

## DD Employment Readiness Series: Ready to Help

Family Supports and Roles  
for the Job Search

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## About the organization

- Community Rehabilitation Program (CRP/  
Provider/Service Provider)
- Contracted with TWC-VRD (Texas Workforce  
Commission's Vocational Rehabilitation Division)
- Vocational Rehabilitation Services – VR Services
  - Job Placement Services
  - Supported Employment Services
  - Job Skills Training
  - Environmental Workplace Assessments
- Counties served- Dallas, Collin, Tarrant, Denton,  
Rockwall, Grayson, Navarro, Hunt, Ellis
- Learn more about our services at  
[www.GuidepostWFSupport.com](http://www.GuidepostWFSupport.com)

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## Common acronyms

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VR- Vocational Rehabilitation

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TWC-VRD Texas Workforce Commission – Vocational  
Rehabilitation Division

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ABA – Applied Behavior Analysis

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BCBA – Board Certified Behavior Analyst

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ASD – Autism Spectrum Disorder

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SSA- Social Security Administration

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SSDI- Social Security Disability Insurance

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SSI- Supplemental Security Income

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## Applied Behavior Analysis (ABA)

“The science of applying experimentally derived principles of behavior to improve socially significant behavior. ABA takes what is known about human behavior and uses it to develop and apply strategies that are intended to bring about real-world, meaningful change in the individual’s behavior.”

BACB, s.v. “ABA”, accessed June 15, 2017, <https://bacb.com/about-behavior-analysis/>

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## Circle of Support



- Family
- Friends
- Neighbors
- Teachers
- Caseworkers
- Coworkers
- Peers
- Support groups

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- Natural supports - support members that exist naturally in a person's environment; These include family, friends, and coworkers but usually not caseworkers. In most instances, caseworker's roles are time-limited and ongoing needs (in the case of work and VR services) should be transferred to someone who is a natural support.
- In-Kind Supports - SSA designation for an even more narrow group of support members for purposes of determining SSI benefits (which are means-tested; benefit amounts are determined based on financial need and current available means) In-kind support refers to support members (may be family members or otherwise) in the household or outside of the household that provides financial support in the form of food or shelter

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## Social Security Disability Income (SSDI)

- Qualifying individuals that meet age or disability requirements may be approved to receive 'insurance' benefits, in the form of SSDI for individuals with disabilities or medical impairments that prevent one's ability to go to work, if they have qualifying work history (through one's own employment or a parents/spouse- has paid into their social security account.) This benefit is intended to provide monthly cash benefits as disability earnings in the event that they are no longer able to work (or as they did before having the disability).
- After 24 months, SSDI recipients qualify for Medicare insurance also.

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## Childhood Disability Benefits

"SSA disability insurance program that provides a cash benefit to individuals who are 18 or older with a disability that began before the age of 22."

Social Security Administration, s.v. "Childhood Disability Benefits", accessed June 15, 2017,  
<https://secure.ssa.gov/poms.nsf/lnx/0300203080>

\*Parent must be collecting Social Security Retirement benefits or SSDI themselves.

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## SSI Supplementary Security Income

Monthly cash assistance awarded to older or disabled beneficiaries who

- Have limited income and limited resources
- Check the Benefit Eligibility Checklist for more information on eligibility at [ssa.gov](https://ssa.gov)

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## Applying and Qualifying for Benefits

- To learn about who decides if a person is disabled, read the Disability Benefits publication available online at [SSA.gov](https://ssa.gov)
- Apply online or over the phone. [SSA.gov](https://ssa.gov) website or you may call your local office (use Office Locator tool on the website)

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## What you will need to apply

- Personal information- Social Security number, date of birth, marriage or divorce dates if those apply. Names of children under 18. Bank or financial information (routing and account numbers)
- Medical Information- Name of contact who knows about medical conditions to help with the application, detailed information about illnesses, injuries, or conditions, names of medicines and name of who prescribed them, names and dates of medical tests and who ordered them.
- Work Information- Amount of money earned this year and last, names and address of employers for this year and last, beginning/ending dates of US military service (before 1968), list of up to 5 jobs during 15 years prior to becoming unable to work and dates of employment, worker's compensation or for benefits filed or intended to file for (disability insurance or military benefits, retirement, etc.)
- Documents to provide – Birth Cert, Proof of US citizenship or lawful alien status, US military discharge papers (for service before 1968), W-2 forms, medical evidence, (records, doctor's reports, test results),
- Pay stubs, settlement agreements

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## Benefits Planning Query (BPQY)

Provides information on type of SSI/SSDI benefit, amount of cash benefit, overpayment status, medical review date, health insurance, work incentives used, non-certified yearly total of earnings, and more.

Benefits Planning Query Handbook Social Security, s.v. "Benefits Planning Query", accessed June 2017,

[https://www.ssa.gov/disabilityresearch/documents/BPQY\\_Handbook\\_Version%205.2\\_7.19.2012.pdf](https://www.ssa.gov/disabilityresearch/documents/BPQY_Handbook_Version%205.2_7.19.2012.pdf)

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## Community Rehabilitation Programs (CRP)

“A program that provides directly, or facilitates the provision of, one or more of the following vocational rehabilitation services to enable individuals who have disabilities to maximize their opportunities for employment, including:

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## Community Rehabilitation Programs (CRP)

- career advancement;
- medical, psychiatric, psychological, social, and vocational services that are provided under one management;
- testing, fitting, or training in the use of prosthetic and orthotic devices;
- recreational therapy;
- physical and occupational therapy;
- speech, language, and hearing therapy;
- psychiatric, psychological, and social services, including positive behavior management;
- assessment for determining eligibility and vocational rehabilitation needs;
- rehabilitation technology;
- job development, placement, and retention services;
- evaluation or control of specific disabilities;
- orientation and mobility services for individuals who are blind;
- extended employment;
- psychosocial rehabilitation services;
- supported employment services and extended services;
- services to family members if necessary to enable the applicant or eligible individual to achieve an employment outcome; and
- personal assistance services.” (34 CFR §361.5)

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## Person Centered Planning

A planning process that brings together all the people who are important to the individual; to identify the skills and abilities that can help the individual achieve his or her goals for competitive integrated employment, independent living, continuing education, and full inclusion in the community. (VR Glossary)

Takes an individualized approach, determining support needs on a case-by-case basis.

Emphasizes planning the job search aligned with an individual's:

- Skills
- Abilities
- Interests
- Preferences

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## Competitive, Integrated Employment

- "Means work that is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that-
- (A) Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
- (B) Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
- (C) In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
- (D) Is eligible for the level of benefits provided to other employees; and
- Is at a location—
  - (A) Typically found in the community; and
  - (B) Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
- Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions." [34 CFR §361.5(c) (9)]

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## Concepts to consider

- Autonomy
- Advocacy
- Informed Choice
- Communication – Recognizing and Removing Barriers
- Disclosure
- Fiscal Responsibility
- Accommodations /Adaptive Equipment and Supports
- Service management and Oversight
- Identity Protection and Scam Prevention
- Raising Awareness

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## Autonomy

- An individual's right to self-governance
- Capacity to make informed decisions
- Increases job satisfaction
- Deciding for oneself- employment goals, interests, preferences, and future

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## Advocacy

- Teaching self-advocacy and self-determination
- Educating yourself and understanding the disability
- Awareness of an individual's interests or concerns
- Knowing where an individual may need help
- Understanding individual challenges and abilities
- Culture and Religious Beliefs

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## Informed Choice

- Information and assistance in the selection of vocational rehabilitation services and service providers that are needed to achieve the individual's employment outcome. [34 CFR §361.52(c)]

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## Communication – Recognizing and Removing Barriers

- Considering Language Barriers
- Use of Adaptive Equipment and Technologies (IPAD, communication programs, apps)
- PECS – Picture Exchange Communication Systems
- Handling communication
- May include communicating with employers or potential employers on an individual's behalf

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## Disclosure

- Right to disclose or not to disclose a disability
- Disclosing when needing accommodations

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## Fiscal Responsibility

- Teaching responsible spending and saving
- Money/ Benefits Management
- Learning about benefit options/ BPQY for SSI/SSDI recipients

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## Accommodations /Adaptive Equipment and Supports

- Job Coaches
- Interpreters/ Translators
- Adaptive devices, technologies, or equipment
- Environmental modifications
- Requesting Accommodations in the workplace
- JAN – Job Accommodation Network
- Assistive Technology Services

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## Assistive Technology Devices

- “Any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.”

29 United States Code (U.S.C.) §§705(3) and 3002(4)

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## More considerations

- Raising Awareness
- Service management and Oversight
- Record Keeping
- Identity Protection and Scam Prevention

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## Job Searching

- Networking
- Maintaining communication with case workers
- Follow through on case assignments/ expectations
- Job seeker website resources, online applications and portals
- Allow service providers to facilitate hiring process- on a case-by-case basis

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## How to Support at Work

- Establish line of communication with staff
- Electronic communication and employee portals
- Raise Disability Awareness
- Responsible Money Management
- SSA wage reporting responsibilities
- Record-Keeping
- Satisfaction Checks

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