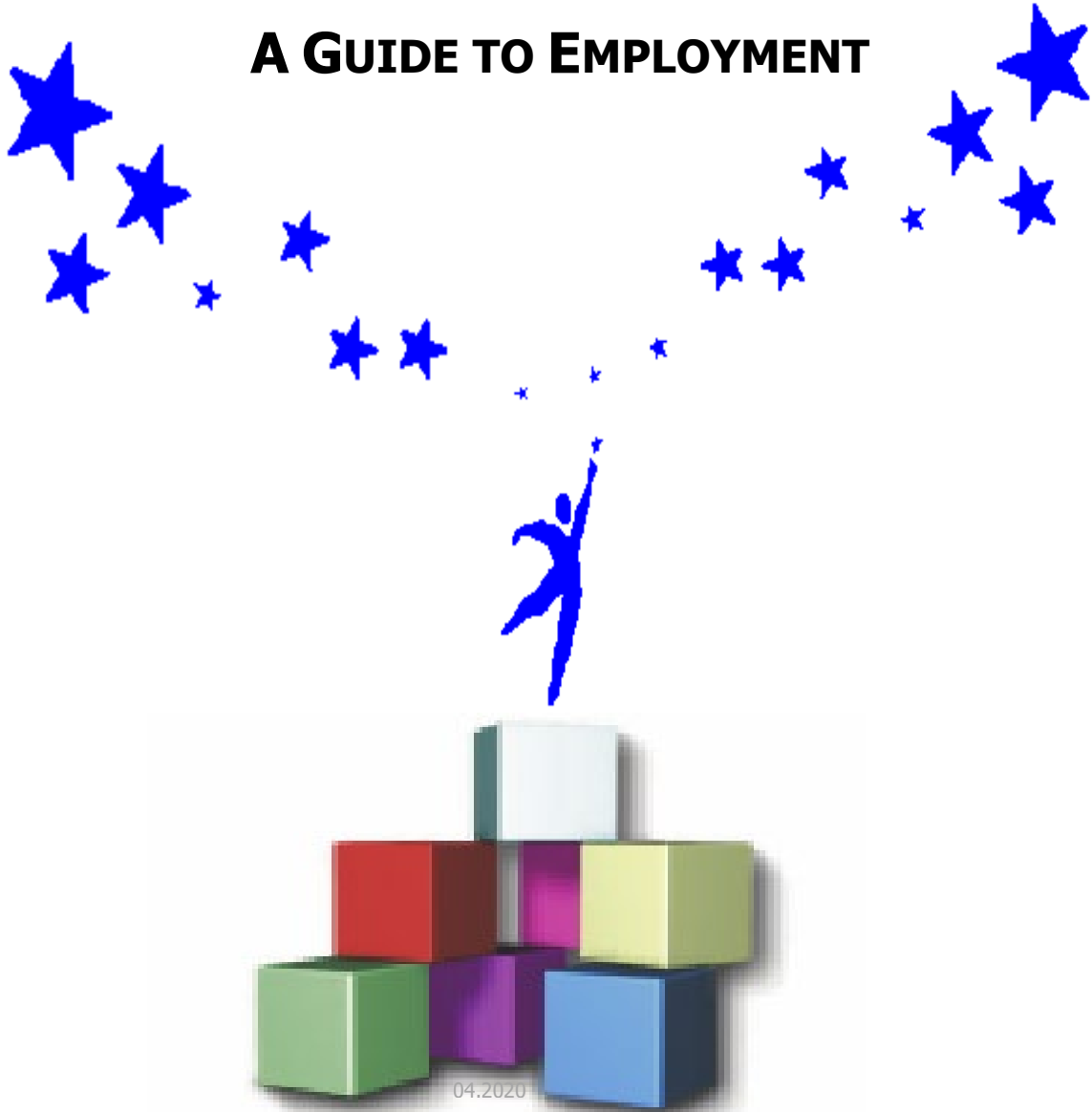


**Snohomish County
Developmental Disabilities**

CAREER PATH SERVICES

A GUIDE TO EMPLOYMENT



Supports available for individuals interested in
working and contributing in their community





Publications Created By
Snohomish County Human Services
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Everett, WA 98201-4046

Dear Fellow Residents,

Welcome to the Snohomish County Developmental Disabilities Resource Books, designed to provide you with helpful information that can shape and improve your quality of life.

Individually, each booklet in the four book series provides a wealth of information. Collectively they create an opportunity for making the most of services offered by the Snohomish County Human Services as well as connections to programs offered by other organizations and non-profit service providers within the area.

The topics in the series are:

- **Community Plan** - Current issues and efforts being made to improve the quality of life for individuals with developmental disabilities and their families.
- **Resource Guide** - Description and contact information for more than 300 resources.
- **Building a Successful Future** - Information to help you understand community resources and plan for your future.
- **Career Path Services Guide to Employment** - Supports for individuals interested in working and contributing in their community.

Together we can make Snohomish County a better place to live, work and play. Thank you for letting us do our part.

Sincerely,

Mary Jane Brell Vujovic
Director Human Services
maryjane.brell@snoco.org



THE SNOHOMISH COUNTY MISSION STATEMENT AND GOVERNING PRINCIPLES

The Mission Statement and the Governing Principles were developed in conjunction with the Citizen Advisory Board and serve as a guide to Snohomish County Developmental Disabilities in the development of public policy, supports and services.

MISSION STATEMENT

Foster inclusive communities that support people with developmental disabilities to fully participate in and contribute to all aspects of community life.

GOVERNING PRINCIPLES

INDIVIDUALIZED SUPPORTS

Design and develop support to meet the specific needs and goals of each individual.

CHOICE

Create opportunities for individuals to have choices in their community and support individuals in advocating for themselves.

COMMUNITY

Promote community-based options.

INCLUSION AND CONTRIBUTION

Promote inclusive/diverse communities so that people have opportunities to achieve meaningful and purposeful lives.

ACCESS

Promote individual and community accessibility.

DIVERSITY

Promote culturally relevant supports, while respecting and supporting individuals' uniqueness and diversity.





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Let's Get Started!

Each individual's vision of a meaningful employment/career path is unique to their passion, skill set, and life experience.

This book is designed to help you think about questions to ask and explore options when developing employment goals. Every step you take to increase your experiences, meet new people and develop new skills will take you a step closer to reaching your goals.

THINGS TO CONSIDER

- What are my current interests and skills and who are the employers in my community who could use someone with my skill set.
- What are some things that I can do today to try new things and increase my work skills and interests?
- How can I meet new people and become more connected to my community. (Jobs are often found by who we know)
- What are my personal goals and how much money will I want to earn to help me reach my goals?
- What support is available to help me along the way? What resources are available?

STARTING ON YOUR PATH

Employment skills are important for any job and you can be building these throughout your life and at any age. Here are a few tips to prepare for employment success:

- Enlist friends, relatives and others to help with your job search.
- Contact employers and develop connections in your community related to your interests and employment goals.
- Volunteer and participate in community activities that build your work skills.
- Obtain as much paid and unpaid work experience as you can.
- Identify your job skills, interests and preferences.
- Practice job interviewing.
- Do chores at home.
- Talk to others you know about their jobs.



EMPLOYMENT IN WASHINGTON

Washington State is nationally known for supporting individuals with disabilities in obtaining employment. Under Washington State's Working Age Adult Policy, individuals age 21 through 62 are recognized as valued members of our community who deserve to be gainfully employed.

WHAT ARE CAREER PATH SERVICES

Individual Employment is designed to support an individual to **obtain community employment**. All Developmental Disabilities Administration (DDA) eligible participants are encouraged to participate.

Community Inclusion (Access) offers you the opportunity to **connect to people** in your local community and **build relationships** with others who have similar interests. These services are individually tailored based on your interests.

YOUR Individual Pathway May Include THE FOLLOWING ACTIVITIES:

1. **INTAKE:** An initial meeting to gather and share basic information.
2. **DISCOVERY:** A person centered approach to learning your likes and dislikes, job preference, goals and skills in order to develop an employment plan.
3. **JOB PREPARATION:** Work readiness activities that may include trial work experience, and transportation training.
4. **MARKETING:** Identifying and negotiating jobs, building relationships with employers and customized employment development.
5. **JOB COACHING:** Supports needed to perform and excel in your job.
6. **JOB RETENTION:** Support to keep your job, maintain positive relationships with employer, identify opportunities, negotiate a raise in pay, promotion



TRANSPORTATION IS KEY TO EMPLOYMENT

How do I currently get around to the places I need or want to go?
Do I know how to get around in my community?
Do I want to learn how to drive, ride the bus or locate a carpooling option?

Transportation is critical for getting a job and connecting to your community

- If you plan to utilize public transportation, or live close to a bus line, keep in mind that bus routes may change if ridership is low. Participate in community meetings when they discuss cutting transportation services that may affect you.
- If you require personal care assistance (PCA), obtain a regional reduced fare or Orca card with the letters PCA written on it. It will allow your personal care assistant to accompany you free of charge.
- Service animals are allowed on public transportation.
- Swift is Community Transit's Rapid Bus Service. It serves a 17-mile route between Everett and Shoreline designed to move people quickly, whether you are traveling from Everett to Lynnwood, Edmonds to Shoreline or anywhere in between.
- A Regional Reduced Fare Permit is available for seniors and individuals with disabilities to pay lower fares on Community Transit, Everett Transit, King County Metro, Sound Transit, Pierce Transit, and Washington State Ferries. To obtain the reduced fare permit you will need to provide proof of your disability, forms signed by your doctor, photo ID and a fee.

Swift Provides fixed 17-mile transportation route between Everett & Shoreline.

425-353-7433

<https://www.communitytransit.org/busservice/swift>

Everett Transit Provides fixed route transportation within Everett city limits.

425-257-7777

www.everetttransit.org

Everett Para Transit Must be ADA Para transit eligible. Call to make reservations.

425-257-8801

www.everetttransit.org

SNOTRAC Pay Your Pal, ride around the Sound travel ambassador program.

425-265-2226

www.sssc.org/transportation/snotrac.htm

Transportation Assistance Program Coordinates transportation in rural areas Not served by Community Transit's DART Para Transit.

425-423-8517

<http://www.ssc.org/transportation/tap.htm>

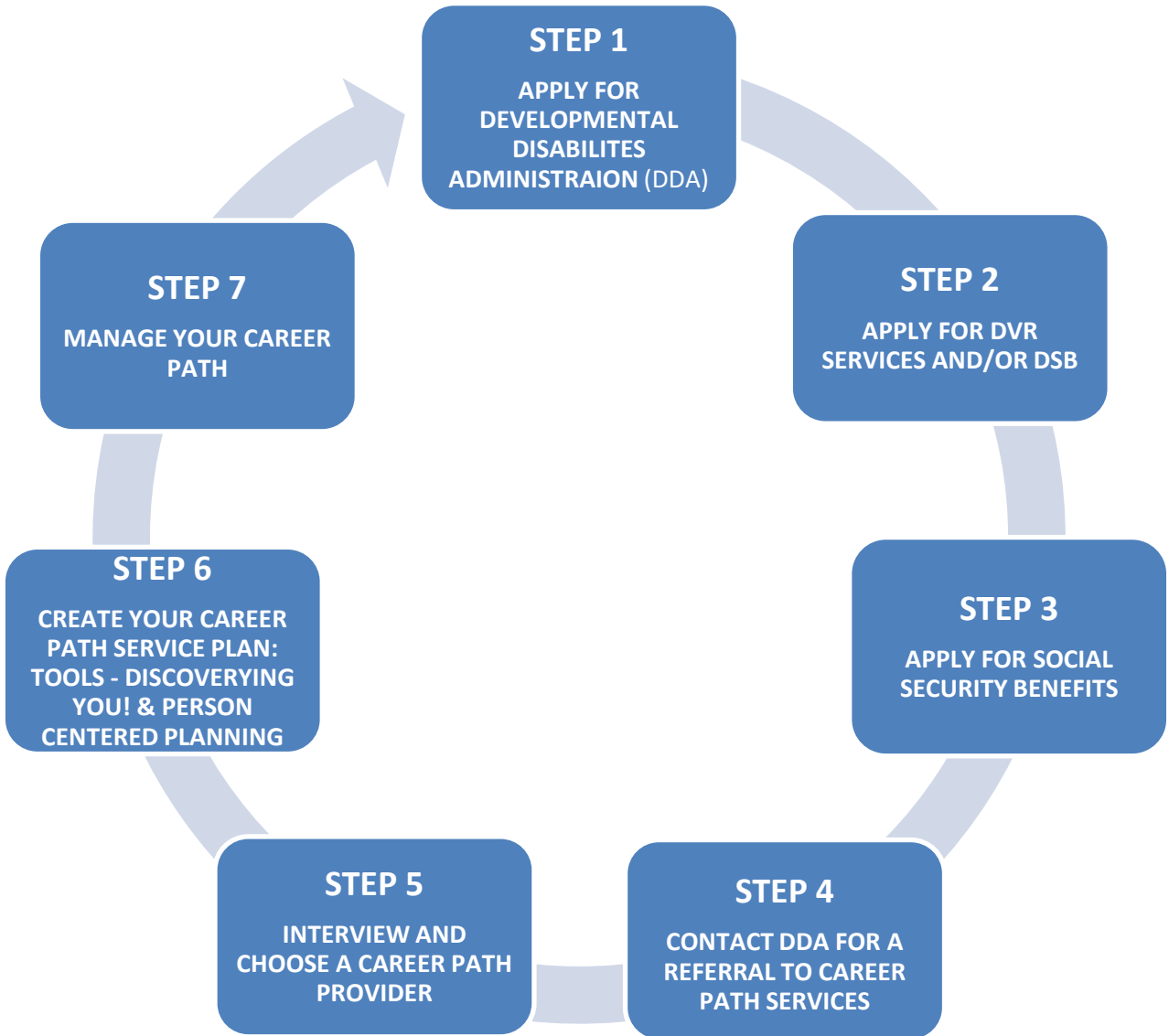
Community Transit/DART Provides local routes local and commuter Routes, Swift Bus Rapid Transit and Vanpools in Snohomish County.

425-353-7433

www.communitytransit.org



7 STEPS TO SUCCESSFUL EMPLOYMENT



STEP 1

APPLY FOR SERVICES TO DDA

The Developmental Disability Administration (DDA) serves individuals of all ages. Eligibility criteria may change over the years. You can apply at any age and as often as necessary.

ELIGIBILITY TO RECEIVE SERVICES FROM DDA

- Be determined eligible (having a condition that meets DDA's developmental disability criteria; and,
- Have an assessed need for services.

In addition, there needs to be available funding.

To apply for a determination of DDA eligibility, you will find detailed instructions and the forms you need to complete a DDA eligibility packet on the DDA website. The packet can be mailed to you or you can download them. If you call for an application, some information will be taken over the phone. The application and additional information and forms will be mailed to you for completion and/or signature.

You will be asked to provide any available school or medical records or sources of information that will assist in determining eligibility. Copies of other documents may be required. Upon request, DDA staff can assist you with completing the application. Please be aware that eligibility cannot be determined until DDA receives your signed application and all of the necessary information.

Some programs funded by the Developmental Disabilities Administration include:

- Home and Community Based Waiver Programs (HCBS)
- Individual and Family Services Waiver (includes respite services)
- Community First Choice (includes Personal Care services)
- Supported Employment
- Community Inclusion
- Enhanced Respite (Ages 8-18)
- Overnight Planned Respite in the Community (Adults)
- Community Crisis Stabilization Services (CCSS)
- Additional Services (e.g., positive behavior supports, skilled nursing care, home and vehicle modifications, staff & family training)

To apply or questions about eligibility:

800-788-2053/425-740-6400

Check out the DDA website.

<https://www.dshs.wa.gov/dda>



STEP 2

APPLY FOR SERVICES WITH DVR OR DSB

Division of Vocational Rehabilitation

Division of Vocational Rehabilitation DVR offers services designed to help you prepare for, get and keep a job. The services you receive are based on your individual needs and unique circumstances and may include one or more of the following: Counseling and guidance, Assessment services, Benefits planning, Job-related services including placement and retention, Training and education, Assistive technology services, Independent living services and Pre-employment transition services.

While the student is in high school, he or she works with family, school staff, and a counselor from the Division of Vocational Rehabilitation (DVR) to develop a plan for transitioning from high school to work. A broad array of individualized services are available to help students achieve their employment goals. This may include pre-employment transition services while still in school. After the student finishes school, DVR services focus on:

- Gaining work skills needed to achieve an employment goal.
- Job match, job placement, and follow-up.

Department of Services for the Blind

Department of Services for the Blind (DSB) provides short-term services designed to achieve competitive employment by providing individual assessment, job placement, intensive training and stabilization. Services may partner with DDA funding, if long-term supports are needed.

You can apply as early as age 16, if consultation with school is needed. Paid services cannot be provided unless individual has exited the public school system (any time after age 18).

Keep in mind that long term supports from DDA is not available until after age 21!

Division of Vocational Rehabilitation (DVR)

Provides services to individuals with disabilities to help reach their employment goals.

Everett 425-339-4880

Lynnwood 425-977-6600

Smokey Pt. 360-651-6120

www.dshs.wa.gov/dvr

Department of Services for the Blind (DSB)

DSB supports individuals who are blind or visually impaired with employment.

800-552-7103

<http://www.dsb.wa.gov>

STEP 3

APPLY FOR SOCIAL SECURITY BENEFITS

Applying for Social Security benefits can be a big task. It can be hard to find the time or energy to fill out the necessary paperwork, complete the online application, and go into the local Social Security office. But the end results may be well worth the effort.

Possible Social Security Administration (SSA) Benefits

- SSI (Supplemental Security Income) individual with low income and low resources
- SSDI (Social Security Disability Insurance) individual with a work history
- SSDAC (Social Security Disabled Adult Child) parent is retired, disabled or deceased

WHY APPLY?

- Provides financial assistance with basic living allowance (food and shelter)
- Can help an individual move toward independence
- Provides Medical – Medicare and/or Medicaid
 - Medicaid may make you eligible for Community First Choice (formally Medicaid Personal Care) with the State, providing in home care to help with personal care tasks in most living situations
 - Medicaid may pay for Medicare premiums
 - Medicaid may help with hospital bills, doctors' visits, and prescription drug costs
 - Work incentives may be available to support employment goals and expenses

WHEN TO APPLY

- Before age 18, SSI will look at the parent's income and resources, but may qualify if low income
- Age 18 and over, SSI will look at the individual with their own income and resources (Can apply anytime within the month the individual turns 18)
- For SSDI and SSDAC, apply anytime if parents are collecting SSA retirement or disability benefits, or are deceased; or if you have a work history

HOW TO APPLY

- Go to www.ssa.gov, click on the "Disability" picture
- Scroll down, click on blue bar "Apply for Disability"
- Click "Start a New Application" or "Return to Saved Application Process" if you're returning
- If you do not have access to the Internet, call **1-800-772-1213** to set up an appointment at the local SSA office near you or to request a paper application
- If you are denied, appeal within 60 days

SSA WORK INCENTIVES

- For working students under age 22, you may be able to obtain a full SSI cash benefits
- May provide assistance with work and disability related expenses

ASSISTANCE IS AVAILABLE

Contact your DDA Case Manager for a referral to a Benefits Planner to help you navigate the SSA system and understand how working will affect your Social Security and state benefits.

Don't let Social Security benefits be a barrier to employment!

Applying for SSI is a two part process, part online and part in the local office.

Be prepared to give medical, work, and school information, if applicable.

1. Go to www.ssa.gov. **(if you wish to gather information before you begin, see #9 below)**
2. Click on the colorful picture titled "Disability" located at the top of the main page.
3. Click the blue bar titled "Apply for Disability" or "Return to Saved..." depending on your situation.
4. If applying for first time, read the Terms of Service, click you "understand" and click "next."
5. Click on "Apply for Disability" or "Return to a Saved Application" depending on your situation.
6. Click on "Start a New Application" or "Return..." and follow next steps
7. Here is where you will start the report. Start answering the questions. You can also save your report and come back to it.
8. If you wish to apply for SSI, there will be a box for you to check at the end of the application.
9. If you wish to gather information before you start, type in "Adult Disability Starter Kit" or "Child Disability Starter Kit" for children under the age of 18 in the search box above the dark blue tabs on the home page at www.ssa.gov. Click on the top link, "Adult [or Child] Disability Starter Kit." This takes you to a Fact Sheet, a Checklist, and a Worksheet. The checklist and worksheet are the tools that will help you gather information that you will need to fill in the Adult Disability Report (or Child Disability Report). Once you have gathered the information, go ahead and start the report/application (follow steps 2-7 above).
10. If you do not wish to do an online application, you can call 1-800-772-1213 to make an appointment at your local office. Please keep in mind a local appointment will take a bit longer if you do not do the online piece first. They will just need to collect the information in person.
11. After you have completed the report, call SSA at 1-800-772-1213 to make an appointment to complete the application at the local office. You should also be prompted to click that you would like to apply for SSI. Indicate this on the report and SSA will contact you.

Remember:

1. Only about 20-25% of folks get in the first time. Appeal, appeal, appeal! And do it within 60 days. (follow the instructions in the denial letter)
2. Go into the local office and bring the person applying with you. When you reach Step 8, SSA may recommend a phone interview. Decline this and request a local meeting at the local office. It is a good thing for them to meet the individual face to face.
3. If you do not have information, do not worry. SSA will figure out what they need and try to find the information themselves. Just do what you can.
4. If applying online is not possible, you can always call 1-800-722-1213 to make an appointment at your local office and do the whole application in person.

STEP 4

REQUEST A REFERRAL TO CAREER PATH SERVICES

If you need help getting and keeping a job, **you must be eligible for DDA and over the age of 21 to receive long-term Career Path Services.**

Long-term funding from DDA is NOT available to students until age 21.
Students are encouraged to stay in school until age 21!

For more information or for eligibility questions.
Contact DDA at 800-788-2053

FOR STUDENTS EXITING SCHOOL AT AGE 21

Connect with the Snohomish County Transition Coordinator
425-388-7476

THE SNOHOMISH COUNTY TRANSITION COORDINATOR WILL:

- Works closely with DDA to coordinate School to Work efforts and provide information and assistance to students, families and school districts throughout Snohomish County.
- Assists student's age 18 to 21 years to prepare for a successful transition from school to adult services. This includes:
 - Connect to community resources
 - Navigate adult services
 - Participate in Individual Education Plans (IEP's) or Transition Planning meetings
 - Coordinate the School to Work Program
 - Refer to Person Centered Planning if interested and eligible (See page 14)

SCHOOL TO WORK:

- The Snohomish County School to Work Program is a partnership between county, school districts, Developmental Disabilities Administration (DDA), Division of Vocational Rehabilitation (DVR), and local employment vendors to assist students in being gainfully employed with support. To participate you must:

*Be eligible for DDA services

*Be 20-21 years of age

*Be committed to working

*Have reliable transportation

*Apply for DVR

*Choose an employment provider

*Apply for Social Security Benefits

COMMUNITY OUTREACH EFFORTS FOR TRANSITION YOUTH:

- Snohomish County Transition Network meets monthly during the school year
- Snohomish County Transition Resource Fair occurs annually in March and provides an opportunity for individuals and families to meet and interview qualified providers that can help you with employment goals. There is no charge to attend. **If you need accommodations to attend call: (425) 388-7259**

STEP 5

INTERVIEW AND CHOOSE A CAREER PATH PROVIDER

Providers are qualified agencies that contract directly with Snohomish County to provide Career Path Services (Employment and Community Inclusion). Providers have expertise in supporting individuals with employment goals.

As you interview different providers, share your ideas and ask how they can support you to achieve your career path goal. The interviews can be done by email, phone or a sit down meeting depending on your preference and schedule. Here are some sample questions to help you get started with the interview process:

- I am interested in _____? Do you have connections in this area? How would you assist me?
- I have limited work experience and I am not sure what I want to do. How would you help me explore my options?
- What will be MY role in finding a job? What is YOUR role?
- How will you help me develop and monitor my Career Path Service Plan?
- Do you support other folks in my community? What kind of connections do you have with companies in the area in which I live?
- How can you assist me with transportation?
- How many people does your agency serve? How many other people will my job coach be supporting? How often can I expect to see my job coach?
- Will the job developer also provide job training or will another individual be hired to do so (i.e., job coach, natural supports, co-worker trainer)?
- How will you keep communication open with me, my parents, guardians, and significant others? (Email, phone, or written)
- How would you help me if I have special needs such as: medication, personal care, cultural diversity, behavior or communication challenges, or safety issues?



STEP 6 CREATE YOUR CAREER PATH SERVICE PLAN

DISCOVERING YOU!

Before you can make decisions about what job or career you want in adult life, you must learn about yourself and your interests. No one knows you and your interests better than you and those closest to you. You can begin this process by creating a One Page Profile. This profile is a short introduction about you which captures key information on a single page.

Now it's your turn! Below is a template for you to create your own One Page Profile. When answering these questions be sure to include enough detail that someone who has never met you will have good idea of who you are and understand what matters the most to you.

MY ONE PAGE PROFILE

What People like and admire about me (list your positive strengths, talents and qualities. Ask family, friends or others who know you well for input, or do this exercise as a group activity).

What's Important to me (list the things about your life that you value and are important to you, including people, places, interests, passions, hobbies, possessions, rituals, and routines).

How best to support me (list the support you need to create the best environment and outcomes in your life).

PERSON CENTERED PLANNING

Figuring out how to reach career goals and achieve successful employment can be challenging. The next step is to work closely with a Planning Facilitator. The planner will design an individual plan to help you get the type of employment you want. (Planning facilitators are available based on funding and DDA eligibility) Here is what to expect and specific steps when meeting with the planner:

Session 1: An initial listening meeting will identify your needs, clarify the process, and answer questions. Bring your own One Page Profile to get the conversation started! In this "meet and greet" we encourage you to identify people you want to include in the process. This session can take place in the home.

Session 2: A gathering of family and friends to explore personal stories/experiences, identify skills, interests and support needs. This session can take place in the home.

Session 3: A gathering of family and system professionals will expand on information collected from session 2 and will explore the dream and develop strategies to make your career goals come true. A written plan will be the end result to assist you with your desired outcomes. Share the plan with others that can help you.

Session 4: A follow up meeting with the planning team within 1 to 6 months will ensure your future is heading in the right direction.

Contact Your DDA Case Manager

(By Referral Only)

800-788-2053

Transition Age Youth (18-21) contact Transition Coordinator

425-388-7476



STEP 7

MANAGE YOUR CAREER PATH SERVICE

1. KEEP COMMUNICATION OPEN WITH YOUR PROVIDER

Your provider may not know you have a concern if you don't tell them. Start with the person who works directly with you and if that doesn't help, contact that person's supervisor. Ask for a meeting if necessary. Others that can help you include: DDA Case Manager, DVR Counselor or Transition Coordinator

2. REVIEW YOUR PLAN

Look at your career path goal and listed steps to help you achieve your goal. Discuss updates or concerns with your provider. Request that they be included in your DDA annual assessments.

3. STAY IN THE LOOP

Providers are required to document the services you receive in case notes and progress reports. You can request copies of these monthly updates or check in calls.

4. YOU DIRECT YOUR SERVICES

You are in the driver's seat! If you have been unsuccessful finding a solution with your current provider you may request a new provider. Be sure to determine reason why changing providers is necessary. Contact your DDA Case Manager, DVR Counselor or Transition Coordinator to discuss your concerns.



SNOHOMISH COUNTY CAREER PATH PROVIDERS



AtWork!

CARES OF WASHINGTON

COMMUNITY TRADES & CAREERS

NORTHWEST CENTER SERVICES

ORION INDUSTRIES

PROVAIL

SAILS GROUP

SERVICE ALTERNATIVES

SHERWOOD COMMUNITY SERVICES

TECHNOLOGY AND EMPLOYMENT CONNECTIONS

VADIS

VILLAGE COMMUNITY SERVICES

WASHINGTON VOCATIONAL SERVICES

WORK OPPORTUNITIES



<p>AtWork! 2722 Colby Ave, Suite 535 Everett, WA 98201</p>	<p>Jen Tabiando 206-854-4187 jent@atworkwa.org www.atworkwa.org</p>
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<p>CARES OF WASHINGTON 809 West Main Suite C Monroe, WA 98272</p>	<p>Wendy Ehr 425-418-5521 wehr@caresofwa.org www.caresofwa.org</p>
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<p>COMMUNITY TRADES & CAREERS Division of Sunrise Services 10407 Airport Road Everett, WA 98204</p>	<p>Reed Cowie 425-374-5478 reedc@sunriseemail.com sunriseservicesinc.com</p>
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<p>Northwest Center Services 1320 75th Street SW Everett, WA 98203</p>	<p>Lindsay Fisher 206-755-3589 lfisher@nwcenter.org https://www.nwcenter.org/</p>
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<p>ORION INDUSTRIES 1300 Beverly Park Road Mukilteo, WA 98275</p>	<p>Zandra Leitch 425-249-4209 Zandra.Leitch@orionworks.org orionworks.org</p>
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<p>PROVAIL 2122 164th St. SW, Suite 305 Lynnwood, WA 98087</p>	<p>Janet Hammerman 425-777-7018 janeth@provail.org www.provail.org</p>
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<p>SAILS WASHINGTON Employment Services 19730 64th Ave W Suite 101 Lynnwood, WA 98036</p>	<p>Natalie Rae Pollet 425-333-4114 VocDirWa@sailsgroup.com www.sailswashington.com</p>
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<p>SERVICE ALTERNATIVES 909 SE Everett Mall Way Suite C345 Everett, WA 98208</p>	<p>Richard Haller 206-370-9934 richard.haller@servicealternatives.com www.servalt.com</p>
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<p>SHERWOOD COMMUNITY SERVICES Career Connection 402 – 91st Avenue NE Lake Stevens, WA 98258</p>	<p>Tom Clark (425) 334-4071 tclark@sherwoodcs.org www.sherwoodcs.org</p>
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<p>TECHNOLOGY AND EMPLOYMENT CONNECTIONS 4326 149th St. NE Marysville, WA 98271</p>	<p>Laura Lakings-Becvar (360) 926-3019 lauralb@tecwa.org www.tecwa.org</p>
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Vadis

<p>Vadis 10700 Meridian Avenue North Suite 501 Seattle, WA 98133</p>	<p>Katie Rivers 206-243-8806 ex 220 Snohomish@vadis.org www.vadis.org</p>
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<p>VILLAGE COMMUNITY SERVICES CAREER PLANNING AND PLACEMENT SERVICES 3210 Smokey Point Drive, Suite 201 Arlington, WA 98223</p>	<p>Kris Mecko Director of Employment Services 360-653-7752 Kmecho@villagecommunitysvcs.org www.villagecommunitysvcs.org</p>
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WASHINGTON VOCATIONAL SERVICES



<p>WASHINGTON VOCATIONAL SERVICES 111 SE Everett Mall Way Bldg. C- Suite 100 Everett, WA 98208</p>	<p>Bretta Williams 425-774-3338 bwilliams@wvs.org www.wvs.org</p>
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<p>WORK OPPORTUNITIES 6515 – 202nd Street SW Lynnwood, WA 98036</p>	<p>Jen Huard 425-778-2156 jennifer@workopportunities.org www.workopportunities.org</p>
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FREQUENTLY ASKED QUESTIONS ABOUT EMPLOYMENT DSHS DEVELOPMENTAL DISABILITIES ADMINISTRATION

What are Employment services? Employment services are individualized services that provide individuals with opportunities to explore employment options and participate in activities that support you to obtain/maintain paid community employment. It is provided by qualified providers contracted in Washington Counties.



Who is eligible for Employment services? Employment services are available to individuals 21 years and older who are: on the Basic Plus, Core, or Community Protection Home and Community Based Service Waivers or individuals on Roads to Community Living. Individuals in Skilled Nursing Facilities with a Preadmission Screening and Residential Review (PASRR) may also receive this service.

What can I expect from my Employment service? Your Employment service provider will meet with you, and through a process of discovery and individualized planning, identify your interests to develop an Employment plan with strategies to access your local community to obtain/maintain paid employment. The activities will be integrated and provide opportunities to contribute and develop relationships with people in your community who are not paid staff.

How do I choose an employment provider? You have the right to choose your own provider and a list of contracted providers in each County is available for you to review and interview. When working with the Division of Vocational Rehabilitation (DVR) it is recommended you choose a provider that is also contracted to provide employment services through DDA. You have the ability to change providers at any time.

Why does the Developmental Disabilities Administration require that individuals access Employment services before other Day Services? Washington State is an Employment First state that has adopted a Working Age Adult policy (DDA Policy 4.11) for individuals age 21 to 62. Employment is the most effective way we know to achieve the benefits outlined in Developmental Disabilities Administration Guiding Values, provide a pathway out of poverty and increase choice and inclusion. All individuals, regardless of support needs or disability, are given the opportunity to explore inclusive community options with paid employment as the priority outcome. The first nine months of employment services helps the individual understand community options and how to become a part of their local community.

Is there an expectation of how long it will take me to obtain paid employment? No, there is no time limit on how long you can be in Employment services without obtaining paid employment. However, it is expected that your provider develop an individualized employment plan. The provider will regularly communicate with you about progress and activities. Your progress will be evaluated every six months to ensure you are moving forward on your pathway to your employment goal.

What if I don't know what kind of job I want? Your Employment provider is trained to help you identify areas of interest through a process of discovery where you are provided various opportunities in the community to see what you most enjoy or show interest in. In addition, they will seek input from those who know you best.

What activities are available to help me on my pathway to paid employment?

Employment service activities will vary depending on what you need. The activities are individualized based on your interests, integrated with other individuals without disabilities in the community, and accessible by public transit or a reasonable commute from your home. The following activities are commonly used to assist individuals on their pathway to paid employment:

1. Vocational exploration and discovery to discover preferences, skills and abilities.
2. Community-Based Assessments opportunities to obtain experience to put on a resume.

What if I want additional work hours or a different job? Your employment plan has your desired employment goal identified in terms of work hours and type of job. Your plan will have strategies identified to achieve that goal. You need to communicate with your employment provider whenever you want a change in your employment goal whether it is additional work hours or a different job.

What if I don't want to participate in Employment services? DDA also offers Community Inclusion (Access) which is available to individuals 62 years and older and individuals who have participated in nine months of Employment services and choose Community Inclusion services instead of continuing in Employment services. An Exception to Rule can be requested through your DDA case manager if you have not or do not want to participate in 9 months of employment services.

Can School to Work programs or other employment preparation count toward the 9 months? No, the nine months of employment services must be funded by DDA.

Can I have Community Inclusion (Access) and Employment services at the same time?

No, but if you choose Community Inclusion after nine months of employment, you can choose to go back to Employment services at any time.

How many hours of support will I receive in Employment? Your monthly Employment service hours are determined by your annual assessment completed by your case manager from the Developmental Disabilities Administration. Monthly service hours range from 1-12, but additional hours may be approved once you become employed or while actively involved in job development.

Will I always have a staff person with me in Employment services?

You will always have appropriate supports to participate safely in employment activities; however, your employment support staff may not always be present if there is not a need for support or you have developed natural supports in your work setting. The ideal outcome of the service is that you develop relationships with co-workers and/or your employer to help support you.

What other services are available to help me obtain employment? The Division of Vocational Rehabilitation (DVR) provides short-term services to assist individuals with disabilities to obtain jobs. DVR offers career counseling, assessment options, job development, and on-the-job training. DVR works in partnership with DDA to support Employment.

**FREQUENTLY ASKED QUESTIONS ABOUT
COMMUNITY INCLUSION***
DSHS DEVELOPMENTAL DISABILITIES ADMINISTRATION
***COMMUNITY INCLUSION IS SOMETIMES REFERRED TO AS COMMUNITY ACCESS**

What are Community Inclusion services?

Community Inclusion is an individualized service that provides individuals with opportunities to engage in community based activities that support socialization, education, recreation and personal development for the purpose of: building and strengthening relationships with others in the local community who are not paid to be with the person and learning, practicing and applying skills that promote greater independence and inclusion in their community. It is provided by agencies contracted with the Counties.



Who is eligible for Community Inclusion services?

Community Inclusion is available to individuals 62 years and older. It is also available to individuals who have participated in nine months of Employment services and choose Community Inclusion services instead of continuing in Employment services. It is available for those individuals on the Basic Plus and Core Waivers and individuals in Skilled Nursing Facilities (PASRR). An Exception to Rule can be requested through your case manager if you have not or do not want to participate in 9 months of employment services.

Can I have Community Inclusion and Employment services at the same time?

No, but you can choose to go back to Employment services at any time.

How many hours of support will I receive in Community Inclusion?

Your monthly Community Inclusion service hours are determined by your annual assessment completed by your case manager from the Developmental Disabilities Administration. Monthly service hours range from 3-20.

What can I expect from my Community Inclusion service?

Your Community Inclusion provider will meet with you and through a process of Discovery and person centered planning identify your individual interests to develop a Community Inclusion plan with strategies to access community opportunities consistent with your interests in your local community. The activities will be integrated and provide opportunities to contribute and develop relationships with people in your community who are not paid staff.

Will I always have a staff person with me in the community?

You will always have appropriate supports to participate safely in community activities; however, your Community Inclusion staff may not always be present. The ideal outcome of the service is that you develop relationships with other community members with similar interests who will support you in the activity so that the Community Inclusion staff can fade from that activity and look for additional opportunities for you to participate in community activities of interest.

What if I don't know what I want to do in the community?

Your Community Inclusion provider is trained to help you identify areas of interest through a process of Discovery where you are provided various opportunities in the community to see what you most enjoy or show interest in. In addition, they will seek input from those who know you best.

What activities are available to participate in as part of Community Inclusion services?

Community activities are as varied as your interests (e.g., club memberships, volunteering, etc.) as long as they meet four simple criteria:

1. Individualized based on **your** interests
2. Integrated with other individuals without disabilities in the community
3. Activities that are typically experienced by the general public in your local community; accessible by public transit or a reasonable commute from your home
4. Ability to contribute and develop relationship with community members who are not paid staff.

What activities are NOT available to participate in as part of Community Inclusion Services?

Community Inclusion services cannot be used to support you in some community activities. These activities include: specialized and/or segregated activities with only individuals with disabilities, isolating activities with no opportunities to develop relationships with community members who are not paid staff, or activities that don't occur in your local community.

Can Community Inclusion services be provided to more than one individual at a time?

Although Community Inclusion is an individualized service, it can be provided for 2 to 3 individuals at the same time; **IF** the activity is a shared interest of all participants and meets the guidelines of integrated setting, local community and ability to contribute and develop relationships with other individuals without disabilities in the community who are not paid staff.

What other services are available to help me access my community?

Community Engagement is a service similar to Community Inclusion but is only available to individuals on the Individual and Family Services (IFS) Waiver or individuals in Skilled Nursing Facilities (PASRR). It is provided by individual providers and or agencies contracted directly with the Developmental Disabilities Administration.

Community Guide is a short-term service intended to identify and connect you to resources in your local community. It is available to individuals on the Basic Plus, and CORE Waivers and individuals in Skilled Nursing Facilities (PASRR). It is provided by individual providers and or agencies contracted directly with the Developmental Disabilities Administration.

Respite can also be provided in the community. It may be available to individuals on the Individual and Family Services (IFS), Basic Plus and CORE Waivers. It is provided by individual providers and or agencies contracted directly with the Developmental Disabilities Administration.



UNDERSTANDING THE BIGGER PICTURE

The Role of Systems – Adult Services

FEDERAL GOVERNMENT

SSI

- Basic Living Allowance
- Linked to Medicaid
- Implemented by State Community Service Office

Social Security Administration

- US Citizen
 - Medically Disabled
 - Apply at age 18 or younger based on income
- 866-563-4595 Everett
877-575-5197 Lynnwood
800-772-1213 www.ssa.gov

SSDI/DAC

- Paid into system through employment
- Or based on parents
- Medicare

STATE GOVERNMENT

Department of Social and Health Services

DDA

Developmental Disabilities Administration

Can apply at any age for:

- Early Intervention Services (Birth-3)
- Case Management
- DD Endowment Special Needs Trust
- Employment Support (as available)
- Supported Living Program
- Adult Family Home Referral
 - Personal Care Services (if eligible)

800-788-2053/ 425-740-6400....Everett

www.dshs.wa.gov/dda

DVR

Division of Vocational Rehabilitation

Begins working with students in their final year of school in preparation for employment

425-339-4880 Everett
425-977-6600 Lynnwood
360-651-6120 Smokey Pt

www.dshs.wa.gov/dvr

HCS

Home & Community Services

Serves seniors and adults with disabilities who do not qualify for DDA

- COPES (Physical needs)
- MPC (Personal Care)
- Nursing Facilities
- AFH (Adult Family Homes)
- Assisted Living

425-339-4010 Everett
425-977-6530 Lynnwood
360-651-6800 Smokey Pt

www.aasa.dshs.wa.gov

DSB

Department of Services for the Blind

Services to support home, school, mobility and employment
800-552-7103

www.dsb.wa.gov

APS

Adult Protective Services

Investigates abused and neglected vulnerable adults
1-866-END-HARM

DCFS/DLR

Division of Children & Family Services / Division of Licensed Resources

- Investigates abused & neglected children
- Foster Care Services (serves to age 21)
- Licensing/Adoption

425-339-4768 Everett
425-977-6700 Lynnwood
360-651-6900 Smokey Point
360-805-2100 Sky Valley

<http://www.dshs.wa.gov/children.shtml>

WORKSOURCE

Primary service is access to job leads and classes

425-258-6300 Everett
425-673-3300 Lynnwood

www.worksourceonline.com

CSO

Community Service Office

* Medicaid * Childcare * Basic Food
* Financial * Employment/Training
Everett Lynnwood
Sky Valley Smokey Point

1-877-501-2233

www.dshs.wa.gov/onlinecsso/applying.sht

LOCAL GOVERNMENT

Snohomish County Developmental Disabilities

www.snohomishcountywa.gov/dd

Contracts with Community Include:

- Early Intervention Services (Birth to 3)
- Employment Providers (Job development / job coaching)
- Person Centered Planning Services (Employment)
- Connecting Families- Arc of Snohomish County
- Leadership and Advocacy- Arc of Snohomish County
- Building Inclusive Communities- Family Support Centers

Contact Information for DD Staff

Program Manager/DD Board	425-388-7208
Early Intervention Services (Birth to 3)	425-388-7402
Career Path Services (Supported Employment)	425-388-7332
Social Security Benefits Planner	425-388-7259
Transition Resource Coordinator (18-21)	425-388-7476
Information / Education/ Community Contracts	425-388-7320

ABBREVIATIONS, ACRONYMS AND TERMS FOR EMPLOYMENT

CBA	Community Based Assessment
CI	Community Inclusion (Access)
CP	Career Path
CRP	Community Rehabilitation Program
DVR	Division of Vocational Rehabilitation
IE	Individual Employment
IRWE	Impairment Related Work Experience (SSA)
ISE	Individual Supported Employment
OJT	On-the-Job Training
PCP	Person Centered Plan
PVS	Pre Vocational Services
QP	Qualified Provider
SE	Supported Employment: Employment model supporting individuals with disabilities to work in the community.
SGA	Substantial Gainful Activity
STW	School To Work
TA	Technical Assistance
WAAP	Working Age Adult Policy


ADDITIONAL EMPLOYMENT ASSISTANCE

Goodwill Job Training and Education Provides job training and education, programs, support and assistance in finding a job.	www.seattlegoodwill.org	425-267-9718 206-329-1000
Job Accommodation Network Provides free, expert and confidential guidance on workplace accommodations and disability employment issues. Works toward practical solutions that benefit both employer and employee.	http://askjan.org	800-526-7234
Job Corps Free education and vocational training program to help young people ages 16 - 24 obtain a better paying job.	www.jobcorps.doleta.gov	800-733-5627
Office of Disability Employment Policy (ODEP) Provides national leadership by developing and influencing disability employment related policies.	www.dol.gov/odep	
Pathways to Employment A website that helps Washingtonians with a disability make informed decisions about going to work.	www.pathways.dshs.wa.gov	
Washington State Business Leadership Network Educates/supports businesses recruit, hire, retain, promote and improve service for people with disabilities.	www.wsbln.org	
WorkSource Provides information and classes to assist individuals in obtaining employment.	www.worksourceonline.com	425-258-2766 425-212-3211


ADDITIONAL RESOURCES CAN BE FOUND AT:

WWW.SNOHOMISHCOUNTYWA.GOV/DD

SNOHOMISH COUNTY
DEVELOPMENTAL DISABILITIES




RESOURCE GUIDE




RESOURCES AND CONTACT INFORMATION FOR OVER 350 AGENCIES

SNOHOMISH COUNTY
DEVELOPMENTAL DISABILITIES



COMMUNITY PLAN



CURRENT ISSUES AND EFFORTS THAT ARE BEING MADE
TO IMPROVE THE QUALITY OF LIFE FOR INDIVIDUALS WITH
DEVELOPMENTAL DISABILITIES AND THEIR FAMILIES

Snohomish County
Developmental Disabilities

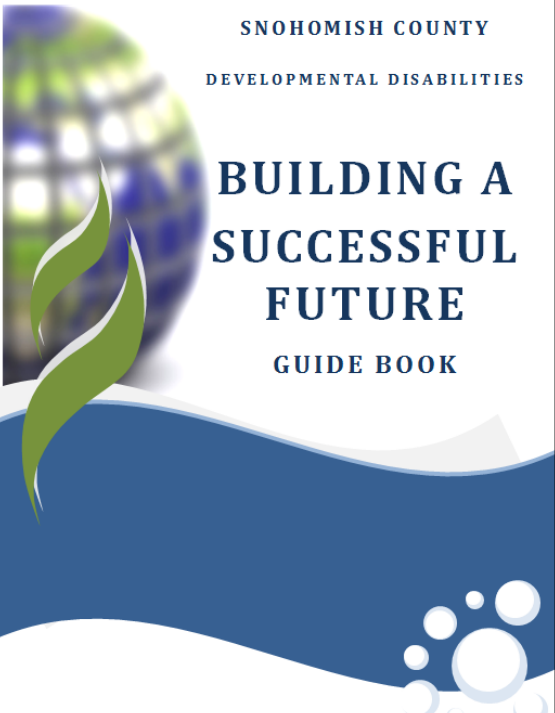
Career Path Services

A Guide to
Employment



SUPPORTS AVAILABLE FOR INDIVIDUALS INTERESTED IN
WORKING AND CONTRIBUTING IN THEIR COMMUNITY

SNOHOMISH COUNTY
DEVELOPMENTAL DISABILITIES



**BUILDING A
SUCCESSFUL
FUTURE**

GUIDE BOOK