated setting for students with disabilities during the summer.

C. Scope of Service

- The VR Summer Work Experience is an IPE-driven service option for VR eligible students with disabilities.
- The VR Summer Work Experience is a service provided in collaboration with approved Missouri VR Community Rehabilitation Programs (CRPs).
- The VR Summer Work Experience consists of one, six-week, work-based learning experience during the summer. A CRP has an eight-week window during which students may complete the six-week program.
- Individual CRPs and host businesses mutually determine starting times, days worked and work locations, in accordance with SWEPP criteria and guidelines and host business preferences. Interested students learn about site options and specific determinations approximately three months prior to agreeing to begin services.
- Total weekly hours will be 20 hours per participant. Sixteen hours per week will be spent engaged in the tasks associated with the job the student has chosen to do. The remaining four hours per week will be dedicated to soft skill training activities, which will be facilitated by the associated Community Rehabilitation Program (CRP). The 20 hours per week may be allocated over the course of either a four or five-day workweek.
- Participants will be paid at the rate specified in State or local minimum wage law, up to 20 hours per week, for the duration of the six-week summer work experience. The CRP will hire the student as a temporary employee and serve as the employer of record, which will include responsibility for providing liability insurance and workers compensation.
- In addition to the 16-hour work experience, CRP staff will lead classroom discussion for four hours per week focusing on the following six soft skill topic areas:
 - Communication
 - Enthusiasm & Attitude
 - Teamwork
 - Networking
 - Problem Solving & Critical Thinking
 - Professionalism

The classroom experience is also a paid activity.

- The fee for this service is universal statewide, \$1850 for planning and \$1850 for final report, as authorized by MOVR.

D. Eligibility

- Students must meet MOVR initial eligibility criteria.
- Participants must be students who are entering their final year of high school and have no prior formal work experience in a competitive integrated setting. In some cases, the possibility exists for juniors to be considered.
- Students must commit to participating in and completing the six-week program.

E. CRP roles and responsibilities:

- CRPs will develop employment sites within their local communities. Site locations options include: for-profit, non-profit, or government entities. Each site must provide access to work-based learning experiences in a competitive integrated setting.
- CRPs will submit the *VR Summer Work Experience Employment Site Proposal* to the VR District Office Supervisor(s) and Regional Manager associated with the employment site, as well as, the Director of Community Rehabilitation Programs for review and approval.
- CRPs will provide one staff person to support up to six students.
- CRPs may develop multiple employment sites.
- Work experience opportunities should be appropriate for high school students who have had little to no community-based work experience (e.g. entry-level positions).
- CRPs will provide on-site support during the entire experience.

Reviewed: 1/16, 5/17

Adopted: 1/15