

DARS Vendor Agreement APPENDIX L

PROVISION OF SERVICES TO REAL PAY FOR REAL JOBS EPIC PARTICIPANTS

This Appendix defines general expectations applicable to the provision of services purchased by DARS counselors for DARS VR eligible clients who are participating in the RPRJ EPIC Project. The Services the Vendor is approved to provide are identified on the Vendor's rate sheet.

I. SCOPE OF SERVICES

A. The Vendor shall provide the following services to EPIC participants with disabilities with vocational rehabilitation (VR) DARS cases.

1. **Work-based learning experiences.** Support EPIC participants to further explore the world of work and various occupations and career pathways and provide EPIC participants with opportunities to practice and improve their workplace skills for Competitive Integrated Employment. At a minimum, services must include:
 - a. Meeting with an employer at their place of work to learn about the world of work and understand work duties associated with a job/career of interest (this can be done through a workplace tour, informational interview, volunteer/internship/paid/unpaid work experience, etc.).
 - b. Learning about, and as appropriate, practicing following common workplace rules; and
 - c. Identifying an area for EPIC participants to grow their work skills.

A vendor may be approved to pay participant wages for work experiences through the EPIC grant. The vendor may seek DARS reimbursement for participant wages for work experiences. A vendor must be pre-approved by DARS to pay participant wages and have the wage reimbursement code added to their list of approved services. Wage reimbursement from DARS must be agreed upon in writing in advance of the work experience (in the form of an authorization from DARS for wage reimbursement). Wage reimbursement may not occur for work experiences at a vendor's place of business or for contract work performed by the vendor. Wage reimbursement may only occur for work experiences that complement and do not displace the work of paid employees while providing educational benefits to the participant. Wage reimbursement can only be for work experiences in which the business drives no immediate advantage from the participant's activities. All work experiences must comply with all applicable state and federal labor laws, to include the Department of Labor requirements, including the Fair Labor Standards Act.

The vendor must pay the participant Virginia's minimum hourly wage. The vendor must pay employer Federal Insurance Contributions Act (FICA) taxes and worker's compensation taxes, if applicable. DARS shall reimburse the vendor at the designated reimbursement rate; minimum wage plus \$2.00 per hour for administrative processing and any payroll taxes. To be reimbursed, the vendor must complete DARS form Time Log for Approved Participant Work Experiences and submit that completed form and form Work Experience report and bill to DARS by the 10th of the month immediately following the participant's participation in a work experience.

DARS wage reimbursement shall not exceed 120 hours per participant.

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- B. The DARS counselor shall inform the Vendor of the participant's needs/goals/purpose for participating in Vendor services. Any additional goals identified as a result of service provision shall be communicated by the Vendor to the DARS counselor within three business days of identification.
- C. RPRJ EPIC services shall be provided on a short-term basis while the participant is enrolled in the EPIC project. A participant may participate in multiple services provided by the Vendor.
- D. The Vendor shall maintain for DARS review an individual case record for each participant served that is clear, complete, and current. At a minimum, records shall include participant identifying information, participant with a disability status, services provided and progress reports.
- E. The Vendor shall maintain ongoing CARF accreditation as required by their vendor agreement and all appendices that apply.

II. Criminal Background Checks and Child Protective Services Registry Checks

- A. The Vendor shall conduct criminal background checks and child protective services registry checks on all personnel who have direct contact with minors. The Vendor shall not hire or continue to employ persons who have been convicted of any offense set forth in § 19.2-392.02 of the Code of Virginia or has a complaint confirmed by the Department of Social Services child protective services registry. The Vendor shall pay all fees associated with the processing of background checks. Verification of such background checks shall be provided to DARS upon request.

III. REPORTING AND BILLING REQUIREMENTS

- A. The Vendor shall provide the participant's DARS counselor with monthly reports by the 10th day of the month following services provided. If a participant misses three (3) days of authorized services in any month, the Vendor shall immediately notify the participant's DARS counselor in writing.
 - 1. Report requirements:
 - a. A separate monthly report shall be submitted for each participant for each month the participant participates in EPIC services. The report shall include:
 - Dates the participant participated in the service.
 - Number of hours or days the service was provided.
 - Where the service was provided.
 - Summary of the service provided.
 - Specific notes relevant to the participant's participation in the service, to include:
 - Observed level of participation.
 - Observed interests in information presented/activities participated in.
 - Progress made and, as appropriate, increase and/or improvement in demonstrated skills; and
 - Challenges/concerns observed.
 - Accommodations, compensatory techniques, and special training (if any) required by the participant; and
 - Provider signature and date.
 - b. The last month/final report is also to include:
 - Summary of the participant's observed experience in the entire service.
 - Comments on level of change in the participant's ability to make informed decisions as they relate to careers and adult life.
 - Recommendations/considerations for:
 - Purposeful goals and

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- Additional services and, if applicable, educational, vocational rehabilitation, and other community resources/services the participant would benefit from to enrich their transition planning and help them prepare for a career and adult life; and
 - Attachments of all material created by the participant/products resulting from the service/program (e.g., resume, completed sample application, disability disclosure script, budget, elevator speech, etc.).
- c. Surveys
- Pre- and post-service surveys are required to be administered to EPIC participants and submitted to DARS. The pre-service survey is submitted with the first monthly report and bill. The post-service survey is submitted with the final/last monthly report and bill. If a service only occurs within the course of one month (including single day services), submit both pre- and post-service surveys with the one report and bill issued for that service.
- B. The Vendor shall provide the participant's DARS counselor with a monthly invoice for authorized services provided to the participant. Such bill shall be signed by the Vendor certifying the participant received the authorized services included in the bill. DARS shall not be obligated to pay for services when the Vendor fails to submit an accurate invoice within thirty days after the close of the calendar month in which services were delivered. DARS reserves the right to withhold payment to the Vendor when the service provided falls outside the scope of services and more specifically, outside the scope of the service(s) authorized.
1. Invoice Requirements:
- a. Invoices shall list the total number of hours spent providing individual services or the total number of hours group services were provided to each person. Invoices shall not be itemized beyond this.
 - b. Invoices that include participant wages for work experiences with a single business that is not the Vendor shall list the total number of hours the participant participated in the work experience for the month being invoiced and the total wage reimbursement amount.

IV. EVALUATION CRITERIA

Services delivered under this Appendix to the Agreement shall be evaluated in accordance with the Scope of Services articulated in this document. Program reviews shall focus on, but not limited to:

- A. The extent to which the Vendor effectively supports EPIC participants' work experience needs as evidenced in the EPIC participants' progress reports and post-service surveys.
- B. The provision of a summary report following completion of a service that provides: an overview of the participant's experience in the service; comments on level of change in the participant's ability to make informed decisions as they relate to careers and adult life; and recommendations/considerations for purposeful goals, additional service needs, and, if applicable, educational, vocational rehabilitation, and other community resources/services the participant would benefit from to enrich service and vocational planning and support preparation for a career and adult life.
- C. The Vendor submitting to the DARS counselor a copy of all materials created by the participant/products resulting from the service (e.g., resume, completed sample application, disability disclosure script, personal budget, elevator speech, etc.).

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- D. The timely submission of all invoices and reports.
- E. The maintenance of and compliance with a current vendor agreement.