

EXPLORE

The World of **Work**

DISCOVER

Your **Career**





DC Department on Disability
Services Rehabilitation Services
Administration (DDS RSA) is
here to work with you one-on-
one to choose support services
and career options that match
your interests, strengths, and
abilities. Our goal is to help
you successfully transition from
secondary school to the world
of employment.

YOUR NAME

RSA VR SPECIALIST'S NAME

EXPLORE



EXPLORE



DISCOVER



1. OPEN YOUR CASE WITH DDS RSA

You should consider applying if you have a disability and are attending high school.



2. EXPLORE WHAT YOU WANT TO BE

You will work with your VR Specialist one-on-one to explore your interests, strengths, and abilities.



3. DEVELOP YOUR PLAN

You and your VR Specialist will develop your Individualized Plan for Employment (IPE), which includes your employment goal and services you will receive.



4. PREPARE FOR EMPLOYMENT

It is time to implement your IPE. You will receive the services identified in your IPE. It is your responsibility to participate in these services. They will help you develop your skills as you prepare for employment.



5. SEARCH FOR JOBS & GET HIRED

You will continue to receive services that will help you search for a job that matches your employment goal. It is up to you to search, apply for, and get a job that you want. RSA will provide support and additional assistance to help you obtain and maintain your job.

CAREER



DISTRICT OF COLUMBIA
REHABILITATION
SERVICES ADMINISTRATION

1125 15th St. N.W., 9th Floor, Washington, DC 20005
PHONE: 202-442-8400 • TTY: 202-442-8613
OFFICE HOURS: Monday through Friday from 8:15 am – 4:45 pm
dds.dc.gov



1 Open Your Case with DDS RSA

The RSA Youth in Transition Services Unit assists eligible youth and young adults with disabilities, who are attending high school, to achieve their employment goals. Consider applying for services as soon as you begin exploring your options after high school.

Key Questions

Here are some questions you should think about as you prepare to open your case with RSA:

- Do you want to work?
- Do you have a disability that impacts your ability to work?
- How does your disability impact your everyday tasks at school and at home?
- Do you have all of your required documents or do you need help getting them?



Your Choices

Provide consent for RSA to have access to your disability records or bring your records and paperwork to RSA. Ask RSA to help you with any missing evaluations or assessments.

Activities

A Apply to RSA for Services

- Pick up an application at your school or by contacting RSA directly. An RSA Transition Specialist will provide outreach information and applications to your school.
- Work with your school and parents to complete your application.
- Sign a consent form to give your school permission to share the required records and documents with RSA to determine your eligibility.

- Submit your signed application and consent form to RSA.* Your school will help you submit these forms.

(*If you are under age 18, your parent/guardian will need to sign the application and consent forms.)

B Schedule Your Intake Interview

- Within 5 days of receipt of your application, RSA will assign you a Vocational Rehabilitation (VR) Specialist and he/she will work with your school to schedule your intake interview.
- The VR Specialist will conduct your intake interview at your school.



- If you are unavailable for an intake interview at your school, we will schedule a time for you to meet with a VR Specialist at our office. Please remember:
 - RSA will try to call you 3 times.
 - If we can not reach you, we will check back with your school about how to contact you.
 - It is your responsibility to respond so that we can schedule a time to meet.

C Prepare Documents for Your Intake Interview

Ask your school to assist you in getting these documents. RSA staff can also help you to apply for any missing documents during your intake interview.

- Medical/Disability Report
- Social Security Card
- Government issued photo ID or a photo ID with proof of address (Driver's License, DC Resident Card, etc.)
- SSI & SSDI Verification

D Participate in Your Intake Interview

- Check with your school to confirm when and where you will meet the VR Specialist.
- During your intake interview, you can expect the VR Specialist to:
 - Review your assessments and discuss your strengths, interests, and abilities, and the support services that you may need.
 - Explain various RSA processes and policies including the Substance Free Policy, Financial Participation, Confidentiality, Informed Choice, Ticket to Work/Benefits Counseling, and Client's Rights and Responsibilities.
- During your intake interview, you will be expected to:
 - Sign Client's Rights and Responsibilities form.
 - Provide the requested documents and information.
 - Actively participate.
- You will develop a Next Steps Sheet with your VR Specialist so that you both know what to do moving forward.

★★★ RSA Will Determine Your Eligibility for Services ★★★

Whenever possible, we use existing information and assessments to document the existence of your disability and determine your eligibility. You are eligible for services if you meet the following criteria:

- You have a disability that is a barrier to your employment.
- You are interested in and committed to preparing for employment.
- You will benefit from our services in order to meet your employment goal.

Your VR Specialist will determine your eligibility. This can occur:

- At the end of your intake interview if there is sufficient information.
- Within 60 days of receipt of your application if further assessment is needed.

We will notify you as soon as we make your eligibility determination. If we are unable to reach you, we will check back with your referral source about how to contact you.

If we determine you are eligible, you will work with a RSA VR Specialist to develop an Individualized Plan for Employment, detailing the supports and services you need to reach your employment goal.

If we determine you are ineligible, you may choose to appeal. The VR Specialist will provide you with information on how to appeal, including informal and formal due process procedures. The VR Specialist will also refer you to other appropriate community programs to address your training or employment-related needs.





2 Explore What You Want To Be

Once eligibility has been determined, you will work with a Vocational Rehabilitation (VR) Specialist one-on-one to explore the world of work.

Key Questions

At this point in the process, you will gather information on jobs and your disability by exploring and answering the following questions:

- Do you want to work?
- What are your interests, skills, and abilities?
- What types of jobs interest you?
- Do these jobs match your skills?
- Are these jobs available in the place where you plan to live?
- How will your desired job impact your benefits?

Your Choices

Your preferences and answers to these questions are important. Share your preferences with your VR Specialist and he/she can help you find answers.

Activities

A Complete a Comprehensive Assessment

- This will help us to identify your interests, skill sets, and strengths.

B Review Your Goals

- It is important to review your goals from your transition plan and align them with employment goals that are consistent with your interests, skills, and abilities.

C Research the World of Work

- Look up job titles, job market trends, and employers you might be interested in.

D Identify Job Requirements

- For example, educational requirements, vocational training, etc.

E Participate in Career Exploration Activities

- Activities may include job fairs, on-site visits to potential job sites, informational interviews, and job shadowing opportunities.



3 Develop Your Plan

After you have explored your skills, interests, abilities, and career options, it is time to develop your Individualized Plan for Employment (IPE) with your Vocational Rehabilitation (VR) Specialist. This plan is unique to you and details your employment goal, what you need to reach your goal, and the services you will receive from RSA. Your IPE will be developed within 90 days of eligibility.

Key Questions

At this step in the process you will refine your employment goals and identify the services you need to achieve these goals by exploring the following questions:

- What is your employment goal?
- What skills are needed for your desired job? Do you need to go to college, a vocational training program, resumé building workshop, or an internship to build these skills?
- What types of services, including assistive technology, can help you? Who provides and pays for these services?
- What is your timeline for achieving your employment goal and how will you measure your progress?

Your Choices

You and your VR Specialist will work together to answer these questions and write your IPE. Your VR Specialist will provide you with all the options that align with your skill-set so that you are able to make an informed choice about what you want. Decisions must be mutually agreed upon by both you and your VR Specialist.

Activities

A Write Your IPE

- Include your employment goal, which should be aligned with your interests, skills, and abilities, with available and attainable training opportunities, and with available job opportunities in the labor market.
- Identify the supports and services you need to achieve your employment goal.
- Determine who will provide the services.
- Determine the cost of services and who is responsible for paying for services.

B Complete a Financial Needs Assessment

- This will outline your individual contribution.

C Sign Your IPE

- Your IPE needs to be signed by you and your VR Specialist.

D Participate in Follow-up Meetings with Your VR Specialist to Review Your IPE

Note: You can modify your IPE at any point in the process as long as the changes are mutually agreed upon by you and your VR Specialist.

Post-Secondary Education as a Service

If you and your VR Specialists mutually decide that your employment goal will require you to attend a college or university to achieve that goal:

- You and your VR Specialist will identify the supports you will need to succeed in post-secondary education and will develop a plan for ensuring that these services are in place when you start school.
- Your VR Specialist will discuss with you the institutions that have the necessary programs or training to meet your employment goal. He or she will also provide contact information for the Student Disability Support Services Offices at the school.
- You and your VR Specialist will first consider public institutions within the metro DC area, per DC RSA's Post-Secondary Policy.
- You will exercise your informed choice on which institution to attend based on all the information you receive.

★★★ Cost of Services ★★★

- You will need to complete a Financial Needs Assessment to determine your individual contribution. Depending on your ability to pay, you may have to participate in the cost of some services or equipment.
- You will need to identify any comparable benefits. This means you are required to access services that are publicly available or available through your health insurance first. (For example, Medicaid, health insurance, FAFSA, Pell Grant, VA Benefits, etc.)
- After your individual contribution and comparable benefits, RSA will assist with the remaining costs of services if they are necessary to help you reach the employment goal outlined in your IPE.



4 Prepare for Employment

Once you have developed your Individualized Plan for Employment with the help of your Vocational Rehabilitation (VR) Specialist and you have both signed it, it is time to implement your plan and receive services that will help you prepare for employment.

Key Questions

When preparing for employment, keep the following questions in mind:

- What skill sets do you need to develop to achieve your employment goal?
- Are there career preparation activities available at your school or in the community (workshops, trainings, etc.) that could help you further refine your skills?
- Do you need any additional support to achieve your employment goal?

Your Choices

It is up to you to participate when you receive services. Follow-up with your VR Specialist to let him/her know if something is not working or if you need additional help.

Activities

A Receive Services

- RSA will refer you for the services outlined in your IPE. These services will help you build the skill-sets and credentials needed to achieve your employment goal.

B Participate in Career Preparation Activities Available at Your School and in Your Community

C Follow-up with Your VR Specialist Regularly to Review Your Progress

★★★ Types of Services ★★★

The specific support services you receive are individualized and based upon what you need to achieve your career goals. Examples:

- Career counseling and guidance
- Assistive technology devices
- Transportation allowances
- Accommodations needed to access trainings
- Work-related training and education

RSA may provide services while you are still enrolled in high school, if it is a service that is not provided by the school but will assist you in reaching an employment goal. These types of services would take place after school hours.



5 Search for Jobs & Get Hired

Now you are ready for employment. The final step in this process is to search for a job and get hired.

Key Questions

When you job search and find employment, remember to think about the following questions:

- Do you know how to use the resources available in your community to find and apply for jobs?
- Do you need help from Job Placement staff at RSA?
- Is your job consistent with what is in your Individualized Plan for Employment (IPE)?
- Are you satisfied with your job?
- Do you need additional help with anything to perform your job?

Your Choices

It is up to you to search and apply for jobs, but RSA is here to provide support. Follow up with your VR Specialist if you need additional support and let him/her know how your job search is going. Ask about post-employment services if you need help in the future to maintain your job. Remember, you can reapply to RSA at any time.

Activities

A Receive Services

- RSA will refer you to the RSA Business Relations Unit or to external providers to receive services that will help you find work. The specific support services you receive are individualized and based upon what you need. Examples:
 - Job Development
 - Job Coaching
 - Job Placement

B Search For Jobs

- Submit applications and resumes.
- Interview for jobs.

C Update Your VR Specialist About Your Progress

D Follow up and Report Your Employment to Your VR Specialist

E Learn About Post-employment Services if You Need Additional Support to Maintain Your Job

★★★ Case Closure ★★★

RSA will consider you as having a *successful employment outcome*, close your case, and end services when:

- You have achieved an employment outcome that matches your goal and IPE.
- Your employment is consistent with your strengths, resources, priorities, concerns, abilities, interests, and informed choices.
- Your employment is in most integrated setting possible.
- You have been employed for at least 90 days.
- You and your VR Specialist consider the employment satisfactory.
- You are paid at or above DC minimum wage.

RSA will consider you as having an *unsuccessful employment outcome*, close your case, and end services for various reasons including:

- You are non-responsive and do not cooperate.
- You do not actively work towards achieving your employment goal.
- Your disability worsens and prevents you from working.

If RSA determines you as having an unsuccessful outcome, you do have the option to appeal.



DISTRICT OF COLUMBIA
REHABILITATION
SERVICES ADMINISTRATION

Notes





1125 15th St. N.W., 9th floor, Washington, DC 20005 • PHONE: 202-442-8400 • TTY: 202-442-8613
OFFICE HOURS: Monday through Friday from 8:15 am – 4:45 pm • dds.dc.gov

Learn about RSA

★★★ RSA's Mission ★★★

Our mission is to provide individualized services to eligible persons with disabilities who are interested in working and achieving independence.

Our Youth in Transition Services Unit develops and delivers services to schools and students/families to help youth with disabilities achieve independence and long-term employment outcomes.

Whenever possible we use existing information and assessments to document the existence of your disability and determine your eligibility. If additional assessment is necessary, we will provide it at no cost to you.

Who?

You are eligible for RSA services if you meet the following criteria:

- You have an Individualized Education Program (IEP), 504 Plan, or disability and your disability limits your ability to get a job.
- You are interested in and committed to preparing for employment.

When?

Consider applying for services as soon as you begin to explore your options beyond high school. We usually start working with youth in the last two years of high school. This gives us time to work together with you and your school to:

- Explore your interests, skills, and abilities.
- Identify your job goal and employment-related activities.
- Develop an individualized plan for employment that includes services you need to achieve your career goals.

What?

The specific support services you receive from RSA are individualized and based upon what you need to achieve your career goals. Examples of services include:

- Career counseling and guidance
- Assistive technology devices
- Transportation allowances
- Job coaching, job development, and job placement
- Work-related training and education



Roles & Responsibilities



Students

- Prepare for your transition to adult life while you are still in school.
- Explore academic classes and opportunities, extracurricular activities, community events, and work experiences that are of interest to you. Reach out to your support network (family members, friends, teachers, professionals) for guidance during this career exploration process.
- Define your strengths, skills, interests, and challenges and understand how your disability impacts your work in order to determine your need for short and long-term support. As you begin to think about your postsecondary and career goals and the support you will need to achieve them, **apply to Rehabilitation Services Administration.**
- Attend and actively participate in meetings with your school, parents/guardians, and RSA to further refine your career goals.
- **Work with RSA to develop your Individualized Plan for Employment (IPE)** and choose the services you need to achieve your employment goal.
- **Strive to reach your goal.** Apply for jobs and let your support network and RSA know how everything is going. Ask them for help if you need it.



Parents/Guardians

- Support and empower your student throughout the transition from school to adult life and encourage him/her to actively participate in the process. **Stress the importance and value of work to your student.**
- Help your student explore his/her strengths, interests, abilities, and challenges and understand the impacts of his/her disability. At least two years before exit from high school, encourage your student to think about his/her options beyond high school and what supports he/she may need to achieve an employment goal. **Help your student apply to Rehabilitation Services Administration for the services.**
- **Collaborate with your student, the school, and RSA and attend and participate in meetings to discuss transition to adult life.** Ensure that your student attends and participates in scheduled meetings with RSA. Help prepare your student for these meetings so he/she is ready to make informed choices about his/her future.
- Connect your student to opportunities including internships, mock interviews, resumé building, etc. to help him/her prepare for the world of work.
- Communicate with your student about his/her job search and if he/she needs help, encourage him/her to talk to the RSA VR Specialist and connect them to any other appropriate adult eligibility-based services.



School System

- Help your students and their families understand the transition process.
- Encourage and empower your students to be self-advocates and active and informed participants in the transition process. Educate students about the “age of majority” (age 18) so that they are aware of their rights and responsibilities.
- Stress the importance and value of work to your students. Expose your students to the world of work via in class lessons, individual dialogues, career fairs, etc. Connect students to career exploration activities at school and in the community.
- Guide your students in exploring their strengths, skills, interests, and challenges and how their disabilities impact their academic and professional work. **Support students in developing their SMART career goals** (Specific, Measurable, Attainable, Relevant, and Timely) and identifying what they need to do to reach these goals.
- At least two years before your students exit high school, discuss their short-term and long-term needs for supports. **Assist them in applying for RSA services. Ensure necessary documents are easily available to RSA to determine their eligibility.**
- Talk to students about their Individualized Plan for Employment (IPE) and employment goals. **Identify any supports you can provide while they are still in school to help them begin to strive to reach these goals.**



RSA

Transition Specialists

- **Provide information about RSA services and processes to the DC community.** Conduct outreach at every DC public high school, charter school, and non-public school serving DC high school students. Coordinate transition and career fairs within schools and the community to share information about RSA and connect to students and families.
- **Provide support to school staff in completing and submitting student applications to RSA.**

Vocational Rehabilitation Specialists

- **Conduct intake interviews and make eligibility determinations at the schools of the students.**
- Guide students in exploring their strengths, interests, abilities, challenges, disabilities, and how they impact their employment goals.
- **Prepare students to make informed decisions about their transition** and help them develop SMART goals (Specific, Measurable, Attainable, Relevant, and Timely) and an Individualized Plan for Employment (IPE) with services they need to reach these goals.
- Communicate with school staff, such as the IEP or 504 Plan team, on student progress towards eligibility, IPE plan development, and where necessary, IPE implementation.
- Ensure that work experiences are aligned with students’ post-school goals.
- **Connect students to services.**
- **Maintain contact with students throughout the entire process.** Monitor their progress towards achieving their employment goals and, once hired, ensure that the job is aligned with their goals and is going well.

Developed in collaboration with the DDS Developmental Disability Administration, Office of State Superintendent of Education, District of Columbia Public Schools, Department of Mental Health, Public Charter School Board, the Arc of DC, and SchoolTalk Inc. ★



FAQs

DC Department on Disability Services Rehabilitation Services Administration (DDS RSA) is here to work with you one-on-one to choose support services and career options that match your interests, strengths, and abilities. Our goal is to help you successfully transition from secondary school to the world of employment and discover your career.

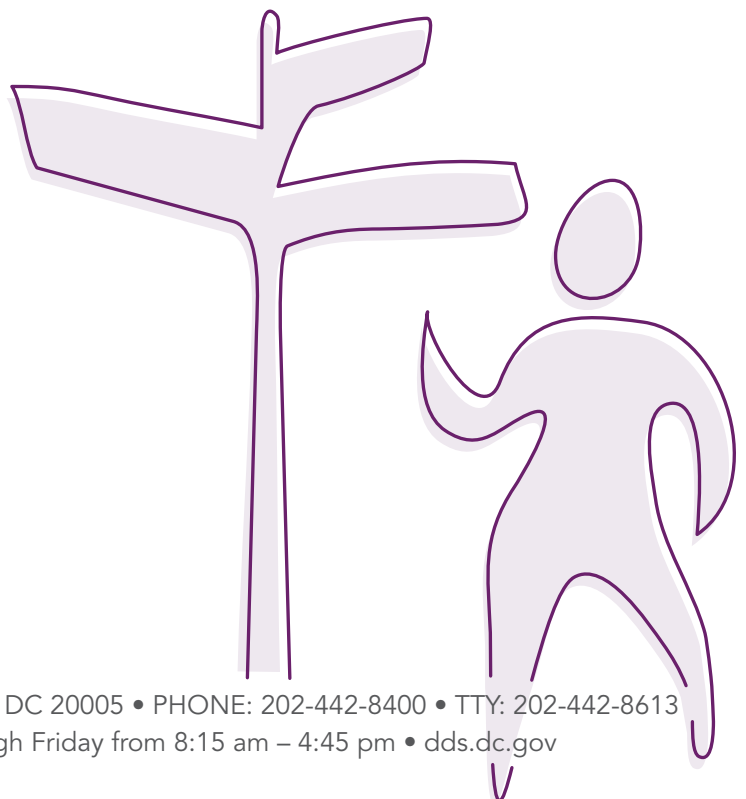
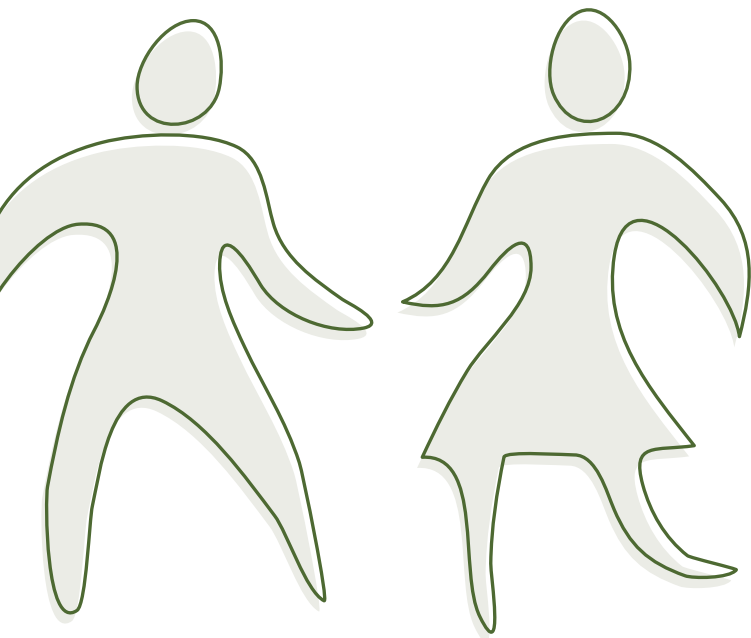
1 What are the eligibility requirements for RSA?

You must have a documented disability that is a substantial barrier to your employment and receiving RSA services will help you reach your employment goal.

- Most students with Individualized Education Programs (IEPs) and 504 plans are eligible, but you are not required to have an IEP or 504 Plan to be eligible for RSA services.

2 When should students apply to RSA? Is there a specific age?

You should consider applying to RSA as soon as you begin to explore your options beyond high school. Most students apply when they are in their last two years of high school. RSA wants to be involved in helping to plan your transition from school to adult life and employment.



3 What do you need to do prior to graduating or exiting school?

RSA is required to develop an Individualized Plan for Employment (IPE) for all students who have applied and been found eligible for RSA services. An RSA Transition Specialist will be assigned to your school. This person will visit your school to provide information about our processes and services, and how to apply. Your school will help you prepare the documentation for your application, and complete a checklist to indicate where your documents are available so RSA can access them.

An RSA Vocational Rehabilitation (VR) Specialist will be assigned to your school and will conduct intake interviews at your school. If you can not attend the interview at your school, you can schedule a time to meet the VR Specialist at RSA's office. The purpose of this interview is to talk to you about your interests and review your documents to determine if you are eligible for RSA.

3a. Where do I get the application?

The RSA Transition Specialist assigned to your school will provide your school with applications. You can also access the application online by going to www.dds.dc.gov.

3b. Will RSA accept older evaluations and assessments?

Yes; however, the usefulness of existing documentation to making an eligibility determination will depend on the document's relevance to a student's current level of functioning.

3c. Does my psychological assessment need to be recent?

RSA needs information that identifies a student's current level of functioning. The VR Specialist will work with the student and their family to determine whether existing evaluations are adequate to determine eligibility.

4 When should your school invite RSA to your IEP meeting?

The IDEA requires IEP Teams to invite a representative from RSA whenever RSA is likely to be responsible for providing or paying for any of the transition services included in a student's IEP (34 CFR §300.321(b)(3)). Additionally, RSA recommends that you invite a VR Specialist once you have been determined eligible and are receiving services to ensure that the goals of the IEP transition plan are consistent with the goals of the IPE. The VR Specialist will attend the IEP meeting if you provide signed consent.

5 What if your school invites RSA to attend your IEP meeting and they are unable to attend?

Your VR Specialist will make the best effort to attend your IEP meeting. If the VR Specialist is unable to attend, s/he will follow up with you to discuss the outcome and next steps from the meeting.

6 How often will the RSA Transition Specialists and RSA Vocational Rehabilitation Specialists work with you and your school?

An RSA Transition Specialist will visit your school and provide an overview, outreach, and technical assistance on RSA processes and services to the school staff.

An RSA Vocational Rehabilitation Specialist will conduct your intake meeting. If you are determined eligible, your VR Specialist will provide guidance and counseling throughout the process and will work with you to develop and implement your Individualized Plan for Employment (IPE).

RSA will work with your school to ensure there is a continuous feedback loop so that your school and RSA are interacting and collaborating throughout the development of your IPE.

7 Where will I receive the services?

A VR Specialist will come to your school to conduct your intake meeting. If you are determined eligible, you will begin to work with your VR Specialist to develop your Individualized Plan for Employment (IPE). You will work with your VR Specialist to schedule meetings at your school or at RSA's office in DC. (1125 15th St. NW 9th floor, Washington, DC 20005)

8 What are examples of services that I may receive?

The specific services you may receive from RSA are individualized and based upon what you need to achieve your career goals. Examples of services include career counseling and guidance, work-related training and education, assistive technology devices, job coaching, job development, and job placement.

8a. Are services available if I am still in school?

If you are still in school, RSA can still begin to work with you and may begin to match you with employment opportunities or internships based upon your transition plan and based upon what is provided by your school.

9 How much will services cost?

You are not required to contribute to the cost of any assessments needed by RSA to determine eligibility. When you complete your IPE, you will also need to complete a Financial Needs Assessment. Depending on your ability to pay, you may have to participate in the cost of some services or equipment. You are required to access comparable benefits, i.e., services that are publicly available or available through your health insurance first. After your individual contribution and comparable benefits, RSA will assist with the remaining costs of services if they are necessary to help you reach the employment goal outlined in your IPE.

10 What will happen if I am incarcerated while I am receiving services?

An RSA Rehabilitation Specialist can provide information to you, conduct intake, determine eligibility and develop your IPE, but we are unable to implement your IPE until you are released.

If you are incarcerated while you are already receiving RSA services, we consider this an interruption of your services. Depending upon how long your services are interrupted, you may have to reapply for services. A VR Specialist will be in contact with your place of incarceration.



11 What is RSA's timeline?

RSA's timeline for services depends upon your individual needs and goals.

RSA will:

- Determine your eligibility within 60 days of receipt of your signed application
- Develop an IPE within 90 days of the date of your eligibility
- Provide services and help you prepare for employment
- Refer you to providers and help you with job placement
- Continue to provide you with services for at least 90 days once you have been placed in a job
- Close your case if you have been successfully employed for at least 90 days
- May provide you with post-employment services depending upon your individual and specific needs

12 When will I age out of RSA?

You will not age out of RSA. The length of your services depends upon your specific needs. RSA will only close your case and end your services if:

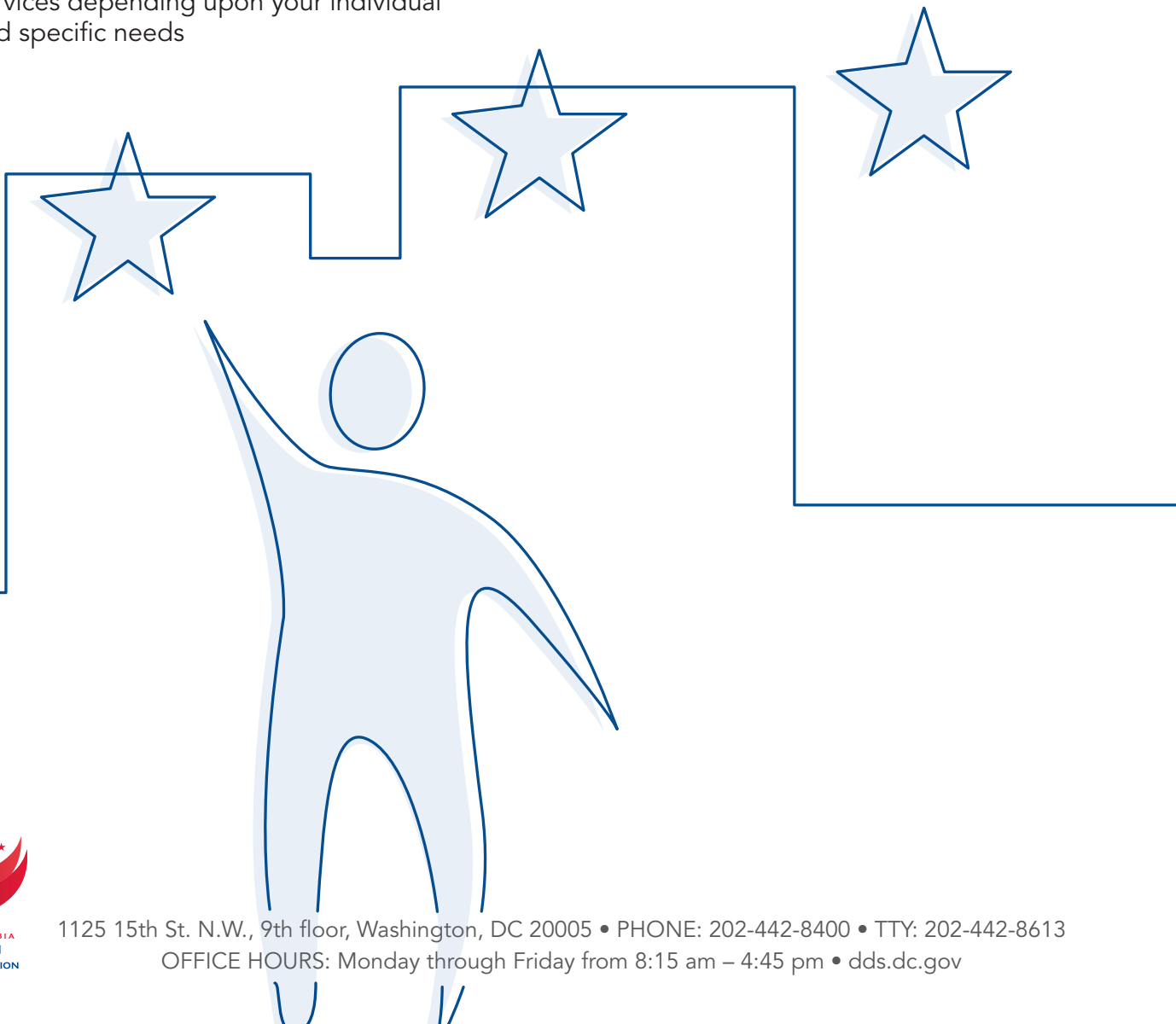
- You have achieved an employment outcome that matches your goal and IPE and have been successfully employed for at least 90 days

Or

- You are non-responsive, do not cooperate, do not actively work towards achieving your employment goal
- Your disability worsens and prevents you from working

You can reapply any time.

You have the right to appeal if you believe your case should not have been closed.



Intro to Transition

Transitioning into life beyond high school can often be an intimidating and challenging process, especially if you have a disability. Planning ahead can ensure an easier and more successful transition. The DC Rehabilitation Services Administration (RSA) will work with you, your schools, and your families to help prepare you for long-term employment.



What is our role in helping you transition from school to adult life?

Do you have an Individualized Education Program (IEP), a 504 plan, a disability?
Are you attending high school?
Do you want to work?

You can make it happen and we can help.

- We can begin to work with you while you are still in school.
- We will work with you one-on-one to help you reach your employment goal.
- We will help you choose individualized support services and career options that match your interests, strengths and abilities.

1 Open Your Case with DDS RSA



KEY QUESTIONS

- Do you want to work?
- Will you benefit from receiving services?
- Do you have all of your required documents or do you need help getting them?

YOUR CHOICES

Provide consent for RSA to view your disability records and bring the required paperwork to your meeting. RSA will help you get any documents you are missing.

2 Explore What You Want To Be



KEY QUESTIONS

- How does your disability impact your work?
- What types of jobs interest you?
- What are your skills and abilities?
- How will your desired job impact your benefits?

YOUR CHOICES

It is your preferences that are important, and your Vocational Rehabilitation (VR) Specialist can help you find answers to these questions.

3 Develop Your Plan



KEY QUESTIONS

- What is your employment goal?
- What skills are needed for your desired job?
- Do you need to go to college, a vocational training program, a resumé building workshop, an internship?
- What types of services, including assistive technology, can help you and who provides these services?

YOUR CHOICES

You and your VR Specialist will work together to develop your Individualized Plan for Employment (IPE), which includes your employment goal, services you will receive, and who will provide these services.

4 Prepare for Employment



KEY QUESTIONS

- What skill sets do you need to develop or refine to achieve your employment goal?
- Do you know how to access career preparation activities available in your school or in the community (workshops, trainings, etc.)?

YOUR CHOICES

It is up to you to participate when you receive services. Follow-up with your VR Specialist to let him/her know if something is not working or if you need additional help.

5 Search for Jobs & Get Hired



KEY QUESTIONS

- Do you need help from Job Placement staff at RSA?
- Is your job consistent with what is in your IPE?
- Are you satisfied with your job?
- Do you need help with anything to perform your job?

YOUR CHOICES

It is up to you to search and apply for jobs, but RSA is here to help. Follow-up with your VR Specialist about how your job search is going. Ask about post-employment services if you need help in the future to maintain your job. You can reapply to RSA at any time.

“Go after what you believe in. RSA looks at each individual and sees what you need. They helped me to come up with a solution to achieve what I wanted.”

Vander Cherry
Client of DDS RSA (received services from DCRSA through VR Specialist Shonda Pertilla)

“If you plan now, it will lead to great things and will help make your goals attainable.”

Cheryl Thorpe
Transition Specialist, DDS RSA

“You will get out of RSA what you put in.”

Frank Van Atta
Employment Coordinator, DDS RSA

“My job is to support you and look at all your interests and desires, and help cultivate a realistic and fulfilling career path in which you will succeed.”

Jessica Okanlawon
Vocational Rehabilitation Specialist, DDS RSA

What services are available?

The specific support services you receive from RSA are individualized and based on your career goals. Examples:

- Career counseling & guidance
- Work-related training and education
- Assistive technology devices
- Transportation allowances
- Job coaching and placement



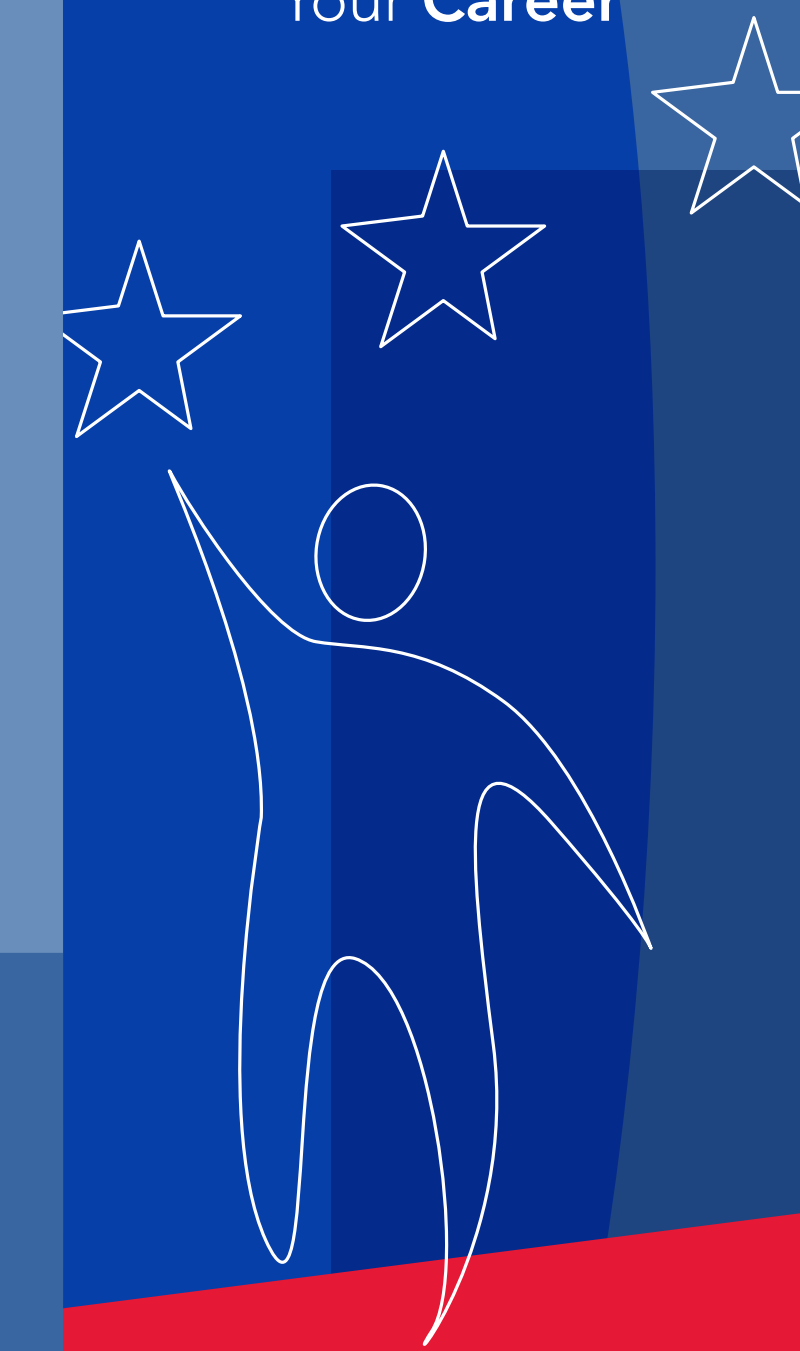
Your Responsibilities

- Actively participate through informed choice in identifying your employment goal and service providers
- Provide relevant and requested information
- Stay in contact with your VR Specialist

EXPLORE DISCOVER

EXPLORE
The World of **Work**

DISCOVER
Your **Career**



1125 15th St. N.W., 9th Floor,
Washington, DC 20005

PHONE: 202-442-8400 • TTY: 202-442-8613

OFFICE HOURS
Monday through Friday from 8:15 am – 4:45 pm

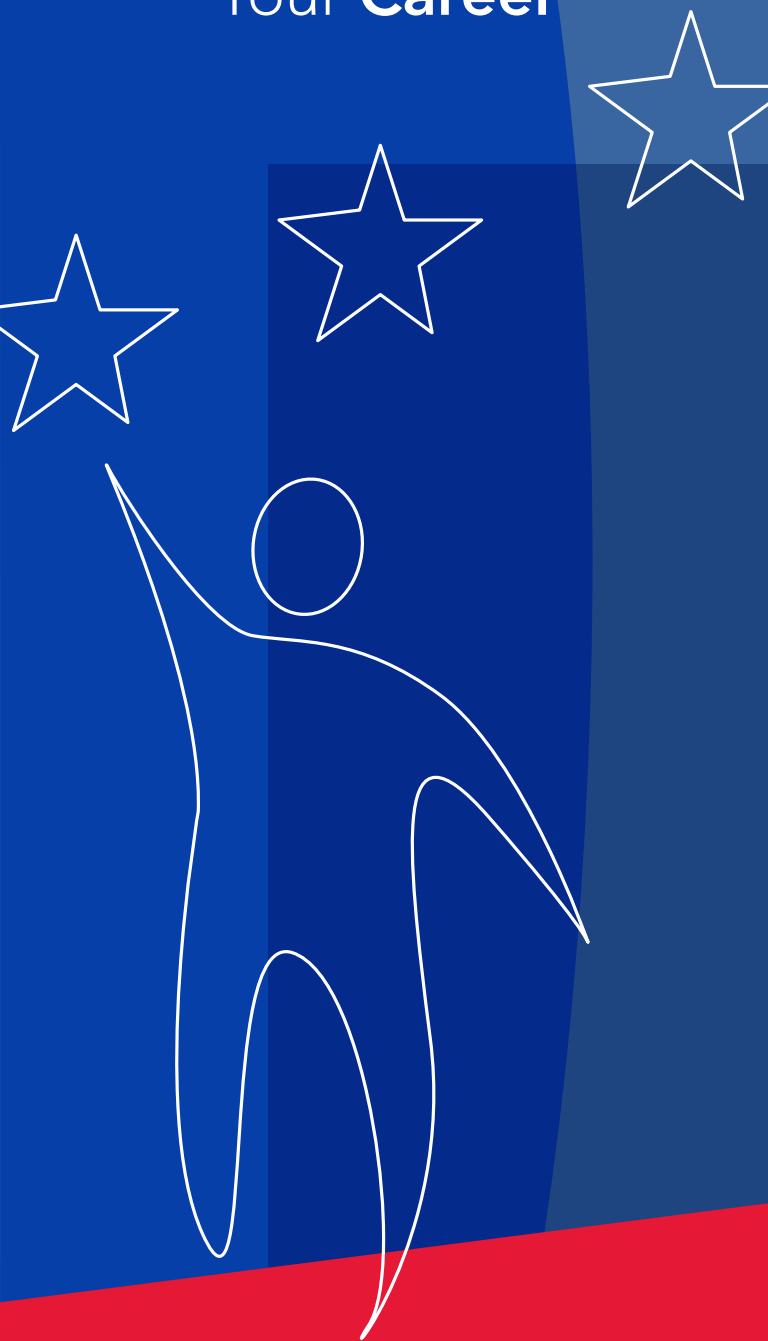
dds.dc.gov

EXPLORE

The World of **Work**

DISCOVER

Your **Career**





Intro to Transition

Transitioning into life beyond high school can often be an intimidating and challenging process, especially if you have a disability. Planning ahead can ensure an easier and more successful transition. The DC Rehabilitation Services Administration (RSA) will work with you, your schools, and your families to help prepare you for long-term employment.



What is our role in helping you transition from school to adult life?

Do you have an Individualized Education Program (IEP), a 504 plan, a disability?
Are you attending high school?
Do you want to work?

You can make it happen and we can help.

- We can begin to work with you while you are still in school.
- We will work with you one-on-one to help you reach your employment goal.
- We will help you choose individualized support services and career options that match your interests, strengths and abilities.



1

Open Your Case with DDS RSA



KEY QUESTIONS

- Do you want to work?
- Will you benefit from receiving services?
- Do you have all of your required documents or do you need help getting them?



YOUR CHOICES

Provide consent for RSA to view your disability records and bring the required paperwork to your meeting. RSA will help you get any documents you are missing.



2

Explore What You Want To Be



KEY QUESTIONS

- How does your disability impact your work?
- What types of jobs interest you?
- What are your skills and abilities?
- How will your desired job impact your benefits?

YOUR CHOICES

It is your preferences that are important, and your Vocational Rehabilitation (VR) Specialist can help you find answers to these questions.



3 Develop Your Plan



KEY QUESTIONS

- What is your employment goal?
- What skills are needed for your desired job?
- Do you need to go to college, a vocational training program, a resumé building workshop, an internship?
- What types of services, including assistive technology, can help you and who provides these services?

YOUR CHOICES

You and your VR Specialist will work together to develop your Individualized Plan for Employment (IPE), which includes your employment goal, services you will receive, and who will provide these services.



4

Prepare for Employment



KEY QUESTIONS

- What skill sets do you need to develop or refine to achieve your employment goal?
- Do you know how to access career preparation activities available in your school or in the community (workshops, trainings, etc.)?

YOUR CHOICES

It is up to you to participate when you receive services. Follow-up with your VR Specialist to let him/her know if something is not working or if you need additional help.



5 Search for Jobs & Get Hired



KEY QUESTIONS

- Do you need help from Job Placement staff at RSA?
- Is your job consistent with what is in your IPE?
- Are you satisfied with your job?
- Do you need help with anything to perform your job?

YOUR CHOICES

It is up to you to search and apply for jobs, but RSA is here to help. Follow-up with your VR Specialist about how your job search is going. Ask about post-employment services if you need help in the future to maintain your job. You can reapply to RSA at any time.

“Go after what you believe in. RSA looks at each individual and sees what you need. They helped me to come up with a solution to achieve what I wanted.”

Vander Cherry
Client of DDS RSA (received services from DCRSA through VR Specialist Shonda Pertilla)

“If you plan now, it will lead to great things and will help make your goals attainable.”

Cheryl Thorpe
Transition Specialist, DDS RSA

“You will get out of RSA what you put in.”

Frank Van Atta
Employment Coordinator, DDS RSA

“My job is to support you and look at all your interests and desires, and help cultivate a realistic and fulfilling career path in which you will succeed.”

Jessica Okanlawon
Vocational Rehabilitation Specialist, DDS RSA

What services are available?

The specific support services you receive from RSA are individualized and based on your career goals. Examples:

- Career counseling & guidance
- Work-related training and education
- Assistive technology devices
- Transportation allowances
- Job coaching and placement



Your Responsibilities

- Actively participate through informed choice in identifying your employment goal and service providers
- Provide relevant and requested information
- Stay in contact with your VR Specialist



DISTRICT OF COLUMBIA
REHABILITATION
SERVICES ADMINISTRATION

1125 15th St. N.W., 9th Floor,
Washington, DC 20005

PHONE: 202-442-8400 • TTY: 202-442-8613

OFFICE HOURS

Monday through Friday from 8:15 am – 4:45 pm

dds.dc.gov

EEK

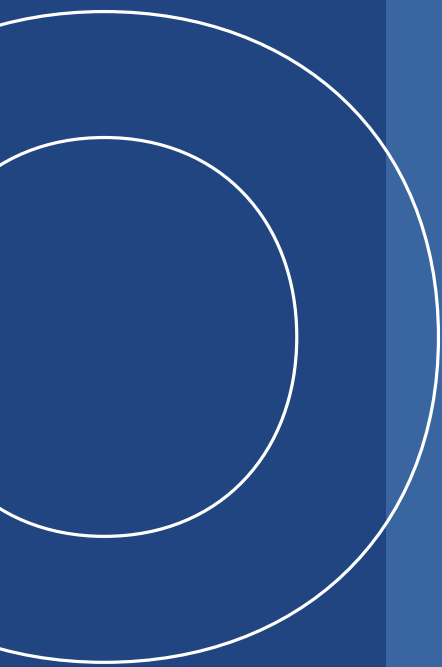
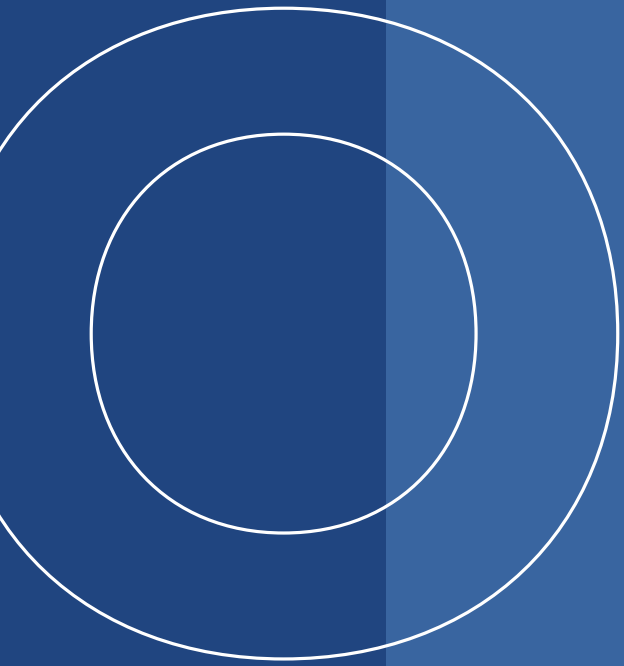
DD

MARKET

ISSUE

PL

CE



DR

RE

NA

NE



DR