

WHO IS APPROPRIATE FOR REFERRAL TO STEP PROGRAM?

- ❖ A student whose parents want him/her in co-op program, *including work*.
- ❖ A student who is at least 14 and **WANTS** to work, now or in the near future **AND** has a most or very significant disability, according to State of Illinois Dept of Human Services/Division of Rehab Services guidelines. Counselor makes this decision based on your referral information.
- ❖ Someone who has a *measurable* vocational goal specifically identified on his/her IEP
 - How does the disability interfere with getting a job – goals/objectives written to help the student in these areas

THE REFERRAL PROCESS – INITIAL INTERVIEW

- ❖ Get a signed release (our ROI form), from parents if student is under 18 years old, or from the student if he/she is 18 or over, giving you – the school district—permission to send us, TMC/DRS, the referral
- ❖ Send the IEP with the vocational goal, the signed ROI, most current Psych Report (from one of our member districts), SDS and Medical, and any other reports (Speech, PT/OT, Most recent Review of Records, Vision, Hearing, Behavior, etc.) applicable to the student
- ❖ We contact the school for a date & place for the initial interview. Transition Specialist, student and parent (if under 18, or not his/her own guardian) are the only ones requested at this meeting. Our office sends out letters to parents, teachers, and one to school for student to take home, also.
- ❖ After interview, if accepted, student & teacher receive a letter of acceptance to STEP.
- ❖ Their names will be added to Wage & Hour forms for their teacher and school. These forms are sent out from our office. They will then have an open case with DRS, through the State of Illinois

STEP PROCESS

- ❖ Submit Training Memorandum and Student Work Site forms **before** each student starts a new experience, stipend pay position, or employer-paid job, or call Transition Specialist for verbal approval if starting immediately. Follow up with proper forms needed.
- ❖ Collect the hours and days according to the schedule. **THESE MUST** be accurate. This info is audited, sent to the state, and has state & federal funding attached.
- ❖ Submit forms on time so students can receive their stipend and we can submit our monthly billings and other reports to State of Illinois.
- ❖ Complete quarterly Work Progress Reports from supervisors and submit to our office with signatures from students.
- ❖ Check with employers on student progress.
- ❖ Use Wage & Hours sheets to keep us informed – dates of getting started, pay rate changes, job physical location changes, suspensions, termination dates, dropped out, moved, medical conditions, awards, special classes, services (JC, JS), CBI's, etc.
- ❖ Call on our Job Development Specialist for job development in your community
- ❖ A staff person is identified at the school to be responsible for STEP reporting

FINAL YEAR

- ❖ Let us know who is in his/her final year
- ❖ Work with each final year student, and have them develop his/her resume & get a copy to us.
- ❖ We meet with all of them, develop an IPE – if appropriate, make referrals, bring in adult providers, etc.
- ❖ All final year students are expected to be working in the community, employer paid, and hopefully in a job they can keep after they graduate
- ❖ Contact our Job Development Specialist for help
- ❖ Prior to graduation, adult service providers (if necessary) can be brought into their program. Make decision to keep student on caseload, close case, or transfer to adult service through DHS/DRS.
- ❖ Let us know if students are participating in ceremonies and returning in the fall, vs. those receiving their diplomas at time of graduation (Brittany's Law).