Process to Obtaining Pre-Employment Transition Services

CHECKLIST

- ☐ Student is 14-22 years old and interested in work experience.
- ☐ Student meets requirements.
- ☐ Email the Regional Transition Consultant in your area.
- ☐ Fill out Pre-Employment Transition Services Approval Form.
- ☐ Student is determined eligible or potentially eligible.
- ☐ Regional Transition Consultant connects with student and/or family member to discuss possible services.

Division of Vocational Rehabilitation

DSHS
WASHINGTON STATE
Department of Social and Health Services

DSHS 22-2037 (3/26)

Student 14-22 years old and interested in work experience

- Student is 14-22 with an IEP/504 plan or documented disability and is interested in working.

Student meets requirements

- Students who are enrolled in a secondary, postsecondary, or other recognized education program.
- Students who have an IEP, a 504 plan, or a documented disability.

Explore Pre-Employment Transition Services

- Pre-ETS categories are Job Exploration, Self-Advocacy, Work-Based Learning, Workplace Readiness Training, and Post-Secondary Education Counseling.
- Pre-ETS are services provided by DSHS' Division of Vocational Rehabilitation dependent on the needs of the student, classroom or school district.

Contact the Regional Transition Consultant in your area

- The first step is to request services prior to joining services.
- The RTC in your area will help you fill out a Pre-Employment Transition Services Approval Form.
- You can find your RTC on the DVR website, here: DVR Regional Transition Consultants

Fill out Pre-Employment Transition Services Approval Form

- Approval form will need school official's signature on page 2.
- If the student is under 18, a parent or guardian must sign the form.

Pre-ETS Provider is assigned to your student

- Possible providers are: Pre-ETS Coordinators, Transition Network Facilitators, Pre-ETS Support Specialists, Youth Transition Specialists, or Vocational Rehabilitation Counselor, depending on region and school.

RTC connects with student and/or guardian to discuss possible services

- RTC, school officials, and VR counselor will work together to determine possible services and support students goal.

Accommodations

If you require an accommodation or modification of policies or procedures to participate in a program, service, or activity of DSHS, please contact the DVR ADA Coordinator for an accommodation or modification at DVRADACoordinator@dshs.wa.gov.

State and Federal funds are used to deliver DVR services. The VR program receives approximately 78 percent in federal funds and 22 percent in state funds. For detailed information on the dollar amount of Federal funds for the program, please visit https://rsa.ed.gov/fiscal/grant-awards