

Siskiyou County Office of Education (SCOE)  
WorkAbility & Transition Services



**POLICY & PROCEDURES**

**Mission of WorkAbility I (WAI)**

The mission of WAI is to promote the involvement of key stakeholders including students, families, educators, employers and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning and quality of life.

**Eligibility for WA I Services**

Students with an active Individualized Education Program (I.E.P.) that attend an SCOE middle or high school are eligible to receive services. These services, however, are not mandated by the I.E.P. and should not be confused with **transition** services which are a required component. Eligible students may receive some, many or all school based components but **not** all eligible students will be placed in a paid work-based experience.

**Served**

**SCHOOL BASED COMPONENTS**

- Career/Vocational assessments (Formal and informal evaluations of interests, skills, abilities and personality)
- Career Counseling and Guidance
- Partnership Collaboration or Parent Participation
- At least one of the following (Career Awareness Activities, Career

**Placed**

**WORK BASED COMPONENTS**

- Job development
- Employment
- Job retention
- Work site mentor/supervisor
- Job Coach
- Work site follow along

**SCOE Regional Transition Specialists**

**Michelle Hogue**  
Director of WAI

**David Stan**  
Middle School  
Transition Specialist

**Linda Thornburg**  
Vocational  
Technician

**Mary Thomas**  
Vocational  
Technician

**Shannon Griffin**  
Vocational  
Technician

## ELIGIBILITY REQUIREMENTS FOR A PAID WORK TRAINING PLACEMENT

1

- SCOE high school students, age 16 or older, with an active I.E.P.

2

- Student must be recommended by a teacher

3

- Student must have regular school attendance

4

- Student must provide own transportation to and from employment training site

### Steps to Participate in the WAI Employment Training Experience

Teacher  
Referral

Meet With  
Job  
Developer

Complete  
WorkAbility  
Application

Provide Social  
Security Card  
and Photo ID

Begin  
Placement  
for  
Employment  
Training

## Required Documentation for Subsidized Employment

- 1 • WorkAbility Application
- 2 • Form W-4
- 3 • I-9 Form-Employee Eligibility Verification (SS card and Picture I.D.)
- 4 • Workers Compensation Benefits (Medical Provider Network-MPN)
- 5 • Work Training Readiness Evaluation
- 6 • Worksite training agreement (signed by Supervisor, Teacher, Student, Parent & WA1 Staff)
- 7 • Consent to Treat Document with doctor and insurance information (blue cards)
- 8 • Work Permit (as required)
- 9 • Safety Handbook or "Are You a Working Teen"
- 10 • W-2's will be provided by District on or before January 31st per Federal Law  
• Distribution method will be determined by individual districts

### **WorkAbility Training Placement Policies**

- **WAI is not a required IEP service.**
- **A student must have an active IEP to receive WA1 services**
- **Student meets the State work permit eligibility guidelines.**
- **Employment can be terminated at any time as determined by the Supervisor, Teacher, or WAI representative.**
- **Paid employment (placement) is not a guarantee, but a privilege.**
- **Paid employment is determined on a year to year basis as determined by State funds.**

- **The number of hours each student works is determined by the WAI Coordinator based on State funds, experience, employer needs, and structure of the program.**
- **Sites will not use WAI funds for additional holiday pay or overtime pay.**
- **A student must attend school on all his/her workdays, with the exception of excused absences, such as dental and routine doctor appointments.**
- **Each WAI project will follow State and Federal Labor Laws.**
- **A student may not be subsidized for volunteer hours at their current Employer Paid worksite per Department of Labor laws.**
- **Students may not be subsidized for employment at a volunteer agency. For example: where others are volunteering, but student is receiving WAI wages.**
- **A WorkAbility training placement does not guarantee hire with that business.**
- **WorkAbility training placements do not constitute employment.**
- **Students who complete a WorkAbility training experience are not eligible to receive Unemployment Insurance at the conclusion of that placement.**