Employment Services

There are 2 categories of Employment Services available: Employment Services – Individual and Employment Services – Group.

Employment Services - Individual are intensive on-going supports to obtain and maintain competitive employment, customized employment, or self-employment, in an integrated work setting. The participant is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. **Employment Services - Individual** are provided at a 1:1 staffing ratio.

Transportation: During the job development phase of **Employment Services - Individual**, the provider is responsible for **assisting** the participant with locating resources for transportation to and from work; however, the provider **is not** responsible for transporting the participant to and from work.

Core Activities for Employment Services - Individual:
- Vocational/job-related discovery or assessment;
- Person-centered employment planning;
- Job placement;
- Job development;
- Negotiation with prospective employers;
- Job analysis;
- Job carving;
- Training and systematic instruction;
- Job coaching (to be conducted on the job, including developing natural supports);
- Identifying assistive technology supports;
- Benefits support;
- Training and planning;
- Coordination of transportation;
- Workplace accommodation assistance;
- Self-employment assistance;
- Asset development and career advancement services; and
- Other workplace support services including services not specifically related to job skill training that enable the participant to be successful in integrating into the job setting.

Employment Services - Group are intensive on-going supports to obtain and maintain competitive employment, customized employment, or self-employment, in an integrated work setting. The participant is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. **Employment Services - Group** are provided in group settings, such as mobile work crews or enclaves, and employees may be paid directly by the employer/business or by the Employment Services - Group provider.

Employment Services - Group are not a prerequisite for Employment Services - Individual. Employment Services - Group originate from a DDSN licensed day facility.

Transportation for **Employment Services – Group** will be provided from the participant's residence to the work site when the service start time is before 12:00 Noon. Transportation will be available from the participant's habilitation site to their residence when the service start time is after 12:00 Noon.

Core Activities for Employment Services - Group:
- Communication
- Community Participation/Safety
- Coping Skills
- Health and Hygiene
- Interests /Preferences
- Mobility/Transportation
- Money Management
- Personal Responsibilities
- Pre-Employment
- Self-Esteem
- Strength/Abilities
- Self-Advocacy/Self-Determination
- Skills
- Socialization Supports

Please see Employment Services Standards on the SCDDSN website (http://www.ddsn.sc.gov) for more information.

Provider: Employment Services (Individual and Group) will only be rendered by DDSN qualified providers contracted to provide Employment Services.

Arranging for Services: The need for Employment Services must be documented in the Support Plan and the plan must be approved by the DDSN Admin Division before services can be authorized. The cost of services must be added to the *State Funded Community Supports Budget Calculator*. Under no circumstances may the annual cost limit of the State Funded Community Supports be exceeded.

To initiate the service following approval by DDSN, an **electronic authorization** must be completed. **The provider must bill DDSN for services rendered as instructed in the SFCS Manual, section 7.** Ongoing Services must be authorized annually at the time of the Support Plan, and as changes are made to the service throughout the plan year. The authorization will remain in effect until a new authorization is issued or a *Notice of Reduction or Termination Form (SFCS Form 4)* is issued.

The "Services Menu" of Service Tracking System (STS) must be updated to indicate the participant is receiving Employment Services.

Monitoring: The Support Plan, which must include Employment Services, must be monitored in accordance with SCDDSN Case Management Standards.

Reduction or Termination of Services: When Employment Services are being reduced or terminated, the **Notice of Reduction or Termination (SFCS Form 4)** must be used to notify the participant/representative, the provider and DDSN-SURB. See SFCS Manual, section 6, for more information.