

# GETTING STARTED

## *CHECKLIST FOR INITIATING THE COMMUNITY BASED WORK TRANSITION PROGRAM*

### **A. ADMINISTRATIVE/SCHOOL ISSUES**

1. Obtain administrative/board support for the CBWTP, and develop district policies and procedures for providing community-based instruction (if such policies are not already in place.)
2. Complete CBWTP application.
3. Identify mechanisms for awarding elective/core credits towards graduation via provision of school and community-based work transition instruction.
4. Plan for student/staff transportation that is flexible for students' needs while consistent with district/board policy.
5. Contact local Office of Vocational Rehabilitation Counselor regarding intent to apply and to discuss student determination of eligibility for services.
6. Develop a plan for promoting the Community Based Work Transition Program within the school and the community at large.

### **B. ISSUES RELATED TO THE STUDENT EMPLOYMENT COORDINATOR**

1. Develop a job description for the student employment coordinator, outlining specific responsibilities.
2. Determine how the role of student employment coordinator will be filled by existing staff and/or by new staff.
3. Plan for training for the employment coordinator(s).

### **C. ISSUES RELATED TO STUDENTS**

Identify students who could benefit and/or who are eligible for the services provided by the CBWTP.

## **APPLICATION PROCESS**

School districts interested in participating in the CBWTP must first submit an application to OVR. Applications are available through the CBWTP office, the Office of Vocational Rehabilitation or through the project web site ([www.ihdi.uky.edu/cbwtp](http://www.ihdi.uky.edu/cbwtp)).

To be eligible for the CBWTP, schools must address the following issues on the application:

- *The number of students, types of student disabilities, and ages of students*
- *Projected budget*
- *Prior district experience with community based instruction*
- *District implementation of transition planning requirements*
- *District community based instruction policies and procedures*

Once an application and budget worksheet has been submitted and approved by the CBWTP and OVR, the applicant will receive a contract from the Office of Vocational Rehabilitation's central office. The superintendent of the local school district must sign the contract. Once the school district has obtained the necessary approval, the contract should be returned to OVR for signatures and approval.

After the contract is completed, the local school district will receive an invoice for its 25% match (matching funds cannot be federal dollars) payable to the Kentucky State Treasurer.

While finalizing the contract, schools should begin to gather the necessary information needed for referring students to OVR. The OVR Counselor should not authorize any services until the contract is completed and the district match check is received by the OVR. Please note that first year programs cannot begin billable service provision until after October 1, due to the constraints of OVR's fiscal year.