**Pre-Employment Transition Services (Pre-ETS) Vendor Work Experience Agreement**

This form MUST be completed prior to all vendor-provided individual and group work experiences.

| **Student Name:** | | Click here to enter text. | | | | | | | | **DARS Participant ID:** | | | Click here to enter text. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DARS Counselor:** | | | | Click here to enter text. | | | | | | **Phone Number:** | | Click here to enter text. | |
| **Work Experience Site** | | | | | Click here to enter text. | | | | | | | | |
| **Address:** | Click here to enter text. | | | | | | | | | | | | |
| **Work Experiences Supervisor/Mentor:** | | | | | | | Click here to enter text. | | | | | | |
| **Phone Number:** | | | Click here to enter text. | | | | | | **Email Address:** | | Click here to enter text. | | |
| **Employment Services Organization (ESO):** | | | | | | | | Click here to enter text. | | | | | |
| **ESO Pre-Employment Skills Trainer:** | | | | | | Click here to enter text. | | | | | | | |
| **Phone Number:** | | | Click here to enter text. | | | | | | **Email Address:** | | Click here to enter text. | | |

**The Business and ESO will:**

1.

| Provide work experience and supervision for | | | Click here to enter text. | | beginning |  | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| (period of time) | | | | |  | | |
| Click here to enter text. | and ending | Click here to enter text. | |  | | |  |
| (date) | (date) | | | |  | | |

2.

| Provide work experience for a total of | Click here to enter text. | hours per week. |
| --- | --- | --- |

3. Notify DARS promptly should the student:

* 1. experience difficulties in completing the work experience;
  2. demonstrate difficulties with attendance and/or arriving to the work experience on time; and/or
  3. discontinue the work experience.

4. Adhere to all federal and state regulations regarding labor laws, safety regulations and student privacy

and confidentiality.

**DARS Counselor will:**

1. Maintain contact with the ESO skills trainer and student during the work experience.
2. Provide technical assistance and support in determining and providing accommodations to enable full participation in the work experience, **as allowable under pre-employment transition services**.

**WORK EXPERIENCE STUDENT SCHEDULE** (note if assigned days will vary from week to week)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| Start time | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| End time | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Comments:** Click here to enter text.

**WORK EXPERIENCE OBJECTIVES.** Description of intended outcomes of the work experience, including skills developed and/or practiced, knowledge and/or experiences gained, exploration achieved, etc. **(Objectives must be developed in collaboration with the student and DARS counselor).**

| 1. | Click here to enter text. |
| --- | --- |
| 2. | Click here to enter text. |
| 3. | Click here to enter text. |

### WORK EXPERIENCE COMPETENCIES SPECIFIC TO THE STUDENT

| 1. | Click here to enter text. |
| --- | --- |
| 2. | Click here to enter text. |

### WORK EXPERIENCE ONSITE ORIENTATION AND SKILLS TRAINING SUPPORT FADING PLAN

The goal of work experience onsite orientation and skills training supports is to provide only the amount of support needed by a student to become independent in the work experience. When the DARS counselor and ESO agree, 100% onsite skills trainer supports for an entire 3-8 week individual work experience may be provided for students who need that level of support. **Please note that there must be 100% onsite skills trainer support for the entire duration of all group work experiences.**

| 1. | Describe the onsite skills training plan for orientation and oversight supports. |
| --- | --- |

**STUDENT agrees to:**

1. Arrive at the work experience site as scheduled each day throughout the experience.
2. Abide by business rules and policies and perform duties as assigned.
3. Ask business supervisor/mentor and/or employment service organization skills trainer for clarification when questions arise.
4. Comply with the work experience requirements established at the beginning of placement.
5. Contact business supervisor/mentor, employment service organization skills trainer, and DARS counselor regarding any work experience-related problems.

### WORK EXPERIENCE CONDITIONS:

A work experience provides a student with knowledge and skills to connect school experiences with authentic work activities and future career opportunities under close supervision of business staff and an ESO skills trainer (as needed). Work experiences must be a minimum of **three** weeks and no greater than **eight** weeks in length.

Approved ESOs may seek DARS reimbursement for student work experience payments with prior written authorization from DARS (using Service Procedure Code ‘WEwage’). If the ESO seeks to make additional student payments beyond the initially authorized amount, then an additional authorization request must be approved by DARS prior to the student receiving any additional payment.

Student payments may not occur for work experiences within an ESO’s place of business or for contract work performed by the ESO. It is the Pre-ETS Vendor’s responsibility to ensure that a student’s work experience complies with all applicable state and federal labor laws, to include the Department of Labor (DOL) Fair Labor Standards Act (FLSA) requirements. Please visit the [DOL FLSA Advisor webpage](https://webapps.dol.gov/elaws/whd/flsa/scope/ee15.asp) to ensure that work experiences in which students are not hired as an employee by the host business meet the criteria described for internships. It is also the provider’s responsibility to ensure that students receiving non-compensatory stipend payments understand that they are not entitled to compensation for their hours worked, but instead are receiving payment to cover costs they might incur and to create a more authentic work-based learning experience. Student payments during a work experience must be at a rate consistent with the effective state minimum wage.

### Comments:

Click here to enter text.

***I, the student, confirm that my interests and preferences were carefully considered in the development of this work experience:***

**Student Signature Date**

**Parent/Guardian Signature Date**

**Employment Service Organization Skills Trainer Signature Date**

**DARS Counselor Signature Date**