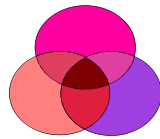


Transition from School to Work Manual

CHELAN-DOUGLAS DEVELOPMENTAL DISABILITIES PROGRAM



Creating Partnerships in the Community

A planning guide for persons with developmental disabilities, their families and teachers, who want to work and be active in the community

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Introduction from the Chelan-Douglas County Developmental Disabilities Program

Welcome!

The mission of Chelan Douglas Developmental Disabilities program is to provide you with supports and resources to live a full, active, fun, safe life with opportunities, choices and community participation. We believe the gateway to achieving your dreams is working in a job you love. A job offers us all a place to contribute our skills, build friendships, learn new things and earn a paycheck. Our mission is to help you find your dream job.

We work with your school, local providers and other agencies, who want to support you in making your work dreams come true. This guide includes those agencies and how to connect with them in planning your future. We encourage you to take one step at a time and ask your friends and family for help.

We are very excited to support you in planning your future. Our program is designed to offer support throughout your adult life. This means that if you qualify, long-term assistance and support may be available to help you maintain your future job. Our services can also assist you if/when you determine you need a new job or more work. Our services are designed to follow you along your employment journey.

We look forward to working with you and your family!

Sincerely,

Chelan Douglas Developmental Disabilities Program

Carrie Gavin,
Program Coordinator



Tamara Burns,
DD Director

Important things to consider...

- A place to go every day where you can be productive and do the things you enjoy.
- A friend, family member or advocate who will help you.
- Opportunities to choose and participate in leisure activities you enjoy.
- Enough income to maintain your chosen lifestyle.
- Access to health and medical services.
- Opportunities to express your sexuality in a safe and supportive relationship.
- A way to effectively communicate your needs, choices and opinions.
- Skills you need to take care of yourself or to assist the people who care for you.
- Opportunities to continue to learn and grow.
- The skills you need to develop and maintain positive relationships.
- Opportunities to be an active member of your community.
- The skills you need to access and use technology to help improve your lifestyle.
- A circle of friends that share your interests and provide mutual support.
- The skills you need to understand and access information.
- A diploma or certificate confirming your completion of educational requirements.



“Disability is a natural part of the human existence and in no way diminishes the right of persons with developmental disabilities to live independently, enjoy self-determination, make choices, contribute to society, and experience full integration and inclusion in the economic, political, social, cultural, and educational mainstream of American society.”

The Developmental Disabilities Assistance and Bill of Rights Act Amendment of 1993

General Transition Info

When a student turns 18, s/he may have two main options:

- The student may graduate and continue in the school district's high school transition program until age 21. Remaining in a high school transition program until age 21 offers the benefits of a guided transition to adult life, a bridge to adult services, and the development of independent living skills.
- The student may graduate and exit the K-12 system. There are many reasons a student may decide to leave high school at age 18. Ultimately, if a student decides to leave the school system at age 18, they may not have access to the resources they need to be successful and live independently in the community. Understanding what supports and accommodations are available, and planning ahead, will help a student and their loved ones prepare and know what to expect when they do leave the school system.

Remember that services are not to be decided based on availability, but the student's needs. Talk to the school district about transition services early on, so that the student and their advocates have a good understanding of what to expect and when the student will exit the school system, prior to turning 18.

Whether a student chooses to stay in school or exit at age 18, post-secondary educational and vocational opportunities exist for all adults, regardless of age or ability. Most community colleges offer courses for credit or audit that enhance employability and life skills. Some offer specifically designed programs for students with developmental disabilities. Other colleges find ways to help students with disabilities integrate into existing classes. Ask your high school transition teacher and/or Division of Vocational Rehabilitation (DVR) counselor to find out what your local college offers.

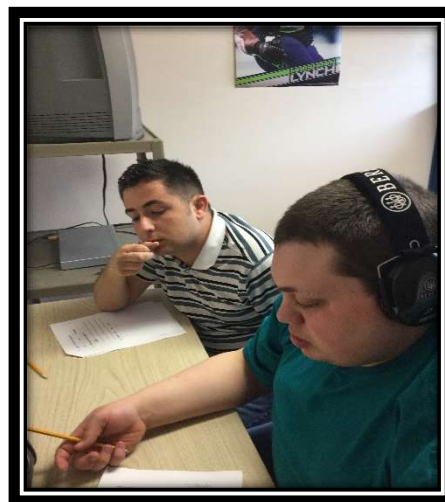
Think College!, an online resource for students with intellectual disabilities, lists college programs for students with intellectual disabilities. If you do not have a program in your area, *Think College!* provides tips for starting post-secondary education opportunities for students with disabilities. Whether it's learning a trade, developing job skills or pursuing personal interests, post-secondary education builds self-esteem, increases chances of employment and creates more inclusive community.

Transition Planning Ideas

The Individual Education Plan or IEP, guides a student's learning while receiving special education services. Therefore, the student should be the focus of any discussion and/or planning that goes into the IEP and the student's transition program should be designed based on the student's desires. Consider the following list of skills, activities and services when creating a high school transition plan for a student's IEP. For more information about these items, please visit the Resources section at the end of this manual.

General IEP Ideas:

- Put together a brief summary, describing the student's strengths, learning style, accommodations etc. and share with the IEP team
- Actively participate in IEP meetings and work together to develop goals.
- Work on goals at home and in the community that complement the work being done at school.
- Consider what the student's day will look like when school ends and begin to participate in activities that will continue after school is over.
- Keep a personal copy of school records including transcripts, evaluations, summaries, and assessments. These items will assist the student in applying for adult services and many school records are destroyed some years after graduation.
- If you have concerns, contact your teacher and schedule a meeting. If you are not able to resolve conflicts within your school district, the following resources may be helpful: the office of the Education Ombudsman (OEO), PAVE.



Independent Living:

Identify Skills and abilities that will help the student be as independent as possible, such as:

- Money management and budgeting
- Decision-Making
- Self-Advocacy
- Registering to vote
- Communication
- Transportation training
- Shopping
- Cooking
- Housekeeping
- Research home ownership programs for adults who experience developmental disabilities



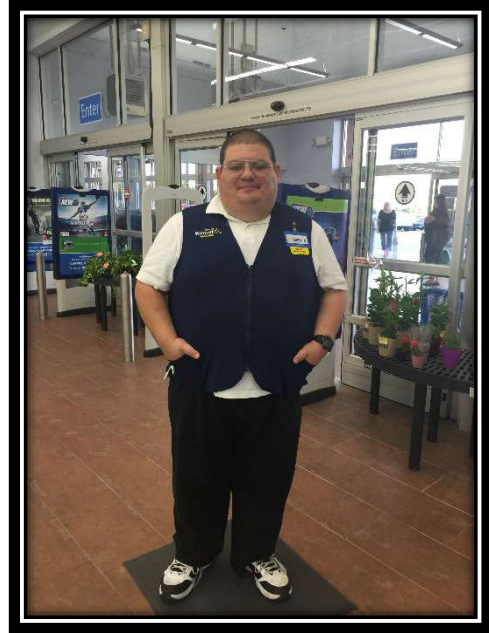
Social/Recreational:

- Build friendships outside the family
- Create a circle of support (friends, family, neighbors)
- Identify and connect with groups that share similar interests (athletic, faith-based, creative arts, humanitarian, civic)



Employment/Post-Secondary Education:

- Identify interests, strengths and needs, and list the types of jobs that would be a good fit.
- Identify personal contacts (friends, relatives and others) useful in finding jobs
- Research college course and programs (integrated and/or specialized)
- Learn and practice job skills through community work experiences
- Develop a resume and/or portfolio- include work experience, letters of recommendation, volunteer/work experiences etc.
- Increase work skills to increase opportunities for competitive employment
- Apply for employment services from the Washington State Division of Vocational Rehabilitation and Developmental Disabilities Administration
- Obtain assistive technology and training



Health and Safety:

Identify needed skills and/or resources to be healthy and safe:

- Emergency recognition and response
- Personal care/hygiene
- Counseling
- Physical/Occupational therapy
- Adult medical care provider



Financial and Legal:

- Learn to manage money effectively
- Set up a checking and/or savings account and practice withdrawing and depositing money, and balancing a checkbook
- Go shopping, compare prices, purchase items on sale and use coupons
- Set up a budget. Pay for basic needs and learn how to save money for needed and wanted items.
- Begin to build a credit history by having the student's name listed on electricity, water, rent, etc.



Transportation:

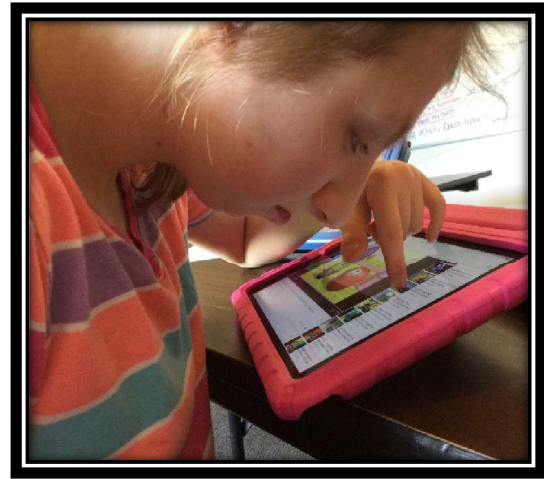
- Practice taking public transportation and/or contact a public transportation agency about free transportation training and alternative public transportation for people with disabilities
- Prior to leaving school, obtain a Reduced Fare Bus Pass Link Transit Card.
- If additional support is needed, apply for LinkPlus, a door to door service. Please note that routes vary so wait times may be longer and rides need to be prescheduled.



Assistive Technology (AT):

Technology can help people become more independent with communication, recreation, employment, education, transportation and daily living skills.

- Ask for an AT evaluation as part of the IEP process
- Try before you buy to ensure the device and/or apps will work for the individual. The Washington Assistive Technology Act Program will loan devices for up to six weeks for a small fee.

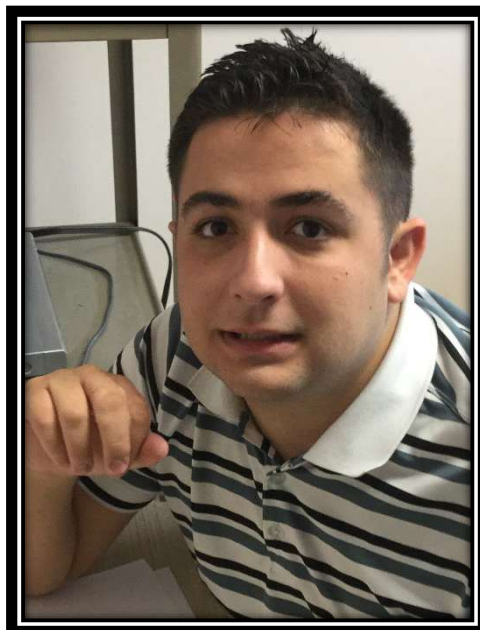


Self-Determination and Self-Advocacy

Self-determination is the idea that individuals who experience disabilities have the abilities and rights to make choices about their own lives. Students in school transition programs can strengthen their self-determination skills by practicing the following activities:

- Making choices and decisions
- Problem solving
- Goal setting
- Self-advocacy
- Self-management
- Self-regulation
- Self-awareness

Self-advocacy groups promote success in school, work and life. They help people who experience disabilities learn to explain their disability and any accommodations they may need. These groups also help increase leadership and advocacy skills, promote inclusion, learn about individuals' rights, educate others, and have fun. In many parts of the state, they are creating self-advocacy chapters in high school. For more information call People First toll-free at 1-800-758-1123.



Timelines and Steps to Transition Success

Take one step at a time to get connected to employment and to the community. Go to the Resource section of this manual to locate contact information for the following resources.

Elementary, Middle and High School:

- Establish a Special Needs Trust to pay for needed services and supports that may be needed in the future. This can be done by an attorney who specializes in special needs trusts or through the Washington State DD Life Opportunities Trust.
- Obtain Washington State identification from the Department of Licensing (it will be needed when applying for adult services).
- Apply for Developmental Disabilities Administration (DDA) (formerly DDD). DDA serves individuals of all ages. It is important to get connected early and applications can happen at any age; however the disability needs to have occurred before the age of 18. Services may include case management, Medicaid Personal Care to assist with daily living skills, housing, family support, respite, planning, and employment support. Services are based on available funding so it is important to stay connected to a Case Resource Manager and make them aware of your needs.



At Age 18:

- Arrange for a Representative Payee if money management is a concern.
- Apply for Social Security benefits (prior to 18, Social Security Administration looks at parent income).
- Obtain benefits planning (including Social Security Work Incentives such as PASS and IRWE) to understand how earning a wage will affect the public benefits a person receives.
- Apply for federal Student Aid (FAFSA): if seeking aid to attend post-secondary education. This form must be filled out by March 1st of the student's senior year to be considered for financial aid.
- Contact an Independent Living Center (through the Washington State Independent Living Council) to obtain support for independent living skills, development, advocacy and benefits planning.
- Seek power of attorney, protective payee or guardianship (if less restrictive alternatives are not appropriate).
- Apply for HUD federal housing assistance (Contact your local Housing Authority to find out how long the waiting list is.)
- At age 18 all men must register with the Selective Service at their local post office or online.



During your last year of School:

- Contact the Chelan-Douglas Counties Developmental Disabilities Program to learn what services are available. If a person is determined DDA eligible, Chelan-Douglas Counties staff can help navigate the adult service system and connect to community and employment services.



- Apply for services from the Division of Vocational Rehabilitation (DVR) or the Department of Services for the Blind (DSB) to help obtain employment.

- Develop an employment plan. Chelan-Douglas Counties DD Program assists students in becoming gainfully employed and has supports in place before they leave school. To participate an individual must:

- Be eligible for DDA services
- Be 20-21 years of age
- Be committed to working
- Apply for DVR
- Choose an employment provider

- Choose an employment agency. The following employment agencies may be available to help individuals obtain and/or maintain a job. See the Resources section of this manual for more information about each of them.

- Ambitions Community Support Services of Washington, Inc.
- Elmview
- Goodwill Industries of the Columbia, Inc.
- Tierra Village
- Mission Vista
- Compass Career Solutions, Inc.

Resources/Community Inclusion

Alatheia Riding Center

A non-profit organization in Wenatchee that focuses on improving the lives of people with special needs through equine therapy. Phone: (509) 630-8710 <http://alatheiaridingcenter.com/>



Ambitions Community Support Services of Washington

Individual Employment and Community Access: Creating employment opportunities for our clients through individualized employment planning and collaborative community relationships, and to provide support in the community based on personal preference. Phone: (509) 667-2242 r.wilder@wa.ambitions.org

Residential: Our Direct Support Professionals are trained to address social, cognitive, adaptive, behavior issues, and daily needs while working with individuals to strengthen their own characteristics. Phone: (509) 667-2242



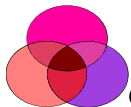
The Brave Warrior Project

Providing Hope, Changing Lives, Strengthening Families. Connect by sending an email to: bwarrriorproject@gmail.com <https://www.thebravewarriorproject.com>



Cashmere Special Needs Parent Group

Connect to our private Facebook group by sending an email to: cashmerespecialneedsparents@gmail.com Phone: 509-433-7487



Chelan Douglas Developmental Disabilities Program

Provides a range of services and supports to people with developmental disabilities, their families and the community

- Director, Tamara Burns: Tcardwell-burns@co.douglas.wa.us
- Program Coordinator, Transition Resources, Benefit Planning, Carrie Gavin: cgavin@co.douglas.wa.us Phone: 509-888-2377



Chelan Douglas Early Intervention Services

- North Central Educational Services District (NCESD): Local Lead Agency Representative/Family Resource Coordinator Janelle Bersch, Phone: 509-664-3781 janelleb@ncesd.org <http://www.ncesd.org/Page/1048>
- Achieve Center Pediatric Therapy, Phone: 509-888-2505 <http://www.achievecenter.net/>



Community Connection

Wenatchee Parks & Recreation’s Special Needs Program, offers recreational opportunities for individuals (ages 8yrs-108yrs) with developmental disabilities to build relationships, develop and practice social skills, and participate in community events with a supportive group of peers and caring chaperones. Phone: 509-888-3283 <https://www.wenatcheewa.gov/index.aspx?page=31>



Compass Career Solutions, Inc.

LMyles@CareersByCompass.com



Goodwill Industries of the Columbia

Provides job preparation, training, placement, and retention services. Valarie Clark, Disability Services Manager, Phone: 509-735-0400 x231 or email vclark@goodwillotc.org



ELMVIEW Elmview

Individual Empowerment Through Choice – Vocational, residential, and in school services are provided. With support from Elmview staff, people graduate from high school, live independently, and find and keep jobs. Dusti Rocha Program Manager, Phone: 509-415-8014 dustir@elmview.org



Housing Authority of Chelan County & the City of Wenatchee

CCWHA.com providing affordable housing to household that are 80% or below the area’s median income. Phone: 509-663-7421



Informing Families Building Trust (IFBT)

Provides up to date resources, information and videos about how to navigate the developmental disabilities services system in Washington State www.informingfamilies.org



Link Transit

Offers Services and Programs such as travel training, special services and LinkPlus. Phone: 509-662-1155 <http://www.linktransit.com/>

MV Mission Vista

Vocational Services: A private, non-profit agency operating in the Wenatchee Valley that integrates participants with meaningful work experiences while supplying a service to the local business community. Phone: 509-888-4835

Residential: Supports include but are not limited to assistance with money management, medical and dental appointments, medication self-management, grocery shopping, meal planning, social activity scheduling and transportation to name just a few. Phone: 509-663-1069



Parent to Parent of Chelan-Douglas Counties

Provides support to families with children with developmental disabilities and/or special healthcare needs ages birth and on. Shannon Cox, Coordinator, Phone: 509-423-8527
p2pcoordinator@chelandouglasp2p.com or www.facebook.com/chelandouglasparent2parent



Partnerships in Action. Voices for Empowerment (PAVE)

Provides information, training and support to individuals with disabilities, parents and professionals Phone: 1-800-572-7368 <http://wapave.org/>



Plan to Work

Serves individuals in Chelan and Douglas counties who are currently receiving disability benefits from the Social Security Administration (SSA) and want to know how working will affect their benefits. They provide free consultation. Phone: 1-866-497-9443



Social Security Administration (SSA)

Office hours: Wed 9:00am – 12:00pm, Mon, Tues, Thurs, Fri 9:00am-4:00pm, Phone: 1-800-772-1213, 301 Yakima St. Wenatchee, WA 98801 <http://ssa.gov>



Tierra Village

Individual Employment Services. www.tierravillage.org



Upper Valley Connection

Offers a variety of year-round recreational, social and educational opportunities. Phone: 509-888-4181 or email uppervalleyconnection@gmail.com



Washington Assistive Technology Act Program

Information, referrals, training and device loans www.watap.org



Washington Access Fund

Low interest loans and matched savings accounts for low-income households
www.washingtonaccessfund.org



Washington Initiative for Supported Employment (WISE)

Technical assistance to adults and high school students with developmental disabilities seeking employment and job training www.gowise.org



Washington State Department of Licensing

To obtain a Washington State ID card www.dol.wa.gov



Washington State Department of Services for the Blind (DSB)

Supports individuals who are blind or visually impaired to gain the necessary skills and access opportunities to reach their employment goals Phone: 1-800-552-7103



Washington State Developmental Disabilities Administration (DDA)

Provide services across the life-span services to assist eligible individuals to live in the community Phone: 1-800-788-2053 www.dshs.wa.gov/ddd

Local Case Resource Managers:

- Socorro Wright Supervisor Socorro.Wrights@dshs.wa.gov 509-886-6178
- Tracy Hollingsworth hollita@dshs.wa.gov 509-886-6177
- Tamah Ruth ruths@dshs.wa.gov 509-886-6176
- Linda Kesti kestilj@dshs.wa.gov 509-886-6175
- Sarah Coleman colemsa2@dshs.wa.gov 509-886-6174
- Kathreen Smith smithke@dshs.wa.gov 509-886-6179



Washington State Developmental Disabilities Life Opportunities Trust

Enables individuals connected to the Washington State Developmental Disabilities Administration (DDA) a low cost special needs trust to set aside money and build assets for the future. Phone: 1-888-754-8798 www.ddlot.org



DVR
Division
of Vocational
Rehabilitation

Washington State Division of Vocational Rehabilitation (DVR)

Provide short-term employment services for adults. In addition to adults with disabilities, high school transition students are eligible for services. Phone: 509-662-0439 www.dshs.wa.gov/dvr



Washington State Independent Living Council

A council that guides independent living centers. Independent living centers are non-residential, private, non-profit, consumer-controlled, community-based organizations that provide services to assist individuals with disabilities to achieve their maximum potential and live independently.

<http://www.wasilc.org/about/acil.html>



Washington State Office of the Education Ombudsman (OEO)

promotes equity in education by working with families and schools to remove barriers so that every student can fully participate in and benefit from public education in the State of Washington. Phone: 1-866-297-2597 <http://oeo.wa.gov/>



Wenatchee Special Needs Parent Group

Connect to our private Facebook group by sending an email to: wenatcheesnpg@gmail.com



Wenatchee Valley College

Carla Boyd, M.Ed. Counseling, Special Populations Coordinator, Rm. 2133 Wenatchee Hall,
Phone: 509-662-6854 CBoyd@wvc.edu

Special Thanks

Special thanks for the design and development of this manual go to:

- Informing Families Building Trust (IFBT)
- Snohomish County Developmental Disabilities Program
- Spokane County Developmental Disabilities Division
- Washington State Office of the Education Ombuds

