

## FREQUENTLY ASKED QUESTIONS

### Subminimum Wage Employment Requirements for 14 (c) Certificate Holders

#### Requirements for Youth Seeking Subminimum Wage Employment

##### 1. What are the requirements for youth with disabilities seeking subminimum wage employment?

Youth (under the age of 25) who are interested in starting subminimum wage employment after July 22, 2016, must be referred to the Vocational Rehabilitation (VR) program before they begin working.

Youth will only be eligible to begin subminimum wage employment after obtaining documentation that all 3 of the following activities have been completed:

1. Pre-Employment Transition Services, or Transition Services under the Individuals with Disabilities Education Act (IDEA)
2. Application for VR services, and a determination that the youth is:
  - a. Ineligible for VR services; or
  - b. Eligible for VR services, had an approved Individualized Plan for Employment, was unable to achieve an employment outcome in competitive integrated employment, and as a result, had their VR case record closed.
3. Career counseling and information/referral services to federal and state programs to help the youth discover, experience, and attain competitive integrated employment



##### 2. What forms must I receive from youth who are seeking subminimum wage employment?

For youth to be eligible for subminimum wage employment, they must provide a 14(c) holder with completed DES VR forms that differ depending upon if they are ineligible or eligible for VR services. Forms are completed by VR staff and given to the youth who is seeking employment.



Youth determined **ineligible** for VR must have the following forms showing completion of the required activities to be eligible for subminimum wage employment:

1. Verification of Transition Services (RSA-511A) **or** Verification of Pre-Employment Transition Services (RSA-511B) **or** Incomplete Transition and Pre-Employment Transition Services (RSA-511G)
2. Verification of Career Counseling Information and Referral (RSA-511C)
3. Verification of Application and Eligibility (RSA-511D)
4. Verification of Services Cover Sheet (RSA-511F)

Youth determined **eligible** for VR must have the following forms showing completion of the required activities to be eligible for subminimum wage employment:

1. Verification of Transition Services (RSA-511A) **or** Verification of Pre-Employment Transition Services (RSA-511B) **or** Incomplete Transition and Pre-Employment Transition Services (RSA-511G)
2. Verification of Career Counseling Information and Referral (RSA-511C)
3. Verification of Application and Eligibility (RSA-511D)
4. Verification of IPE Development, Receipt of IPE Services, Case Closure (RSA-511E)
5. Verification of Services Cover Sheet (RSA-511F)



## Requirements for Individuals of Any Age Working in Subminimum Wage Employment

### 3. What are the requirements for individuals with disabilities employed in subminimum wage (hereafter referred to as “workers”)?

Workers of any age working in subminimum employment must receive Career Counseling and Information/Referral (CC I&R) from the VR program.

Workers must receive information regarding self-determination, self-advocacy, and peer mentoring training opportunities available in their community from the 14c Certificate Holder (if the 14(c) holder is a small business with fewer than 15 employees, VR will provide this information in addition to the CC I&R).

CC I&R as well as information on self-determination, self-advocacy, and peer mentoring training must be provided at the following intervals:

- Workers hired after July 22, 2016: every six months during the first year of employment and annually thereafter.
- Workers hired before July 22, 2016: annually.

### 4. How will my workers receive the CC I&R from the VR program?

Workers may be referred to the VR program from the 14(c) Certificate Holder, another entity, or workers may reach out to VR directly. Once the workers are referred to VR, VR staff will contact you and make arrangements to complete a career counseling presentation for your workers.

## 5. How do I contact the VR program to set up a schedule for the provision of CC I&R?

Email [RSA511Referrals@azdes.gov](mailto:RSA511Referrals@azdes.gov) and provide the following information:

- 14(c) Certificate Holder Entity Name
- Contact person
- Phone number
- Email
- Address of 14(c) Location
- Approximately how many workers need CC I&R
- Accommodation needs for workers (i.e., interpreter, large print materials, etc.)
- If you are a small business with fewer than 15 employees and need VR to provide information on self-determination, self-advocacy, and peer mentoring training opportunities in addition to the CC I&R.

## 6. What happens after I provide this information to VR?

A representative from the VR program will contact you within 10 business days of receiving your email to arrange a virtual presentation or in-person visit to your facility to provide the CC I&R.

## 7. What do I need to do to prepare for the CC I&R presentation?

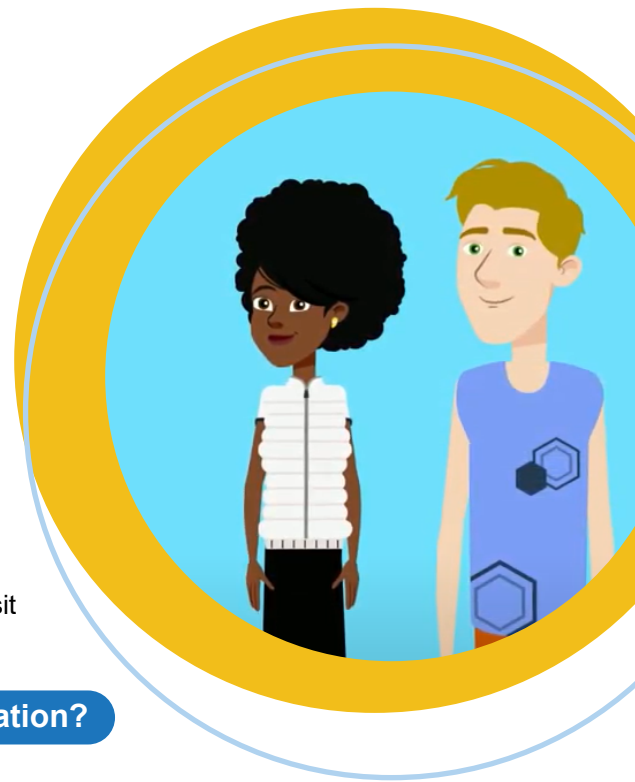
For each worker who needs the CC I&R service, use your agency's process/documentation to obtain consent to release the following information to VR:

1. Worker's Name
2. Social Security Number
3. Date of Birth
4. Address
5. Phone Number
6. Guardian Name, Address, Phone (if applicable)

## 8. What is my responsibility during the CC I&R presentation (virtual or in-person)?

Please ensure that your staff take attendance, introduce the VR representative, and briefly explain the reason for gathering. Your staff are encouraged to help engage workers in the presentation and help those with speech or behavioral difficulties. Your staff can also assist with distributing handouts provided by VR staff.

The presentation on career counseling and the duration of the visit will take approximately 30-60min, depending on how many workers are in attendance.



## 9. What happens after the CCI&R presentation?

After the CC I&R presentation, your staff will need to send the following information to [RSA511Referrals@azdes.gov](mailto:RSA511Referrals@azdes.gov) via a password-protected spreadsheet (VR can provide you with a template or you can create your own).

For each worker who received CC I&R:

1. Name
2. Social Security Number
3. Date of Birth
4. Address
5. Phone Number
6. Guardian Name, Address, Phone (if applicable)
7. Date of CC I&R presentation

Once received, VR staff will prepare certificates of completion for each of the workers and send them to you through a secured and encrypted email. Please print the certificates of completion and provide them to the workers.

## 10. What happens if a worker is absent on the day VR provides CC I&R?

If a worker who needs CC I&R misses VR's presentation, please contact VR to schedule a make-up session.



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