

**Employment Service Definition Quick Guide for
Intellectual Disability/Autism (ID/A) Waivers and Base-Funded Participants**
*ID/A waivers include the Consolidated, Person/Family Directed Supports (P/FDS), and Community Living Waivers

	Advanced Supported Employment	Supported Employment	Small Group Employment	Community Participation Support	Benefits Counseling
What should this service accomplish?	<ul style="list-style-type: none"> Aid the participant with limited or no experience in seeking or keeping a job with a three-pronged service approach (Discovery, Job Acquisition, Job Retention) that is expected to result in competitive integrated employment. 	<ul style="list-style-type: none"> Provide the participant with the ability to meet the goal of obtaining and sustaining competitive integrated employment. 	<ul style="list-style-type: none"> Enable the participant to transition to competitive integrated employment through one of four service options. 	<ul style="list-style-type: none"> Assist the participant who has competitive integrated employment as a goal with a community-based approach to acquiring the skills and competencies to achieve that goal. 	<ul style="list-style-type: none"> Support the participant in understanding how he or she can be employed in a competitive integrated job and maintain needed benefits through available work incentives.
For whom is this service appropriate?	<ul style="list-style-type: none"> People interested in competitive integrated employment (including self-employment) who: <ul style="list-style-type: none"> Have never had job skills training or development; or Have never had any work experience; or Have used Supported Employment services and were unable to secure a job or keep a job for more than 6 months. AND Meet one for the following criteria: <ul style="list-style-type: none"> Is currently in an activity receiving sub-minimum wage; or After consulting with the credentialed provider, it is the opinion of the Individual Support Plan team that the level of support provided through this service is needed to secure sustained competitive integrated employment. 	<ul style="list-style-type: none"> People interested in competitive integrated employment (including self-employment) who may or may not have work experience; or People who are currently employed but need extended supports to maintain their current job; or People who are currently employed but are interested in finding a new job. 	<ul style="list-style-type: none"> People who need to gain work skills to achieve competitive integrated employment and are interested in and would benefit from experience in a mobile work force, a work station in industry, affirmative industry or enclave to learn those skills. 	<ul style="list-style-type: none"> People who would benefit from prevocational skill development in the participant's choice of a community location (non-facility), a vocational facility (Chapter 2390) or an adult training facility (Chapter 2380); People receiving prevocational services who are being paid sub-minimum wage. People who need vocational skill development which can be used to help a participant benefit from OVR services. People who need support to participate in volunteer activities. 	<ul style="list-style-type: none"> People who are considering or seeking competitive integrated employment, currently employed, or interested in career advancement and who need more information about how working impacts benefits programs.

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What is covered in this service?	<ul style="list-style-type: none"> • Discovery Portfolio: Comprehensive, targeted analysis of participant's strengths, skills, interests and conditions for success in preparation to pursue competitive integrated employment. • Job Acquisition: Matching an employer's needs with the participant's assessed skills, strengths, needs and interests • Job Retention: Intensive job coaching and support to assist the participant in stabilizing a job. 	<ul style="list-style-type: none"> • Career Assessment: Service used to identify career options based on the skills and interest of the participant. • Job Finding or Development: Variety of activities and services to match the participant with a potential employer. • Job Coaching and Support: Training the participant on specific job assignments and providing periodic or ongoing support as needed. 	<ul style="list-style-type: none"> • Mobile Work Force: Teams of individuals, supervised by a training/job supervisor, working away from an agency or facility (i.e. maintenance, lawn care, etc.) • Work Station in Industry: Individual or group training of participants at an industry site. • Affirmative Industry: A business that sells products or services and at least 51% of the employees do not have a disability. • Enclave: Participants with a disability are employed in a business or industry alongside those without a disability. • Transportation, if it is an integral component of the service; i.e. to the worksite. 	<ul style="list-style-type: none"> • A broad range of integrated activities that build on the participant's interests, preferences, gifts and strengths while reflecting his or her desired outcomes related to employment, community involvement, and membership. • Prevocational and vocational skill development services. • Staff necessary to provide supports. • Transportation to community activities. 	<ul style="list-style-type: none"> • Inform and educate participants on the impact of employment on publicly funded and Social Security Administration benefits such as Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI). • Inform participant on work incentives that enable individuals who work to maintain their SSI, SSDI, Medicaid, Medicare, food stamps and other benefits. • Inform participant on income reporting requirements for Social Security Administration and public benefit programs. • Inform participant on work incentives counseling and planning services.
Where can this service be provided?	<ul style="list-style-type: none"> • Advanced Supported Employment may be provided in a variety of settings including residential habilitation settings when the need is identified in the Individual Support Plan. • Securing a Job (Job Acquisition) and Retention of Job (Job Retention) may not occur in an Adult Training Facility (55 Pa. Code Chapter 2380) or a Vocational Facility (55 Pa. Code Chapter 2390). 	<ul style="list-style-type: none"> • Career Assessment: A variety of settings including residential habilitation settings when identified as a need in the service plan, or vocational facilities and adult training facilities when these facilities are where the participant's employment or volunteer experience occurred that is being assessed and when identified as a need in the service plan. • Job Finding or Development: Community locations, job sites, or place of employment. Includes 	<ul style="list-style-type: none"> • All four components must occur at a location other than a facility subject to 55 Pa. Code Chapter 2380 or Chapter 2390 regulations. • Mobile Work Force: A location away from an agency or facility in the form of an outside agency or business, • Work Station in Industry: A community business or industry site. • Affirmative Industry: A community business. • Enclave: A community business/industry. 	<ul style="list-style-type: none"> • Community Locations - In the community and with individuals without disabilities doing everyday activities. • Community Hubs – Primarily serving as a gathering place prior to and after community activities. • Adult Training Facilities (2380) • Vocational Facilities (2390) • Older Adult Daily Living Centers (subject to licensure under 6 Pa. Code Chapter 11) • Beginning 7/1/19, a participant may not receive Community Participation Support services in a 	<ul style="list-style-type: none"> • May be provided in person or virtually, depending on participant's informed choice.

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		<p>Residential habilitation settings when identified as a need in the service plan. The direct portion of job finding or development may not be provided in a vocational facility or adult training facility.</p> <ul style="list-style-type: none"> • Job Coaching and Support: Community locations, job sites, or place of employment. May not be provided in a vocational facility, adult training facility, Child Residential and Day Treatment Facilities (55 Pa. Code Chapter 3800), Community Residential Rehabilitation Services for the Mentally Ill residential programs (55 Pa. Code Chapter 5310) or any licensed or unlicensed home that provides residential habilitation services funded by ODP. 		<p>licensed Adult Training Facility or a licensed Vocational Facility for more than 75 percent of his or her support time, on average, per month unless a variance is in place.</p>	
Wages	<ul style="list-style-type: none"> • Minimum wage or greater 	<ul style="list-style-type: none"> • Minimum wage or greater 	<ul style="list-style-type: none"> • Minimum wage or greater, and the compensation must be similar to compensation earned by workers without disabilities performing the same work. 	<ul style="list-style-type: none"> • Subject to Department of Labor requirements under Workforce Investment and Opportunities Act (Section 511), if the participant is to be paid a sub-minimum wage. 	<ul style="list-style-type: none"> • N/A
Staffing Ratios	<ul style="list-style-type: none"> • N/A (outcome-based service) 	<ul style="list-style-type: none"> • 1:1; 1:2 	<ul style="list-style-type: none"> • 1:10 to 1:6, 1:6 to 1:3.5, 1:3.5 to >1:1, 1:1 	<ul style="list-style-type: none"> • Community – 1:1; 1:2; 2:3; 1:3; Enhanced, 1:1; 2:1. • Facilities – 1:1; 1:2-1:6; 1:7-1:10; 1:11-1:15; Enhanced: 1:1; 2:1 	<ul style="list-style-type: none"> • 1:1

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Limitations	<ul style="list-style-type: none"> Participants authorized to receive Advanced Supported Employment services may not also be authorized to receive Supported Employment services during the same time period. There is no limit on the number of hours for this service as this is an outcome-based service. The provider will render the number of hours that it takes to achieve the outcome. Participants may not be supported in their volunteer activities as part of the Advanced Supported Employment service. 	<ul style="list-style-type: none"> It is not allowable for providers of Supported Employment services to also be the employer of the participant to whom they provide Supported Employment services. Services cannot be provided if they are available to the participant through his or her IEP. Participants authorized to receive Supported Employment services may not also be authorized to receive Advanced Supported Employment services. Participants may not be supported in their volunteer activities as part of Supported Employment services. When not provided with any other employment service, the hours cannot exceed 40 per week. When provided in conjunction with other employment services (Small Group Employment, Community Participation Support), the hours cannot exceed 50 per week. 	<ul style="list-style-type: none"> When not provided with any other employment service, the hours cannot exceed 40 per week. When provided in conjunction with other employment services (Supported Employment, Community Participation Support), the hours cannot exceed 50 per week. 	<ul style="list-style-type: none"> Effective 1/1/18, a participant may be authorized for a maximum of 14 hours per day for In-Home and Community Support, Companion, and Community Participation Support (whether authorized alone or in combination with one another) unless a variance is in place. Prevocational services may not be funded if they are available through program funding under the IDEA. When not provided with any other employment service, the hours cannot exceed 40 per week. When provided in conjunction with other employment services (Supported Employment, Small Group Employment), the hours cannot exceed 50 per week. 	<ul style="list-style-type: none"> May only be provided if services via a Certified Work Incentives Counselor through a Work Incentives Planning and Assistance (WIPA) agency are not available within 30 calendar days. Limited to 40 15-minute units (10 hours) per fiscal year.

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OVR Referral Requirements	<ul style="list-style-type: none"> The participant must be found ineligible for or have a closed case with OVR services and chooses not to be re-referred or it has been determined that OVR services are not available. If OVR has not made an eligibility determination within 120 days of the referral being sent, then OVR services are considered to not be available to the participant. 	<ul style="list-style-type: none"> The participant must be found ineligible for or have a closed case with OVR services and chooses not to be re-referred or it has been determined that OVR services are not available. If OVR has not made an eligibility determination within 120 days of the referral being sent, then OVR services are considered to not be available to the participant. A participant does not need to be referred to OVR if: <ul style="list-style-type: none"> The participant is competitively employed and solely needs extended supports to maintain the participant's current job. The participant is competitively employed and is seeking job assessment or job finding services to find a new job, unless the purpose is job advancement, which can be provided by OVR. 	<ul style="list-style-type: none"> For participants under the age of 25, Small Group Employment services may only be authorized as a new service when documentation has been obtained that OVR has closed the participant's case or that the participant has been determined ineligible for OVR services. 	<ul style="list-style-type: none"> For participants under the age of 25, prevocational services that pay subminimum wage and/or occur within a licensed vocational facility may only be authorized as a new service when documentation has been obtained that OVR has closed the participant's case or that the participant has been determined ineligible for OVR services. 	<ul style="list-style-type: none"> Not applicable
What are the staff certification requirements?	Direct support professionals (direct, contracted or in a consulting capacity) who will work directly with participants to provide this service must have an Advanced Supported Employment certification by an ODP-recognized training organization which includes the following criteria:	Support Service Professionals who are working directly with participants to provide Supported Employment services under the Agency with Choice (AWC) Financial Management Service (FMS) and Vendor Fiscal/Employer Agent (VF/EA) FMS Models; Individual	Staff working directly with participants to provide Small Group Employment Services <ul style="list-style-type: none"> Hold a Certified Employment Support Profession (CESP) credential for the Association of People Supporting 	For programs providing prevocational services to participants, program specialists and supervisors of direct support professionals must have one of the following: <ul style="list-style-type: none"> Hold a Certified Employment Support Profession (CESP) 	Staff shall hold a Certified Work Incentives Counselor certification that is accepted by the Social Security Administration for its Work Incentives Planning and Assistance program.

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	<ul style="list-style-type: none"> At least 20 hours of classroom instruction. At least 40 hours of supervised, mentored field work. Include competency-based testing. Certification renewal at least every 3 years. Nationally recognized and acceptable to ODP. 	<p>Providers who are working directly with participants to provide Supported Employment services, and Agency staff who are working directly with participants to provide Supported Employment services must have one of the following:</p> <ul style="list-style-type: none"> Hold a Certified Employment Support Profession (CESP) credential for the Association of People Supporting Employment First (APSE); OR Have been awarded either a Basic or Professional Employment Services Certificate of Achievement from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. 	<p>Employment First (APSE); OR</p> <ul style="list-style-type: none"> Have been awarded either a Basic or Professional Employment Services Certificate of Achievement from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. 	<p>credential for the Association of People Supporting Employment First (APSE); OR</p> <ul style="list-style-type: none"> Have been awarded either a Basic or Professional Employment Services Certificate of Achievement from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. All direct support professionals, program specialists and supervisors of direct support professionals who provide Community Participation Support must complete the Department-approved training on Community Participation Support by 7/1/18. After 7/1/18, all new hires must complete the training within 60 days of hire and during that time they must be supervised by someone who has completed the training. 	

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When do staff have to meet the certification requirements?	<ul style="list-style-type: none"> 7/1/17, direct support professionals may not perform the service until they have obtained the required certification. 	<ul style="list-style-type: none"> By 7/1/19 or within 6 months of hire if hired after 1/1/19. Effective 1/1/19, newly hired support service professionals or direct support professionals without the required certification must work under the supervision of someone who is certified. This can occur for no longer than 6 months days from the date of hire to allow the new support service professional or direct support professional time to obtain the certification. 	<ul style="list-style-type: none"> By 7/1/19 or within 6 months of hire if hired after 1/1/19. Effective 1/1/19, newly hired staff without the required certification must work under the supervision of someone who is certified. This can occur for no longer than 6 months days from the date of hire to allow the new staff time to obtain the certification. 	<ul style="list-style-type: none"> By 7/1/19 or within 6 months days of hire if hired after 1/1/19. 	<ul style="list-style-type: none"> Service may not be provided until staff has been appropriately certified.
Is this service available through the participant-directed service models?	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No