

**State Rehabilitation Council (SRC)
Program Review Committee Meeting Minutes
January 16, 2019**

Members Present

Ana Nunez
David Cheesman
Scott Lindbloom
Melissa Wojtak

Members Absent

John Gutierrez

Staff Present

Lindsey Powers

Guests Present

Lisa Adamu
Dan Martinez

Call to Order and Introductions

Ana Nunez called the meeting to order at 10:40 am in the RSA Conference Room, Phoenix, AZ. Introductions were made and a quorum was present.

Approval of October 17, 2018 Meeting Minutes

Melissa Wojtak moved to approve the minutes of the October 17, 2018 SRC Program Review meeting. Scott Lindbloom seconded the motion. The meeting minutes were approved by unanimous voice vote.

Section 511 Discussion

Ana Nunez stated the Program Review Committee had completed review of the Pre-Employment Transition Services (Pre-ETS) discussions and made minor suggestions to the Policy Unit for consideration. Ms. Nunez stated the committee would begin reviewing the Rehabilitation Services Administration (RSA) policy on Youth Seeking Subminimum Wage Employment. Ana Nunez stated the Policy Unit had provided the policy and a flow chart depicting that process. Lisa Adamu stated the flow chart could be used to assist staff in navigating the process and to identify when to collaborate with other entities. Ana Nunez inquired how RSA determined whether a youth

completed transition services. Lisa Adamu stated that RSA would collaborate with the Public Education Agency (PEA) to determine whether the youth completed transition services. David Cheesman stated there were five forms that verify that transition services had been completed. Mr. Cheesman stated that a youth requesting subminimum wage would be ineligible for Vocational Rehabilitation (VR) services and would need to complete the necessary forms to prove the youth qualified for subminimum wage. He noted that if youth was in school, the individual could receive Pre-ETS services, which would qualify as transition services. Ana Nunez inquired regarding the information the school would provide that would demonstrate the youth had completed transition services. David Cheesman stated the form would be signed indicating the youth had completed transition services. Ana Nunez inquired how the school determined the youth had completed transition services, such as graduating from high school. David Cheesman stated that a youth would have completed transition services upon graduation. Dan Martinez inquired whether the form should be completed even if the youth has graduated. David Cheesman stated the family would keep the packet, which provided subminimum wage criteria that would go to a vendor for employment.

Ana Nunez inquired regarding the purpose of the RSA-511A form. Lisa Adamu stated that form would go to the PEA and would be signed indicating the youth had completed transition services. Ana Nunez inquired whether all youth would receive Career Counseling, Information/Referral (CC I & R). David Cheesman stated all youth would receive counseling regarding competitive employment versus subminimum wage so the individual could make an informed choice. Ana Nunez inquired regarding the form RSA 511C. Lisa Adamu stated that form would be completed after the application of services and before determining eligibility. David Cheesman stated if a youth chose subminimum wage, the individual would be ineligible for VR services. Ana Nunez inquired whether a youth could choose subminimum wage and not go through the VR process. Melissa Wojtak stated the youth would have to go through the VR process in order to be determined ineligible for services. David Cheesman stated that some individuals request subminimum wage due to a vulnerability while at work or were not ready for competitive work. Ana Nunez inquired whether the schools were documenting transition services. Melissa Wojtak stated any transition activities would be assigned according to the grade level and were documented. Ana Nunez stated if a youth was interested in competitive employment, the youth would choose whether to try Trial Work Experience (TWE). David Cheesman stated some youth would benefit from TWE, although some would move through the eligibility process. Ana Nunez inquired whether the process would follow the same timelines as VR services. Lisa Adamu stated the process would be followed the same as a

VR case and would attempt to achieve Competitive and Integrated Employment (CIE). David Cheesman stated if a youth would not benefit from CIE, the individual could be made eligible for SWE. He noted that an individual could apply for VR or CIE later if they chose. Ana Nunez inquired regarding forms RSA 511 E and F. David Cheesman stated RSA 511 E referred to verification of Individualized Plan for Employment (IPE) development and case closure and RSA 511 F verified the individual could receive SWE. Ana Nunez inquired regarding what would disqualify an individual for Pre-ETS. Lisa Adamu stated an individual would not qualify for Pre-ETS due to age or if the individual declined the Pre-ETS workshops. Scott Lindbloom inquired whether the counselor monitored the wages earned, which could impact Social Security Insurance (SSI) or Social Security Disability Insurance (SSDI). David Cheesman stated the individuals job coaches' or guardians would likely monitor the wages earned, although SSI could impact the wages earned.

Ana Nunez suggested the committee review the Youth Seeking Subminimum Wage Employment policy and divide up the work similar to the review of the Pre-ETS policy. Ms. Nunez stated that committee members could then compare the policy to the Workforce Innovation and Opportunity Act (WIOA) regulations. Ana Nunez suggested that committee members review the following sections of the Policy:

- A. Policy – all committee members review
- B. Procedure: Sections 1-3: John Gutierrez and David Cheesman
Procedure: Sections 4-5: Melissa Wojtak
Procedure: Sections 5-6: Scott Lindbloom
Procedure: Sections 6-7: Ana Nunez

Ana Nunez stated that all committee members should review the WIOA Section 511 verbiage and compare the information to the Subminimum Wage Policy language.

Agenda and Date for Next Meeting

The next meeting of the Program Review Committee will be on March 26, 2019, from 11:00 am to 12:00 pm in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows: Agenda items are as follows:

- WIOA/Section 511 Discussion

Announcements

Scott Lindbloom stated that he was working with a volunteer that would interview for a position with the city of Pinetop.

Ana Nunez stated the Arizona Department of Education (ADE) had a new Superintendent that was supportive of most of the current initiatives. She noted that the ADE had posted additional Transition Specialist positions and would be interviewing for those positions soon.

Public Comment

A call was made to the public with no responses forthcoming.

Adjournment of Meeting

Melissa Wojtak moved to adjourn the meeting; Scott Lindbloom seconded the motion. The meeting stood adjourned at 11:35 pm.