Division of Vocational Rehabilitation (DVR)
Participant Internship Program

DVR Participant Internship Program Agreement

This form outlines the job duties, wages / salary, expected schedule, contact information and the terms of DVR reimbursement for the host employer.

Participant's Name			
Address		City	State Zip Code
Phone (with area code)	Cell Phone (with area code)	Email Address	
Emergency Contact Name		Contact Phone Number (with area code)	

Internship Program

Job Title			
Job Duties			
Begin Date	End Date	Wage $ / hour	Expected Work Schedule (Days and Hours / Week)
DVR services provided to support the internship:			

Employer Information

Employer		Statewide Vendor Number (if applicable)	
Intern Supervisor's Name			
Address		City	State Zip Code
Cell Phone (with area code)	Email Address		
Emergency Contact Name		Contact Phone Number (with area code)	

_____ is responsible for paying wages directly to _____.

DVR will pay _____ for internship expenses as follows:

Date	Amount	
_____	_____	Total amount for up front costs (if any)
_____	_____	Total amount for first month
_____	_____	Total amount for second month
_____	_____	Final payment for third month

Termination of Participant Internship

If the internship is terminated, the employer may receive payment for the month in which the internship was terminated. If the individual works significantly fewer hours than originally agreed-upon, the fee is renegotiated.

VR Counselor Information

VR Counselor's Name

Address | City | State | Zip Code

Cell Phone (with area code) | Email Address

Emergency Contact Name | Contact Phone Number (with area code)

DVR Intern Responsibilities

1. Work the agreed upon Internship schedule and maintain regular attendance;
2. Notify the employer in advance of any absence;
3. Maintain at least monthly contact with the VR counselor; request additional DVR services or support, if needed;
4. Follow supervision of the employer and perform assigned job duties;
5. If this is a paid internship, work with VR counselor to understand how income will impact benefits;
6. Other:

VR Counselor / Business Specialist Responsibilities

1. In advance of a paid internship, help the participant understand how a paid internship will impact benefits;
2. Provide identified VR services to support the internship;
3. Maintain at least monthly contact with the participant;
4. Pay the employer according to the agreed-upon schedule;
5. Be available, upon request, to visit the internship site;
6. Identify any reasonable accommodations that will be needed by the intern to perform the essential job functions of the internship, and reimburse all employer costs to implement these accommodations;
7. Contact the employer at least monthly to check in and monitor progress: ;
8. Email a copy of the completed agreement form to the State Office Business Relations Manager / Internship Coordinator at dvr.businessengagement@dshs.wa.gov;
9. Other:

1. Provide DVR with itemized cost estimate for sponsoring internship;
2. Complete necessary paperwork to get set-up as a DVR vendor;
3. Employ and supervise the intern as outlined in the agreement;
4. Pay wages, payroll taxes, and worker's compensation;
5. Implement the agreed upon reasonable accommodations necessary for intern to perform the essential job functions of the internship (associated costs will be reimbursed by DVR);
6. Notify the VR counselor/representative of any problems or concerns that arise;
7. Complete the Intern Evaluation Form at the end of the internship.

DVR Participant's Signature	Date
DVR Counselor's Signature	Date
Employer's Signature	Date