**STEP FACT SHEET- FY 20**

**Program Description:**

STEP (Secondary Transition Experience Program) is a work experience program that helps students with disabilities prepare to transition to employment and community participation during and after high school.

Students learn to become productive, self-sufficient adults through a variety of STEP Experiences. These experiences include:

→ Developing desirable work habits and realistic career goals

→ Opportunities for students to explore careers

→ Work experiences through on the job placement

→ Encouraging students to develop the social and personal skills needed to maintain successful employment

**Pre-Employment Transition Services (PTS)**

→ These are provided by the high schools.

* Job Exploration Counseling
* Work Based Learning Experiences
* Counseling on Post Secondary Education
* Workplace Readiness Training
* Instruction in Self-Advocacy

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| **School Responsibility** | **Transition Specialist Responsibility** |
| * Inform Parents about STEP and DRS Services and rights/responsibilities in transition planning | * Support teachers through the STEP process and stay up to date on information regarding STEP and DRS |
| * Provide social security number, consent for services, most recent IEP, existing medical, most recent psych, record reviews, social history and any other relevant reports. | * Receive referrals, schedule interviews with students/parents, follow DHS/DRS guidelines to certify for services (if criteria is met) |
| * Provide all students with disabilities the opportunity to work, with or without supports, in competitive jobs in the community prior to school exit. | * Gather information as part of the IEP team to help determine skills interests and abilities as well as level and type of support needed during transition |
| * Submit worksite approvals/agreements for all experiences, submit monthly wage and hours, provide copies of quarterly evaluations, invite TS to IEP’s and provide any new reports. | * Provide high schools with a budget determined by the number of referrals and outcomes. (Outcomes= 240 hours/60 days of paid community employment, minimum wage or above) |
| * A minimum of 10 hours of work experience for each student per calendar week approved by TS that earns credit towards graduation requirements. | * Assist in the process and transition of services to adult services as determined by the IEP team, including the family and student |

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