

## Authorization for Unpaid Community Work Experiences

Unpaid community-based work experiences can be very beneficial to a person's 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.

### Instructions:

Complete this checklist for any student participating in vocational instruction through a non-paid work experience. This form ensures the experience aligns with educational and legal requirements and is appropriate for students with disabilities under IDEA. Each item must be reviewed and marked accordingly.

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. The student has been identified under IDEA as having a disability.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Competitive employment is not immediately attainable by the student due to the severity of his/her disability.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. The work experience is for vocational exploration, assessment or training.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Community-based placement is documented and clearly identified on the individual's IEP, vocational rehabilitation assessment, and / or IPE.<br>Documentation must include:<br>a. The need and benefit to the student.<br>b. A clear relationship to the student's secondary transition employment outcome and annual goal(s). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. The individual does not displace or reduce the hours of an existing employee.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. The individual will be under direct supervision by a school representative, a vocational rehabilitation service provider, or an employee of the business.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. The student needs intensive ongoing support to perform in the work setting.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. 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.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



9. The total hours of the experience will not exceed;
- a. 5 hours for vocational exploration per job experience; (career awareness, job shadowing, job site evaluation)
  - b. 90 hours for vocational assessment per job experience; (situational assessments)
  - c. 120 hours for vocational training per job experience; (work adjustment training, job skills training, job coaching).
- Yes  No
10. The individual is working for training purposes and does not expect, or is not entitled to, a position after completion of the experience.
- Yes  No
11. Parent(s) and student are informed and have agreed to participation, and understand that no wages will be available for this educational experience.
- Yes  No
12. The training position is a clearly distinguishable occupation or job classification (the skills on this training experience can be transferred to paid employment).
- Yes  No

If "no" has been checked on any of the above, this constitutes an employer - employee relationship. If the student is placed in the position and 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:

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

School: \_\_\_\_\_

Business Sponsor: \_\_\_\_\_

