



Pre-employment Transition Services & Order of Selection

Pre-employment Transition Services

Pre-employment transition services (pre-ETS) are mandated by the Workforce Innovation and Opportunity Act (WIOA) of 2014. Under WIOA, Indiana Vocational Rehabilitation (VR) is required to make the 5 required activities of pre-ETS available to students with disabilities statewide.

Pre-ETS Required Activities:

1. **Job exploration counseling:** may include but is not limited to interest inventories, reviewing career websites, & identification of career pathways of interest.
2. **Work-based learning experiences:** may include but is not limited to paid or non-paid work experiences in the community, volunteer work, job shadows, short or long-term internships, & employer mentoring activities.
3. **Counseling on opportunities for enrollment in postsecondary education:** may include but is not limited to exploration of career pathways, counseling on postsecondary training opportunities, & counseling to support a smooth transition from high school to postsecondary education.
4. **Workplace readiness:** may include but is not limited to training on soft-skills, employability skills, social/interpersonal skills, & independent living skills.
5. **Instruction in self-advocacy:** may include but is not limited to instruction in self-awareness, disability disclosure, requesting accommodations, understanding rights and responsibilities, & mentoring (including peer mentoring).

Eligibility: Pre-ETS is available to students with disabilities, aged 14 to 22, who are eligible or *potentially eligible* for VR. Documentation of disability may include an IEP or 504 plan. **NOTE:** if a student with a disability applies for and is found *ineligible for VR services*, that individual may not receive or continue to receive pre-ETS.

Availability: Pre-employment transition services are expanding rapidly across the state. To determine if pre-ETS are available in your county and school, and whom to contact, please use the following link (scroll down to pre-ETS information), which is updated on a regular basis: <http://www.in.gov/fssa/ddrs/2636.htm>.

Further information: please email fssa.pre-ets@fssa.in.gov for questions, comments, or concerns.

Order of Selection

A State VR agency is required to implement an order of selection (OOS) when it lacks sufficient resources to fully serve all eligible individuals, in accordance with federal timeliness requirements. Indiana VR is experiencing a deficit of resources, primarily personnel resources, and entered into an order of selection as of August 1, 2017. The order of selection process is utilized to prioritize consumer services in accordance with the Rehabilitation Act, as amended by the Workforce Innovation and Opportunity Act (WIOA), which requires that individuals with the most significant disabilities be served first.

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What to expect: VR will continue to schedule all new referrals to complete the application process, determine eligibility for each new applicant based on federal eligibility criteria, and determine level of severity for eligible individuals. An individual's level of severity will determine his/her priority category.

Priority Categories

1. **Individual with a Most Significant Disability:** has a physical or mental impairment that results in 3 or more functional limitations, *and* whose vocational rehabilitation can be expected to last an extended period of time (approximately 6 months or longer).
2. **Individual with a Significant Disability:** has a physical or mental impairment that results in 1 or 2 functional limitations, *and* whose vocational rehabilitation can be expected to last an extended period of time (approximately 6 months or longer).
3. **All other eligible individuals, or individuals with a Non-Significant Disability:** has a physical or mental impairment that results in 0 or more functional limitations, and *will not* require services over an extended period of time.

Functional limitations fall in the categories of: communication, interpersonal skills, self-care, self-direction, work skills, work tolerance, and mobility. Further information on functional limitations: <https://www.iidc.indiana.edu/styles/iidc/defiles/CCLC/FunctionalLimitationDefinitionsRationaleExamples03.06.2017.pdf>

Deferred services: eligible individuals in priority categories 2 and 3 above are deferred for services upon determination of severity level.

- VR will provide information about other resources and agencies that may be able to assist these individuals in working toward their employment goals (e.g., WorkOne Centers, Ticket to Work Employment Networks, Independent Living Centers, College and University career centers and disability services offices, INData, other state or local resources).
- When sufficient resources become available, individuals in priority category 2 will be prioritized based on earliest application date.

Further information: <http://www.in.gov/fssa/ddrs/5285.htm>

Impact of OOS on pre-ETS: In most instances, Order of Selection will not interfere with a student receiving pre-employment transition services. However, based upon federal guidance, if a student with a disability begins one or more of the required activities *prior to* being determined eligible for VR services, he or she may continue to receive any and all pre-employment transition services even if the student is assigned to a closed OOS category. However, if the student did not begin any of the pre-ETS activities prior to being assigned to a closed category, the student may not receive any individualized VR services, *including* pre-employment transition services, until his or her turn for receipt of VR services comes up.

VR has taken steps to initiate pre-employment transition services during the VR application intake appointment, so that any student who qualifies may be able to receive pre-employment transition services as they become available regardless of OOS category.

Further information (FAQs): <http://www.in.gov/fssa/files/OrderofSelectionFAQUpdatedOctober2017.pdf>

BRS Fact Sheets are periodic publications by the Bureau of Rehabilitation Services for the purposes of staff training.

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