

Trial Work Experience Agreement

Definition

A trial work experience is used to gain an understanding of your abilities, capabilities, and capacity to perform in a real work setting (paid or unpaid) The results of a trial work experience are used to:

1. Determine whether you can benefit from VR services and achieve an employment outcome;
2. Obtain information you need to select a suitable vocational goal;
3. Determine the nature and scope of VR services you need to achieve an employment outcome.

Purpose

What questions will this trial work experience answer? (If additional space is needed attach another page.)

| 1. | | |
|-------------------|------------|----------|
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| Services Required | Begin Date | End Date |
| | | |
| | | |
| | | |
| | | |

Timeframes for Trial Work Experience (TWE):

Start date: _____ End Date: _____

Daily or weekly work schedule: _____

Hourly wage (if customer is going to be paid): \$_____._____/hour

Host/employer contact information: _____

VR Counselor Responsibilities:

1. Provide ongoing counseling and guidance to help you complete your trial work experience.
2. Assist you to get information to make effective decisions about your trial work experience.
3. Make sufficient contact with you and your host/employer to discuss your progress.
4. If a CRP is not involved, the VR counselor will visit your job site and, in advance of visiting the site, will let both you and the host/employer know the schedule.
5. Provide appropriate supports necessary to help you demonstrate your ability to work, or get information to select your vocational goal or determine the scope of services you need to achieve employment.
6. In advance of a paid trial work experience, the VR counselor helps you understand how income will impact your Social Security benefits.
7. Work with you in a professional and ethical manner.
8. Other: _____

Customer Responsibilities:

1. Complete the trial work experience and inform my counselor of any changes or problems affecting your ability to do so.
2. Follow the TWE schedule and let the VR counselor and host/employer know in advance if I will be absent or need to change my schedule.
3. Attend all scheduled meetings and appointments on time.
4. Report my address and telephone number changes to my counselor immediately.
5. Promptly return any equipment loaned to me when requested by DVR.
6. Consult with my DVR counselor and host/employer about my progress.
7. If this is a paid trial work experience, work with the DVR counselor to understand how pay will impact my Social Security benefits. Determine whether or not I want to be paid.

I want a paid Trial Work Experience: Yes No

8. Other: _____

Host/Employer Responsibilities:

1. Provide you with an opportunity to work in a safe environment.
2. Ensure that you have routine/minimal supervision and support (any intensive or specific onsite monitoring/support is typically provided by the VR counselor or CRP).
3. If the host/employer is going to provide you with intensive or specific support, this should be described so everyone knows what is expected of them.
4. Monitor your attendance and performance and provide a report to VR counselor.
5. If TWE is paid, make all appropriate payroll deductions.
6. Other: _____

Community Rehabilitation Program (CRP)

The responsibilities of the CRP are typically noted in the Service Delivery Outcome Plan (SDOP). If appropriate, further clarification can be made here so everyone knows their role and what they will be doing.

- 1.
- 2.
- 3.
- 4.
5. Other:

| | |
|---|------|
| CUSTOMER/GUARDIAN SIGNATURE | DATE |
| VR COUNSELOR SIGNATURE | DATE |
| HOST/EMPLOYER SIGNATURE (REQUIRED WHEN DVR ARRANGES TWE AND NO CRP IS INVOLVED) | DATE |
| COMMUNITY REHABILITATION PROGRAM (OPTIONAL) | DATE |