

Frequently Asked Questions for 14(c) Certificate Holders

Youth Seeking Subminimum Wage Employment

1. What are the requirements for youth with disabilities seeking subminimum wage employment?
 - a. Youth (under the age of 25) interested in starting subminimum wage employment after July 22, 2016 must be referred to the Vocational Rehabilitation (VR) program prior to beginning employment. Youth will only be eligible to begin subminimum wage employment after obtaining documentation that the following activities have been completed:
 - i. Pre-Employment Transition Services, or Transition Services under the Individuals with Disabilities Education Act (IDEA).
 - ii. Application for vocational rehabilitation services, and a determination that the youth is:
 1. Ineligible for vocational rehabilitation services; or
 2. Eligible for vocational rehabilitation services, had an approved Individualized Plan for Employment, and was closed from VR as unable to achieve an employment outcome in competitive integrated employment.
 - iii. Career counseling and information/referral services to federal and state programs to help the individual discover, experience, and attain competitive integrated employment.
2. What forms should I be receiving from youth who are seeking subminimum wage employment?
 - a. Youth determined Ineligible for VR should have the following forms showing *completion* of the required activities if they are to be eligible for subminimum wage employment:
 - i. RSA-511A or RSA-511B or RSA-511G
 - ii. RSA-511C;
 - iii. RSA-511D; and
 - iv. RSA-511F.
 - b. Youth determined Eligible for VR should have the following forms showing *completion* of the required activities if they are to be eligible for subminimum wage employment:
 - i. RSA-511A or RSA-511B or RSA-511G;
 - ii. RSA-511C;
 - iii. RSA-511D;
 - iv. RSA-511E; and
 - v. RSA-511F.

Individuals of Any Age Working in Subminimum Wage Employment

1. What are the requirements for individuals with disabilities employed in subminimum wage under Section 511 of WIOA (hereafter referred to as “workers”)?

- a. Persons of any age working in subminimum wage employment must receive career counseling and information/referral (CC I&R) from the VR program for in order to continue subminimum wage employment. Workers must also receive information on self-determination, self-advocacy, and peer mentoring training opportunities available in their community from the 14c Certificate Holder. These services must be provided at the following intervals:
 - i. Workers hired after July 22, 2016 must be receive CC I&R as well as self-determination, self-advocacy, and peer mentoring training information every six months during the first year of employment and annually thereafter.
 - ii. Workers hired prior to July 22, 2016 must receive CC I&R as well as self-determination, self-advocacy, and peer mentoring training information once by July 22, 2017 and annually thereafter.
2. How will my workers receive the CC I&R from the VR program?
 - a. Workers can become known to the VR program in a multitude of ways. Workers may be referred from the 14c Certificate Holder, another entity, or they may self-refer.
 - b. Once the workers are referred to VR, VR staff member(s) will make arrangements to come to your facility and complete a career counseling presentation.
3. How do I contact the VR program to set up a schedule for the provision of CC I&R?
 - a. Email RSA511Referrals@azdes.gov and provide the following information:
 - i. 14c Certificate Holder Entity Name
 - ii. Contact person
 - iii. Phone
 - iv. Email
 - v. Address of 14c Location
 - vi. Approximately how many workers need CC I&R
 - vii. Accommodation needs (interpreter, large print materials, etc.) for any workers
 - viii. If you are an entity with fewer than 15 employees and need VR to provide information on self-determination, self-advocacy, and peer mentoring training opportunities (this is only provided by VR when entities are considered a small business)
 - ix. Indicate whether your facility have IT capabilities such as projector, microphone, a laptop to be used for VR Power Point presentation.
4. What happens next?
 - a. A VR staff member will contact you within 10 business days to arrange a visit to your facility to provide the CC I&R. VR staff will also send you a spreadsheet that will need to be completed after the CC I&R presentation.
5. What do I need to do to prepare for VR staff coming to my facility?

- a. Obtain consent from the worker or the worker's guardian [using a format of your choice] to provide VR staff with the following information for each individual who needs the CC I&R service:
 - i. Name
 - ii. Social Security Number
 - iii. Date of Birth
 - iv. Address
 - v. Phone
 - vi. Guardian Name, Address, Phone (if applicable)
6. What happens when VR comes to my facility?
- a. Your staff need to take attendance.
 - b. Your staff need to introduce VR staff to your workers and briefly explain the reason for gathering.
 - c. Your staff know the participants well. They can assist VR staff by engaging participants in the conversation and helping participants with speech or behavioral difficulties.
 - d. VR staff will provide handouts for the participants to take home.
 - e. VR staff will complete a presentation on career counseling (the entire visit may take approximately 30-60min. depending on how many individuals are attending).
7. What happens after the CC I&R presentation?
- a. Your staff will complete the spreadsheet template [provided to you by VR] and include the information from 5(a)(i-vi) for all participants who received CC I&R.
 1. Send the completed password protected spreadsheet via email to RSA511Referrals@azdes.gov
 - b. VR staff will prepare certificates of completion for each of the participants and send them to you via secured and encrypted email.
 - c. Your staff will provide the certificates of completion to the workers as soon as they receive them from VR.
8. What happens if an individual is absent on the day VR comes to provide CC I&R?
- a. Your staff can schedule a make-up session with VR staff.