

Authorization for Unpaid Community Work Experiences

Unpaid community-based work experiences can be very beneficial to persons vocational development and are allowed for vocational exploration, assessment, and training. The following guidelines are intended to prevent students and vocational rehabilitation customers from being used as "free labor" and/or displacing other workers.

Complete this form for any student who will be receiving vocational instruction through a non-paid work experience.

Yes	No	Description
		The student has been identified under IDEA as having a disability.
		Competitive employment is not immediately attainable by the student due to his/her disability.
		The work experience is for vocational exploration, assessment, or training.
		Community-based placement is documented and clearly identified on the individual's Individual Education Program (IEP) vocational rehabilitation assessment, and / or VR's Individual Plan for Employment (IPE). Documentation must include: <ul style="list-style-type: none"> • The need and student benefit to the student. • A clear relationship to the student's transition employment outcome and annual goal(s).
		The individual does not displace or reduce the hours of an existing employee.
		The individual will be under direct supervision by a school representative, a vocational rehabilitation service provider, or an employee of the business.
		The student may need intensive ongoing support to perform in the work setting.
		The activities of the individual do not result in immediate advantage to the business, or the advantages are clearly offset by the burden of training and supervision.
		The total hours of the experience will not exceed; • 5 hours for vocational exploration per job experience; (career awareness, job shadowing, job site evaluation) • 90 hours for vocational assessment per job experience; (situational assessments) • 120 hours for vocational training per job experience (work adjustment training, job skills training, job coaching).
		The individual is working for training purposes and does not expect, or is not entitled to, a position after completion of the experience.
		Parent(s) and student are informed and have agreed to participation and understand that no wages will be available for this educational experience.
		The training position is a clearly distinguishable occupation or job classification (the skills on this training experience can be transferred to paid employment).

If "no" has been checked on any of the above, this constitutes an employer - employee relationship. If the student is placed in the position then wages should be paid. If during the work training experience, the conditions change, and an employer - employee relationship is established, wages must be paid or the student should be removed from the site.

Signatures:

Student

School

Parent

Business Sponsor