# **Project Skills**

### The who, what, when and why ....





## What is Project Skills?

- Project Skills is a <u>paid work experience</u> program for high school students with disabilities.
  - A cooperative arrangement between state vocational rehabilitation agencies and local school districts.
- Provides students the opportunity to learn different skills in a variety of job placements, with the assistance of a job coach.
- Helps to build the student's work history, develop references, and prepares students to take on new challenges within the world of work as they grow.



Click Here to watch a short video about Project Skills

### Who can participate?

#### Individuals that are...

- 16 years or older.
- Enrolled in a certified high school program and be meeting acceptable academic and attendance requirements.
- Have an employment experience as part of the Individual Education Program (IEP) unless waived by the VR counselor.
- Apply for and be determined eligible for vocational rehabilitation services through either the Division of Rehabilitation Services or Service to the Blind & Visually Impaired

<u>Click Here!</u> To find contact information for the DRS office covering your area and apply.

## Who pays for it all?



- The **Division of Rehabilitation Services** (DRS) provides funding for wages, FICA, worker's compensation, and other costs.
- DRS can also pay for other items needed for employment, such as uniforms, based on the individual student's needs.
- The local school district provides matching funds for Project Skills by providing job development, job coaching and on-site monitoring. These services can be provided directly by the school district or may be purchased from another agency, such as an education cooperative, community service provider, career learning center, or other agency approved by Vocational Rehabilitation (DRS).

#### Contract between DRS and Your School

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Each School or Co-op must sign a contract with SD Division of Rehabilitation Services to allow their students to participate in the Project Skills program. The document describes what the school agrees to and what DRS/ SBVI agree to provide for each student participating in the program If you are unsure if your school has signed one, contact your local

DRS/SBVI office.

Example of the front page of a blank contract.

#### What is the school's match?

- For every \$10 VR provides in paid work experience, the school must agree to provide approximately \$3 in services such as; job development, job coaching, and on-site monitoring.
- This match cannot be from federal funds
  - The services can be provided by schools directly, or purchased through other agencies, such as; Job Shops, Educational Cooperatives, Career Learning Centers, Community Service Providers, Mental Health Centers, or other approved private providers (ask your VR counselor for more information).

#### The Formula:

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\$0.30 x students' total earned wages = \$Z (this is the amount the school must match in service costs)

\$Z ÷ hourly wage of job coach/school staff = # hours of service that must be provided to meet the match.

### Completing The Match Form

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#### Job Development, Job Coaching, & Monitoring

### Job Development

Activities associated with identifying positions and employers for the students involved, including the development of the work contract



Activities related to helping support and train each student on-the-job. These activities generally start out one-to-one and fade out over time, allowing the student to take over the responsibilities of the job. These activities vary for each individual student.

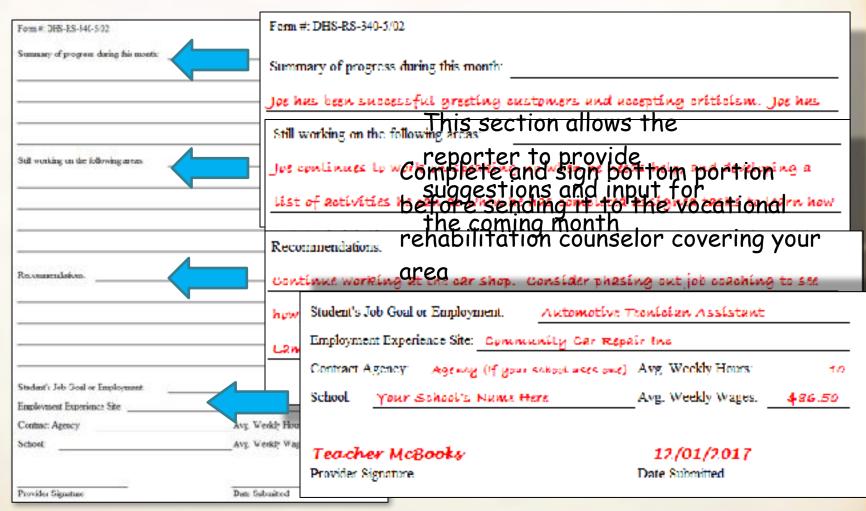
## Monitoring

Observation of the student at the work site, performed at least two times per month. These activities aim to identify successes and needs of the student as they progress through their work experience.

### Monthly Reports (the front)

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### Monthly Reports (the back)



Click the image above to open your own copy in Microsoft Excel. It is Sheet 2 on the Excel File

### How does a student get signed up?

- First, the student and parents must complete the VR application process with a VR counselor. This requires:
  - Getting signatures on associated paperwork
  - Getting signed releases

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And collecting records

Second, once the VR counselor collects records, they work to determine the student's eligibility for services, based on reports and records received

Third, after the student has been determined eligible, the student and counselor develop an individualized plan for employment (IPE), to include the student's participation in the project skills program. This document requires a parental or guardian signature if the student is under 18 years of age

• Once those steps have been completed, the school and student may begin filling out the necessary project skills payroll forms to get them signed up...

<u>Click Here </u>!!

To get more info on the step by step process for applying and other info

#### Project Skills-Specific Documents:

There are a number of documents that need to be completed once the student is ready to get started in Project Skills...

👗 Non-Permanent Payroll Form



W-4 Employee's Withholding Allowance Verification

Employee Direct Deposit Payroll Form

Selective Service Registration

Project Skills Work Agreement Contract

Click on the toolbox to link to available forms and the teacher's lounge under the Project Skills Heading on the DRS website!

#### Non-Permanent Payroll Form

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You will need to get this form from you local DRS office) Don't Forget to Complete the Back on the bottom.

#### I-9 Employment Eligibility Verification (Front)

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#### I-9 Employment Eligibility Verification (Back)

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- Student ID (if under Click the SS Card to link to SSA site and instructions on how to get a new SSA card if you need one.

#### W-4 Employee Withholding Allowance Verification Certificate

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#### Employee Direct Deposit Payroll Form

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#### EMPLOYEE'S AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I hereby authorize the state of South Dakota to initiate cirect deposit of my payroll/reimbursement check into the depository (ies) which I have indicated below, and to initiate any debit or credit entries to my account that may be needed to correct any errors that have occurred. (NOTE: Financial Institution #1 will be your default account.)

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### Selective Service Verification Fo

HR

SELECTIVE SERVICE REGISTRATION - RESTRICTIONS ON PUBLIC EMPLOYMENT

SDCL 3-1-1.1 requires selective service compliance as a prerequisite to being hired by a South Dakota governmental entity.

Please complete the following by checking the appropriate statement and signing at the boltom.

\_\_i hereby certify that i am registered with the Selective Service pursuant to the Military Selective Service Act.

\_\_i certify that i am not required to be registered based on a reason line, below

- Female
- Member of the Armed Forces on active duty (NOTE: Does not apply to members of the Reserves and National Guard who are not an active duty)
- Not reached my 18<sup>th</sup> birthday
- Born before January 11, 1960
- Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign stydents, tourists with unexpired Form I-94, or Barder Crossing Document DSP-150)

Individuals who are born female and have changed their gender to male

NAME

DATE -

To be filed in employee's permanent file, if you have questions call the Bureau of Human Resources at a05-773-3148. Funding for DRS serv including the money use the students' wages mrough the Projecta and lange band de intalsides fedelantificite of sphelic attacked then, DRSenagistienetheordput failleeds Click on the flagricon below inclution construction below menistered for the selective set one vertien aignoral, dates the bottom headingsfoonfiled four eduloning it oinhowthttheompheredocuments

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#### Project Skills Work Agreement Contract

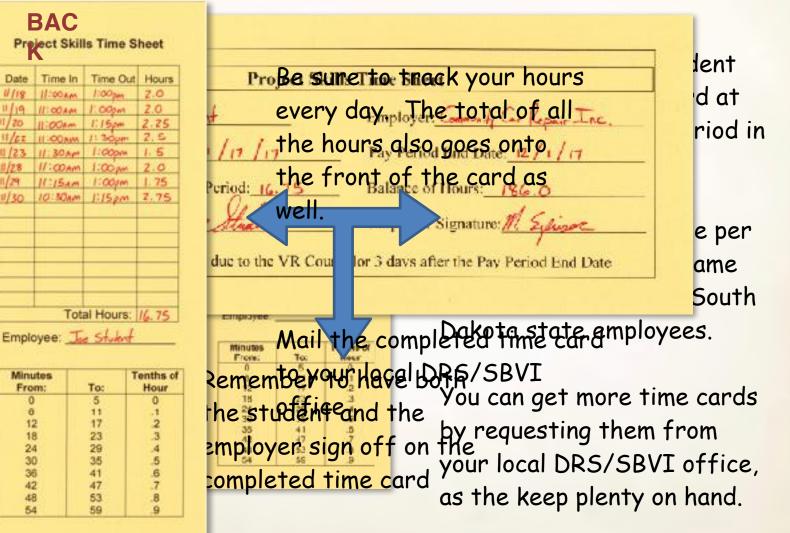
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The "Project Skills Work Experience Agreement" is the long form, usually comprised of multiple carbon copies.

It documents the agreement between the school, the student, the Division of Rehabilitation Service, and the employer to participate in the Project Skills Program.

This section covers those skills It also describes: employer contact and dreas the student Will be information, the number of work Working on. This section can be experience hours to be used, start and comparable, or the same as ipated end date of the work some of the transition goals experience, and the tasks the student found in the student's IEP.

## Time Cards



Minutes From: