

# **Community Based Work Transition Program (CBWTP)**

## **QUICK FACTS**

### **What is the Goal?**

- Students will have jobs when they graduate – a starting place for a good career.
  - Time is spent with the student in order to learn about their interests, abilities, likes, dislikes, etc.
  - Jobs need to reflect student individuality with an eye toward vocations and potential careers.
  - Jobs should be in agreement with each student’s vocational strengths and interests as described in his or her transition plan, Individualized Education Plan (IEP), and Individualized Plan for Employment (IPE).

### **Who is eligible?**

- The CBWTP is for special education students who are in their last two years of high school.
- It is for students, who because of a disability require a personalized vocational service in order to obtain and maintain employment.
- The student and his or her family have expressed a desire for the student to obtain employment, and be in the program.
- There is equal access for students with the most significant disabilities.
- Students must be eligible for Office of Vocational Rehabilitation (OVR) or Office for the Blind (OFB) services.
- Eligible students cannot benefit from other school or vocational training programs. (The CBWTP cannot supplant other suitable vocational programs.)

### **How are students referred?**

- The student’s Admissions and Release Committee (ARC) makes referrals for the CBWTP.
- Referrals should typically be made to the OVR or OFB in the spring prior to the student’s final two years of high school.
- It is best to have a designated individual at each school district facilitate the referrals between the ARCs and OVR/OFB. (The student employment coordinator should not be responsible for coordinating the referral process.)
- This designated individual will refer students expected to be eligible for the CBWTP to the OVR/OFB counselor assigned to the school district.

### **Who does what with whom and when?**

1. School administrator:
  - Coordinates application to CBWTP.
  - Hires student employment coordinator(s).
  - Oversees CBWTP for quality and fiscal control.
2. Teachers:
  - Coordinate the development of the Individual Education Plan (IEP) and transition plan.
  - Implement the Individual Education Plan.
  - Assist with completion of each student’s vocational evaluation.
  - Provide support and expertise to the student employment coordinator(s).

3. OVR/OFB counselors:
  - Determine student eligibility for the CBWTP.
  - Develop an Individualized Plan for Employment (IPE) for all eligible students.
  - Support and provide expertise to the student employment coordinator(s).
  
4. CBWTP staff at the Human Development Institute (HDI) at the University of Kentucky:
  - Develop instructional materials and curriculum.
  - Provide or coordinate statewide CBWTP workshops.
  - Provide follow-up consultations and other support according to district needs.
  - Collect relevant project data.
  - Help with mediation when problems arise between interested parties.
  
5. The student employment coordinators (hired by school districts):
  - Coordinate student evaluations – determine (with the student) the nature of ideal job characteristics (including ideal job tasks, co-workers, work environment...), and identify types of businesses and employers that are consistent with the ideal.
  - Work with employers and students to develop and negotiate personalized jobs based on ideal job characteristics.
  - Facilitate student instruction on the job.
  - Maintain needed documentation.
  - Provide input to teachers on students’ performance.
  - Actively seek advancements for the students.
  
6. The student and his or her family:
  - Contribute ideas for designing the evaluation (what is known, what kinds of information need to be learned...)
  - Participate in employment planning meetings including the development of the Individualized Plan for Employment (IPE).
  - Provide feedback to student employment coordinator.

**Who pays?**

- Kentucky Department of Education (DOE), Kentucky Office of Vocational Rehabilitation (OVR) and Kentucky Office for the Blind (OFB) provide funding for the CBWTP project at HDI.
- DOE provides additional funding for expensed for CBWTP trainings provided by HDI.
- OVR provides from 30% to 75% of school district budgets for the CBWTP.
- School districts provide at least a 25% match up front based on their CBWTP budget.

**Community Based Work Transition Program**

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