Snohomish County
Developmental Disabilities

CAREER PATH SERVICES

A GUIDE TO EMPLOYMENT

Supports available for individuals interested in working and contributing in their community
Dear Fellow Residents,

Welcome to the Snohomish County Developmental Disabilities Resource Books, designed to provide you with helpful information that can shape and improve your quality of life.

Individually, each booklet in the four book series provides a wealth of information. Collectively they create an opportunity for making the most of services offered by the Snohomish County Human Services as well as connections to programs offered by other organizations and non-profit service providers within the area.

The topics in the series are:

- **Community Plan** - Current issues and efforts being made to improve the quality of life for individuals with developmental disabilities and their families.

- **Resource Guide** - Description and contact information for more than 300 resources.

- **Building a Successful Future** - Information to help you understand community resources and plan for your future.

- **Career Path Services Guide to Employment** - Supports for individuals interested in working and contributing in their community.

Together we can make Snohomish County a better place to live, work and play. Thank you for letting us do our part.

Sincerely,

Mary Jane Brell Vujovic
Director Human Services
maryjane.brell@snoco.org
THE SNOHOMISH COUNTY
MISSION STATEMENT AND GOVERNING PRINCIPLES

The Mission Statement and the Governing Principles were developed in conjunction with the Citizen Advisory Board and serve as a guide to Snohomish County Developmental Disabilities in the development of public policy, supports and services.

MISSION STATEMENT
Foster inclusive communities that support people with developmental disabilities to fully participate in and contribute to all aspects of community life.

GOVERNING PRINCIPLES

INDIVIDUALIZED SUPPORTS
Design and develop support to meet the specific needs and goals of each individual.

CHOICE
Create opportunities for individuals to have choices in their community and support individuals in advocating for themselves.

COMMUNITY
Promote community-based options.

INCLUSION AND CONTRIBUTION
Promote inclusive/diverse communities so that people have opportunities to achieve meaningful and purposeful lives.

ACCESS
Promote individual and community accessibility.

DIVERSITY
Promote culturally relevant supports, while respecting and supporting individuals’ uniqueness and diversity.
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Let’s Get Started!
Each individual’s vision of a meaningful employment/career path is unique to their passion, skill set, and life experience.

This book is designed to help you think about questions to ask and explore options when developing employment goals. Every step you take to increase your experiences, meet new people and develop new skills will take you a step closer to reaching your goals.

THINGS TO CONSIDER

• What are my current interests and skills and who are the employers in my community who could use someone with my skill set.
• What are some things that I can do today to try new things and increase my work skills and interests?
• How can I meet new people and become more connected to my community. (Jobs are often found by who we know)
• What are my personal goals and how much money will I want to earn to help me reach my goals?
• What support is available to help me along the way? What resources are available?

STARTING ON YOUR PATH

Employment skills are important for any job and you can be building these throughout your life and at any age. Here are a few tips to prepare for employment success:

• Enlist friends, relatives and others to help with your job search.
• Contact employers and develop connections in your community related to your interests and employment goals.
• Volunteer and participate in community activities that build your work skills.
• Obtain as much paid and unpaid work experience as you can.
• Identify your job skills, interests and preferences.
• Practice job interviewing.
• Do chores at home.
• Talk to others you know about their jobs.
EMPLOYMENT IN WASHINGTON

Washington State is nationally known for supporting individuals with disabilities in obtaining employment. Under Washington State’s Working Age Adult Policy, individuals age 21 through 62 are recognized as valued members of our community who deserve to be gainfully employed.

WHAT ARE CAREER PATH SERVICES

Individual Employment is designed to support an individual to obtain community employment. All Developmental Disabilities Administration (DDA) eligible participants are encouraged to participate.

Community Inclusion (Access) offers you the opportunity to connect to people in your local community and build relationships with others who have similar interests. These services are individually tailored based on your interests.

YOUR Individual Pathway May Include THE FOLLOWING ACTIVITIES:

1. INTAKE: An initial meeting to gather and share basic information.

2. DISCOVERY: A person centered approach to learning your likes and dislikes, job preference, goals and skills in order to develop an employment plan.

3. JOB PREPARATION: Work readiness activities that may include trial work experience, and transportation training.

4. MARKETING: Identifying and negotiating jobs, building relationships with employers and customized employment development.

5. JOB COACHING: Supports needed to perform and excel in your job.

6. JOB RETENTION: Support to keep your job, maintain positive relationships with employer, identify opportunities, negotiate a raise in pay, promotion
TRANSPORTATION IS KEY TO EMPLOYMENT

How do I currently get around to the places I need or want to go?
Do I know how to get around in my community?
Do I want to learn how to drive, ride the bus or locate a carpooling option?

Transportation is critical for getting a job and connecting to your community

- If you plan to utilize public transportation, or live close to a bus line, keep in mind that bus routes may change if ridership is low. Participate in community meetings when they discuss cutting transportation services that may affect you.

- If you require personal care assistance (PCA), obtain a regional reduced fare or Orca card with the letters PCA written on it. It will allow your personal care assistant to accompany you free of charge.

- Service animals are allowed on public transportation.

- Swift is Community Transit’s Rapid Bus Service. It serves a 17-mile route between Everett and Shoreline designed to move people quickly, whether you are traveling from Everett to Lynnwood, Edmonds to Shoreline or anywhere in between.

- A Regional Reduced Fare Permit is available for seniors and individuals with disabilities to pay lower fares on Community Transit, Everett Transit, King County Metro, Sound Transit, Pierce Transit, and Washington State Ferries. To obtain the reduced fare permit you will need to provide proof of your disability, forms signed by your doctor, photo ID and a fee.

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<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Phone Number</th>
<th>Website</th>
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<tbody>
<tr>
<td><strong>Swift</strong></td>
<td>Provides fixed 17-mile transportation route between Everett &amp; Shoreline.</td>
<td>425-353-7433</td>
<td><a href="https://www.communitytransit.org/busservice/swift">https://www.communitytransit.org/busservice/swift</a></td>
</tr>
<tr>
<td><strong>Everett Transit</strong></td>
<td>Provides fixed route transportation within Everett city limits.</td>
<td>425-257-7777</td>
<td><a href="http://www.everetttransit.org">www.everetttransit.org</a></td>
</tr>
<tr>
<td><strong>Everett Para</strong></td>
<td>Transit Must be ADA Para transit eligible. Call to make reservations.</td>
<td>425-257-8801</td>
<td><a href="http://www.everetttransit.org">www.everetttransit.org</a></td>
</tr>
<tr>
<td><strong>SNOTRAC</strong></td>
<td>Pay Your Pal, ride around the Sound travel ambassador program.</td>
<td>425-265-2226</td>
<td><a href="http://www.sssc.org/transportation/snotrac.htm">www.sssc.org/transportation/snotrac.htm</a></td>
</tr>
<tr>
<td><strong>Transportation Assistance Program</strong></td>
<td>Coordinates transportation in rural areas Not served by Community Transit’s DART Para Transit.</td>
<td>425-423-8517</td>
<td><a href="http://www.sssc.org/transportation/tap.htm">http://www.sssc.org/transportation/tap.htm</a></td>
</tr>
<tr>
<td><strong>Community Transit/DART</strong></td>
<td>Provides local routes local and commuter Routes, Swift Bus Rapid Transit and Vanpools in Snohomish County.</td>
<td>425-353-7433</td>
<td><a href="http://www.communitytransit.org">www.communitytransit.org</a></td>
</tr>
</tbody>
</table>
7 STEPS
TO SUCCESSFUL EMPLOYMENT

STEP 1
APPLY FOR DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)

STEP 2
APPLY FOR DVR SERVICES AND/OR DSB

STEP 3
APPLY FOR SOCIAL SECURITY BENEFITS

STEP 4
CONTACT DDA FOR A REFERRAL TO CAREER PATH SERVICES

STEP 5
INTERVIEW AND CHOOSE A CAREER PATH PROVIDER

STEP 6
CREATE YOUR CAREER PATH SERVICE PLAN: TOOLS - DISCOVERING YOU! & PERSON CENTERED PLANNING

STEP 7
MANAGE YOUR CAREER PATH
STEP 1
APPLY FOR SERVICES TO DDA

The Developmental Disability Administration (DDA) serves individuals of all ages. Eligibility criteria may change over the years. You can apply at any age and as often as necessary.

ELIGIBILITY TO RECEIVE SERVICES FROM DDA

- Be determined eligible (having a condition that meets DDA’s developmental disability criteria; and,
- Have an assessed need for services.

In addition, there needs to be available funding.

To apply for a determination of DDA eligibility, you will find detailed instructions and the forms you need to complete a DDA eligibility packet on the DDA website. The packet can be mailed to you or you can download them. If you call for an application, some information will be taken over the phone. The application and additional information and forms will be mailed to you for completion and/or signature.

You will be asked to provide any available school or medical records or sources of information that will assist in determining eligibility. Copies of other documents may be required. Upon request, DDA staff can assist you with completing the application. Please be aware that eligibility cannot be determined until DDA receives your signed application and all of the necessary information.

Some programs funded by the Developmental Disabilities Administration include:

- Home and Community Based Waiver Programs (HCBS)
- Individual and Family Services Waiver (includes respite services)
- Community First Choice (includes Personal Care services)
- Supported Employment
- Community Inclusion
- Enhanced Respite (Ages 8-18)
- Overnight Planned Respite in the Community (Adults)
- Community Crisis Stabilization Services (CCSS)
- Additional Services (e.g., positive behavior supports, skilled nursing care, home and vehicle modifications, staff & family training)

To apply or questions about eligibility:
800-788-2053/425-740-6400
Check out the DDA website.
https://www.dshs.wa.gov/dda
STEP 2
APPLY FOR SERVICES WITH DVR OR DSB

Division of Vocational Rehabilitation

Division of Vocational Rehabilitation DVR offers services designed to help you prepare for, get and keep a job. The services you receive are based on your individual needs and unique circumstances and may include one or more of the following: Counseling and guidance, Assessment services, Benefits planning, Job-related services including placement and retention, Training and education, Assistive technology services, Independent living services and Pre-employment transition services.

While the student is in high school, he or she works with family, school staff, and a counselor from the Division of Vocational Rehabilitation (DVR) to develop a plan for transitioning from high school to work. A broad array of individualized services are available to help students achieve their employment goals. This may include pre-employment transition services while still in school. After the student finishes school, DVR services focus on:

- Gaining work skills needed to achieve an employment goal.
- Job match, job placement, and follow-up.

Department of Services for the Blind

Department of Services for the Blind (DSB) provides short-term services designed to achieve competitive employment by providing individual assessment, job placement, intensive training and stabilization. Services may partner with DDA funding, if long-term supports are needed.

You can apply as early as age 16, if consultation with school is needed. Paid services cannot be provided unless individual has exited the public school system (any time after age 18).

Keep in mind that long term supports from DDA is not available until after age 21!

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<tr>
<th>Division of Vocational Rehabilitation (DVR)</th>
<th>Everett</th>
<th>425-339-4880</th>
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<tbody>
<tr>
<td>Provides services to individuals with disabilities to help reach their employment goals.</td>
<td>Lynnwood</td>
<td>425-977-6600</td>
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<tr>
<td></td>
<td>Smokey Pt.</td>
<td>360-651-6120</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.dshs.wa.gov/dvr">www.dshs.wa.gov/dvr</a></td>
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<table>
<thead>
<tr>
<th>Department of Services for the Blind (DSB)</th>
<th>Everett</th>
<th>800-552-7103</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSB supports individuals who are blind or visually impaired with employment.</td>
<td>Lynnwood</td>
<td><a href="http://www.dsb.wa.gov">http://www.dsb.wa.gov</a></td>
</tr>
</tbody>
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STEP 3
APPLY FOR SOCIAL SECURITY BENEFITS

Applying for Social Security benefits can be a big task. It can be hard to find the time or energy to fill out the necessary paperwork, complete the online application, and go into the local Social Security office. But the end results may be well worth the effort.

Possible Social Security Administration (SSA) Benefits

- SSI (Supplemental Security Income) individual with low income and low resources
- SSDI (Social Security Disability Insurance) individual with a work history
- SSDAC (Social Security Disabled Adult Child) parent is retired, disabled or deceased

WHY APPLY?

- Provides financial assistance with basic living allowance (food and shelter)
- Can help an individual move toward independence
- Provides Medical – Medicare and/or Medicaid
  - Medicaid may make you eligible for Community First Choice (formally Medicaid Personal Care) with the State, providing in home care to help with personal care tasks in most living situations
  - Medicaid may pay for Medicare premiums
  - Medicaid may help with hospital bills, doctors’ visits, and prescription drug costs
  - Work incentives may be available to support employment goals and expenses

WHEN TO APPLY

- Before age 18, SSI will look at the parent’s income and resources, but may qualify if low income
- Age 18 and over, SSI will look at the individual with their own income and resources (Can apply anytime within the month the individual turns 18)
- For SSDI and SSDAC, apply anytime if parents are collecting SSA retirement or disability benefits, or are deceased; or if you have a work history

HOW TO APPLY

- Go to www.ssa.gov/benefits/disability/, click on the “Disability” picture
- Scroll down, click on blue bar “Apply for Disability”
- Click “Start a New Application” or “Return to Saved Application Process” if you’re returning
- If you do not have access to the Internet, call 1-800-772-1213 to set up an appointment at the local SSA office near you or to request a paper application
- If you are denied, appeal within 60 days

SSA WORK INCENTIVES

- For working students under age 22, you may be able to obtain a full SSI cash benefits
- May provide assistance with work and disability related expenses

ASSISTANCE IS AVAILABLE

Contact your DDA Case Manager for a referral to a Benefits Planner to help you navigate the SSA system and understand how working will affect your Social Security and state benefits.

Don’t let Social Security benefits be a barrier to employment!
Applying for SSI is a two part process, part online and part in the local office.
Be prepared to give medical, work, and school information, if applicable.

1. Go to www.ssa.gov/benefits/disability/. (if you wish to gather information before you begin, see #9 below)
2. Click on the colorful picture titled “Disability” located at the top of the main page.
3. Click the blue bar titled “Apply for Disability” or “Return to Saved...” depending on your situation.
4. If applying for first time, read the Terms of Service, click you “understand” and click “next.”
5. Click on “Apply for Disability” or “Return to a Saved Application” depending on your situation.
6. Click on “Start a New Application” or “Return...” and follow next steps
7. Here is where you will start the report. Start answering the questions. You can also save your report and come back to it.
8. If you wish to apply for SSI, there will be a box for you to check at the end of the application.

9. If you wish to gather information before you start, type in “Adult Disability Starter Kit” or “Child Disability Starter Kit” for children under the age of 18 in the search box above the dark blue tabs on the home page at www.ssa.gov. Click on the top link, “Adult [or Child] Disability Starter Kit.” This takes you to a Fact Sheet, a Checklist, and a Worksheet. The checklist and worksheet are the tools that will help you gather information that you will need to fill in the Adult Disability Report (or Child Disability Report). Once you have gathered the information, go ahead and start the report/application (follow steps 2-7 above).

10. If you do not wish to do an online application, you can call 1-800-772-1213 to make an appointment at your local office. Please keep in mind a local appointment will take a bit longer if you do not do the online piece first. They will just need to collect the information in person.

11. After you have completed the report, call SSA at 1-800-772-1213 to make an appointment to complete the application at the local office. You should also be prompted to click that you would like to apply for SSI. Indicate this on the report and SSA will contact you.

Remember:

1. Only about 20-25% of folks get in the first time. Appeal, appeal, appeal! And do it within 60 days. (follow the instructions in the denial letter)

2. Go into the local office and bring the person applying with you. When you reach Step 8, SSA may recommend a phone interview. Decline this and request a local meeting at the local office. It is a good thing for them to meet the individual face to face.

3. If you do not have information, do not worry. SSA will figure out what they need and try to find the information themselves. Just do what you can.

4. If applying online is not possible, you can always call 1-800-722-1213 to make an appointment at your local office and do the whole application in person.
STEP 4
REQUEST A REFERRAL TO CAREER PATH SERVICES

If you need help getting and keeping a job, you must be eligible for DDA and over the age of 21 to receive long-term Career Path Services.

Long-term funding from DDA is NOT available to students until age 21.

Students are encouraged to stay in school until age 21!

For more information or for eligibility questions.
Contact DDA at 800-788-2053

THE SNOHOMISH COUNTY TRANSITION TEAM:
- Works closely with DDA to coordinate Transition efforts and provide information and assistance to students, families and school districts throughout Snohomish County.
- Assists students’ ages 18 to 21 years to prepare for a successful transition from school to adult services. This includes:
  - Connect to community resources and navigate adult services
  - Participate in Individual Education Plans (IEPs)/Transition Planning meetings
  - Coordinate the Job Foundation Pilot Project and School to Work Program
  - Refer to Person Centered Planning if interested and eligible (See page 15)

JOB FOUNDATION AND SCHOOL TO WORK:
Job Foundation (ages 19-20) and School to Work (ages 20-21) is a partnership between Snohomish County, school districts, Developmental Disabilities Administration (DDA), Division of Vocational Rehabilitation (DVR), and local employment providers to assist students in being gainfully employed with support. Apply to Job Foundation during your first year of Transition (18 to 19 years old). If you do not participate in Job Foundation, you can apply to School to Work during your second year of Transition (19 to 20 years old). To participate you must:

* Be eligible for DDA services
* Be committed to working
* Choose an employment provider
* Apply for Social Security Benefits
* Apply for DVR
* Develop a transportation plan

Questions? Contact the Snohomish County Transition Team:
S2W@snoco.org / 425.388.7476
Job Foundation/School to Work Application – snohomishcountywa.gov/5932/Job-Foundation

COMMUNITY OUTREACH EFFORTS FOR TRANSITION YOUTH:
- Front Door Events – A collaboration between schools and community partners to connect with community resources.
- Snohomish County Transition Resource Fair occurs annually in March and provides an opportunity for individuals and families to meet and interview qualified providers that can help you with employment goals. There is no charge to attend. If you need accommodations, email: ddinfo@snoco.org
STEP 5
INTERVIEW AND CHOOSE A CAREER PATH PROVIDER

Providers are qualified agencies that contract directly with Snohomish County to provide Career Path Services (Employment and Community Inclusion). Providers have expertise in supporting individuals with employment goals.

Resources to help you choose your provider: snohomishcountywa.gov/610

Overview of employment providers: www.snohomishcountywa.gov/6026

As you interview different providers, share your ideas and ask how they can support you to achieve your career path goal. The interviews can be done by email, phone or a sit-down meeting depending on your preference and schedule. Here are some sample questions to help you get started with the interview process:

- I am interested in________? Do you have business connections in this area of interest and in my local community? How would you assist me?
- I have limited work experience and I am not sure what I want to do. How would you help me explore my options?
- What will be MY role in finding a job? What is YOUR role?
- How will you help me develop and monitor my employment plan?
- Do you support other individuals in my local community?
- How can you assist me with transportation?
- How many people does your agency serve? How many other people will my job coach be supporting? How often can I expect to see my job coach?
- Will the job developer also provide job training, or will another individual be hired to do so (i.e., job coach, natural supports, co-worker trainer)?
- How will you keep communication open with me, my parents, guardians, and significant others (email, phone, video chat or written)?
- How would you help me if I have special needs such as: medication, personal care, cultural diversity, behavior or communication challenges, or safety issues?
Before you can make decisions about what job or career you want in adult life, you must learn about yourself and your interests. No one knows you and your interests better than you and those closest to you. You can begin this process by creating a One Page Profile. This profile is a short introduction about you which captures key information on a single page.

Now it’s your turn! Below is a template for you to create your own One Page Profile. When answering these questions be sure to include enough detail that someone who has never met you will have good idea of who you are and understand what matters the most to you.

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**MY ONE PAGE PROFILE**

**What People like and admire about me** (list your positive strengths, talents and qualities. Ask family, friends or others who know you well for input, or do this exercise as a group activity).

**What’s Important to me** (list the things about your life that you value and are important to you, including people, places, interests, passions, hobbies, possessions, rituals, and routines).

**How best to support me** (list the support you need to create the best environment and outcomes in your life).

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PERSON CENTERED PLANNING

Figuring out how to reach career goals and achieve successful employment can be challenging. The next step is to work closely with a Planning Facilitator. The planner will design an individual plan to help you get the type of employment you want. (Planning facilitators are available based on funding and DDA eligibility) Here is what to expect and specific steps when meeting with the planner:

**Session 1:** An initial listening meeting will identify your needs, clarify the process, and answer questions. In this “meet and greet” we encourage you to identify people you want to include in the process. This session can take place in the home.

**Session 2:** A gathering of family and friends to explore personal stories/experiences, identify skills, interests and support needs. This session can take place in the home.

**Session 3:** A gathering of family and system professionals will expand on information collected from session 2 and will explore the dream and develop strategies to make your career goals come true. A written plan will be the end result to assist you with your desired outcomes. Share the plan with others that can help you.

**Session 4:** A follow up meeting with the planning team within 1 to 6 months will ensure your future is heading in the right direction.

For more information on Person Centered Planning, visit [www.snohomishcountywa.gov/5931](http://www.snohomishcountywa.gov/5931)

**Contact Your DDA Case Manager**
*(By Referral Only)*

800-788-2053

**Transition Age Youth (18-21) contact Transition Coordinator**

[S2W@snoco.org](mailto:S2W@snoco.org) / 425-388-7476
STEP 7
MANAGE YOUR CAREER PATH SERVICE

1. Keep Communication open with your provider

Your provider may not know you have a concern if you don’t tell them. Start with the person who works directly with you and if that doesn’t help, contact that person’s supervisor. Ask for a meeting if necessary. Others that can help you include: DDA Case Manager, DVR Counselor or Transition Coordinator.

2. Review Your Plan

Look at your career path goal and listed steps to help you achieve your goal. Discuss updates or concerns with your provider. Request that they be included in your DDA annual assessments.

3. Stay in the Loop

Providers are required to document the services you receive in case notes and progress reports. You can request copies of these monthly updates or check in calls.

4. You Direct Your Services

You are in the driver’s seat! If you have been unsuccessful finding a solution with your current provider, you may request a new provider. Be sure to determine reason why changing providers is necessary. Contact your DDA Case Manager, DVR Counselor or Transition Coordinator to discuss your concerns.
SNOHOMISH COUNTY CAREER PATH PROVIDERS

AtWork!
Cares of Washington
Community Trades & Careers
Northwest Center Services
Orion Industries
Provail
Sails Group
Service Alternatives
Sherwood Community Services
Vadis
Village Community Services
Washington Vocational Services
Work Opportunities
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<th><strong>ATWork!</strong></th>
<th><strong>Jen Tabiando</strong></th>
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<tbody>
<tr>
<td>2722 Colby Ave, Suite 535</td>
<td>206-580-3601</td>
</tr>
<tr>
<td>Everett, WA 98201</td>
<td><a href="mailto:jent@atworkwa.org">jent@atworkwa.org</a></td>
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<td><a href="http://www.atworkwa.org">www.atworkwa.org</a></td>
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<th><strong>CARES OF WASHINGTON</strong></th>
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<tr>
<td>1833 North 105th, Suite 201</td>
<td>425-418-5521</td>
</tr>
<tr>
<td>Seattle, WA 98133</td>
<td><a href="mailto:wehr@caresofwa.org">wehr@caresofwa.org</a></td>
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<td><a href="http://www.caresofwa.org">www.caresofwa.org</a></td>
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<tr>
<td>Division of Sunrise Services</td>
<td>425-374-5478</td>
</tr>
<tr>
<td>5917 Evergreen Way</td>
<td><a href="mailto:reedc@sunriseemail.com">reedc@sunriseemail.com</a></td>
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<tr>
<td>Everett, WA 98203</td>
<td>sunriseservicesinc.com</td>
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<tr>
<td><strong>Northwest Center Services</strong></td>
<td><strong>Ally Frank</strong></td>
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<tr>
<td>12811 8th Ave W</td>
<td>206-947-6028</td>
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<tr>
<td>Suite D-102</td>
<td><a href="mailto:afrank@nwcenter.org">afrank@nwcenter.org</a></td>
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<tr>
<td>Everett, WA 98204</td>
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<th><strong>Pattii Kin</strong></th>
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</thead>
<tbody>
<tr>
<td>2122 164th St. SW, Suite 305</td>
<td>206-664-1495</td>
</tr>
<tr>
<td>Lynnwood, WA 98087</td>
<td><a href="mailto:pattii@provail.org">pattii@provail.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.provail.org">www.provail.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Orion Industries</strong></th>
<th><strong>Zandra Leitch</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1300 Beverly Park Road</td>
<td>425-249-4209</td>
</tr>
<tr>
<td>Mukilteo, WA 98275</td>
<td><a href="mailto:Zandra.Leitch@orionworks.org">Zandra.Leitch@orionworks.org</a></td>
</tr>
<tr>
<td></td>
<td>orionworks.org</td>
</tr>
</tbody>
</table>

Northwest Center Services

Northwest Center Services
12811 8th Ave W
Suite D-102
Everett, WA 98204

Ally Frank
206-947-6028
afrank@nwcenter.org
https://www.nwcenter.org/

ORION INDUSTRIES

ORION INDUSTRIES
1300 Beverly Park Road
Mukilteo, WA 98275

Zandra Leitch
425-249-4209
Zandra.Leitch@orionworks.org
orionworks.org

PROVAIL

PROVAIL
2122 164th St. SW, Suite 305
Lynnwood, WA 98087

Pattii Kin
206-664-1495
pattiik@provail.org
www.provail.org
| **SAILS WASHINGTON** | Rich Haller  
Employment Services  
19730 64th Ave W  
Suite 101  
Lynnwood, WA 98036 | 425-333-4114  
VocDirWa@sailsgroup.com  
www.sailswashington.com |
|----------------------|----------------------------------|---------------------------|
| **SERVICE ALTERNATIVES** | Ashlee Wiley  
909 SE Everett Mall Way  
Suite C-345  
Everett, WA 98208 | 360-632-1943  
awiley@servicealternatives.com  
www.servalt.com |
| **SHERWOOD COMMUNITY SERVICES** | Tom Clark  
Career Connection  
402 – 91st Avenue NE  
Lake Stevens, WA 98258 | 425-334-4071  
tclark@sherwoodcs.org  
www.sherwoodcs.org |
| **Vadis** | **Village Community Services**  
**Career Planning and Placement Services**  
3210 Smokey Point Drive  
Suite 201  
Arlington, WA 98223 | **Village Community Services**  
Kris Mecko  
Director of Employment Services  
360-653-7752  
Kmecho@villagecommunitysvcs.org  
www.villagecommunitysvcs.org |
| --- | --- | --- |
| Vadis  
4100 194th St. SW,  
Suite 110  
Lynnwood, WA 98036 | **Washington Vocational Services**  
111 SE Everett Mall Way Bldg.  
Suite C-100  
Everett, WA 98208 | **Washington Vocational Services**  
Bretta Williams  
425-774-3338  
bwilliams@wvs.org  
www.wvs.org |
| **Villate Magat-Dominguez**  
253-863-5173 ex 225  
Snohomish@vadis.org  
www.vadis.org | **Village Community Services**  
Kris Mecko  
Director of Employment Services  
360-653-7752  
Kmecho@villagecommunitysvcs.org  
www.villagecommunitysvcs.org | **Work Opportunities**  
4232 198th St. SW  
Lynnwood, WA 98036 | **Work Opportunities**  
Jen Huard  
425-778-2156  
jennifer@workopportunities.org  
www.workopportunities.org |
FREQUENTLY ASKED QUESTIONS ABOUT EMPLOYMENT
DSHS DEVELOPMENTAL DISABILITIES ADMINISTRATION

What are Employment services? Employment services are individualized services that provide individuals with opportunities to explore employment options and participate in activities that support you to obtain/maintain paid community employment. It is provided by qualified providers contracted in Washington Counties.

Who is eligible for Employment services? Employment services are available to individuals 21 years and older who are: on the Basic Plus, Core, or Community Protection Home and Community Based Service Waivers or individuals on Roads to Community Living. Individuals in Skilled Nursing Facilities with a Preadmission Screening and Residential Review (PASRR) may also receive this service.

What can I expect from my Employment service? Your Employment service provider will meet with you, and through a process of discovery and individualized planning, identify your interests to develop an Employment plan with strategies to access your local community to obtain/maintain paid employment. The activities will be integrated and provide opportunities to contribute and develop relationships with people in your community who are not paid staff.

How do I choose an employment provider? You have the right to choose your own provider and a list of contracted providers in each County is available for you to review and interview. When working with the Division of Vocational Rehabilitation (DVR) it is recommended you choose a provider that is also contracted to provide employment services through DDA. You have the ability to change providers at any time.

Why does the Developmental Disabilities Administration require that individuals access Employment services before other Day Services? Washington State is an Employment First state that has adopted a Working Age Adult policy (DDA Policy 4.11) for individuals age 21 to 62. Employment is the most effective way we know to achieve the benefits outlined in Developmental Disabilities Administration Guiding Values, provide a pathway out of poverty and increase choice and inclusion. All individuals, regardless of support needs or disability, are given the opportunity to explore inclusive community options with paid employment as the priority outcome. The first nine months of employment services helps the individual understand community options and how to become a part of their local community.

Is there an expectation of how long it will take me to obtain paid employment? No, there is no time limit on how long you can be in Employment services without obtaining paid employment. However, it is expected that your provider develop an individualized employment plan. The provider will regularly communicate with you about progress and activities. Your progress will be evaluated every six months to ensure you are moving forward on your pathway to your employment goal.

What if I don’t know what kind of job I want? Your Employment provider is trained to help you identify areas of interest through a process of discovery where you are provided various opportunities in the community to see what you most enjoy or show interest in. In addition, they will seek input from those who know you best.
What activities are available to help me on my pathway to paid employment?
Employment service activities will vary depending on what you need. The activities are individualized based on your interests, integrated with other individuals without disabilities in the community, and accessible by public transit or a reasonable commute from your home. The following activities are commonly used to assist individuals on their pathway to paid employment:

1. Vocational exploration and discovery to discover preferences, skills and abilities.
2. Community-Based Assessments opportunities to obtain experience to put on a resume.

What if I want additional work hours or a different job? Your employment plan has your desired employment goal identified in terms of work hours and type of job. Your plan will have strategies identified to achieve that goal. You need to communicate with your employment provider whenever you want a change in your employment goal whether it is additional work hours or a different job.

What if I don’t want to participate in Employment services? DDA also offers Community Inclusion (Access) which is available to individuals who have participated in nine months of Employment services. An Exception to Rule can be requested through your DDA case manager if you have not or do not want to participate in 9 months of employment services.

Can School to Work programs or other employment preparation count toward the 9 months? No, the nine months of employment services must be funded by DDA.

Can I have Community Inclusion (Access) and Employment services at the same time? Yes, starting Jan. 1, 2023, these services are available concurrently after the client participates in nine months of employment services.

How many hours of support will I receive in Employment? Your monthly Employment service hours are determined by your annual assessment completed by your case manager from the Developmental Disabilities Administration. Monthly service hours range from 1-12, but additional hours may be approved once you become employed or while actively involved in job development.

Will I always have a staff person with me in Employment services? You will always have appropriate supports to participate safely in employment activities; however, your employment support staff may not always be present if there is not a need for support or you have developed natural supports in your work setting. The ideal outcome of the service is that you develop relationships with co-workers and/or your employer to help support you.

What other services are available to help me obtain employment? The Division of Vocational Rehabilitation (DVR) provides short-term services to assist individuals with disabilities to obtain jobs. DVR offers career counseling, assessment options, job development, and on-the-job training. DVR works in partnership with DDA to support Employment.
**What are Community Inclusion services?**
Community Inclusion services are individualized services provided in integrated community settings with other individuals without disabilities. The activities are based on client interests and provide opportunities typically experienced by the general public of similar age in their local community, accessible by public transit or a reasonable commute from their home. The goal of the service is to support clients to participate, contribute and develop relationships with community members who are not paid staff.

**Who is eligible for Community Inclusion services?**
Community Inclusion is available to clients who have participated in nine months of Employment services and choose Community Inclusion in addition to or instead of Employment. Community Inclusion is also available to clients 62 years or older without having to participate in nine months of Employment services. It is available for those clients on the Basic Plus and Core waivers; clients receiving Roads to Community Living, Pre-Admission Screening and Resident Review clients in Skilled Nursing Facilities, and Residential Habilitation Centers clients. An Exception to Rule can be requested through your case manager if you have not or do not want to participate in 9 months of employment services. [WAC 388-845-0603](#) Who is eligible to receive community inclusion services?

**How many hours of support will I receive in Community Inclusion?**
Your monthly Community Inclusion service hours are determined by your annual assessment completed by your case manager from the Developmental Disabilities Administration. Monthly service hours range from three to 20. [WAC 388-828-9310](#) How does DDA determine the number of community inclusion services hours you may receive each month?

**What can I expect from my Community Inclusion service?**
Your Community Inclusion provider will meet with you and through a process of person-centered planning will identify your individual interests to develop a Community Inclusion plan with strategies to access opportunities consistent with your interests in your local community. The activities will be integrated and provide opportunities to contribute and develop relationships with people in your community who are not paid staff.

**Can I have Community Inclusion and Employment services at the same time?**
Yes, starting Jan. 1, 2023, these services are available concurrently after the client participates in nine months of employment services.
Will I always have a staff person with me in the community?

You will always have appropriate supports to participate safely in community activities; however, your Community Inclusion staff may not always be present. The ideal outcome of the service is that you are supported to participate, contribute and develop relationships with other community members with similar interests who will support you in the activity so that the Community Inclusion staff can fade from that activity and look for additional opportunities for you to participate in community activities of interest.

What if I do not know what I want to do in the community?

Your Community Inclusion provider is trained to help you identify areas of interest through a process of discovery where you are provided various opportunities in the community to see what you most enjoy or show interest in. In addition, they will seek input from those who know you best.

What activities are available to participate in as part of Community Inclusion services?

Community activities are as varied as your interests (e.g., club memberships, volunteering, etc.) if they meet all four simple criteria:

1. Individualized based on your interests.
2. Integrated with other individuals without disabilities in the community.
3. Activities that are typically experienced by the general public of similar age in your local community, accessible by public transit or a reasonable commute from your home.
4. Ability to contribute and develop relationship with community members who are not paid staff.

What activities are NOT available to participate in as part of Community Inclusion Services?

Community Inclusion services cannot be used to support you in some community activities. These activities include: Specialized and/or segregated activities with only clients with disabilities, activities that do not provide an opportunity to contribute or develop relationships with community members who are not paid staff, or activities that don’t occur in your local community.

Can Community Inclusion services be provided to more than one individual at a time?

Although Community Inclusion is an individualized service, it can be provided for two to three clients at the same time; IF the activity is a shared interest of all participants and meets the guidelines of integrated setting, local community, and ability to contribute and develop relationships with other individuals without disabilities in the community who are not paid staff.

What other services are available to help me access my community?

Community Engagement is a service that assists clients to access their communities and is available to clients on the Individual and Family Services, Basic Plus and Core waivers or Pre-Admission Screening and Resident Review clients in Skilled Nursing Facilities or on Roads to Community Living. It is provided by individual providers and/or agencies contracted directly with the Developmental Disabilities Administration. Respite can also be provided in the community. It may be available to clients on the Individual and Family Services, Basic Plus and Core Waivers. It is provided by individual providers and/or agencies contracted directly with DSHS’ Developmental Disabilities Administration.
### Contracts with Community Include:

- Early Support for Infants & Toddlers (Birth to 3)
- Employment Providers (Job development / Job coaching)
- Person Centered Planning Services
- Connecting Families- Arc of Snohomish County
- Leadership and Advocacy- Arc of Snohomish County
- Building Inclusive Communities- Family Support Centers
- Housing Education- Community Homes

### Contact Information for DD Staff:

- Program Manager/DD Board 425-388-7208
- Early Support for Infants & Toddlers (Birth to 3) 425-388-7402
- Career Path Services 425-388-7475
  - Individual Employment & Community Inclusion
- Transition Resource Coordinator (Ages 18-21) 425-388-7476
  - School to Work / Job Foundation
- Information / Education/Community Contracts 425-388-7320
# ABBREVIATIONS, ACRONYMS AND TERMS FOR EMPLOYMENT

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>CBA</td>
<td>Community Based Assessment</td>
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<tr>
<td>CI</td>
<td>Community Inclusion (Access)</td>
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<tr>
<td>CP</td>
<td>Career Path</td>
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<tr>
<td>CRP</td>
<td>Community Rehabilitation Program</td>
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<tr>
<td>DVR</td>
<td>Division of Vocational Rehabilitation</td>
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<tr>
<td>IE</td>
<td>Individual Employment</td>
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<tr>
<td>IRWE</td>
<td>Impairment Related Work Experience (SSA)</td>
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<tr>
<td>ISE</td>
<td>Individual Supported Employment</td>
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<tr>
<td>OJT</td>
<td>On-the-Job Training</td>
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<tr>
<td>PCP</td>
<td>Person Centered Plan</td>
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<tr>
<td>PVS</td>
<td>Pre Vocational Services</td>
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<tr>
<td>QP</td>
<td>Qualified Provider</td>
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<tr>
<td>SE</td>
<td>Supported Employment: Employment model supporting individuals with disabilities to work in the community.</td>
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<tr>
<td>SGA</td>
<td>Substantial Gainful Activity</td>
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<tr>
<td>STW</td>
<td>School To Work</td>
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<tr>
<td>TA</td>
<td>Technical Assistance</td>
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<td>WAAP</td>
<td>Working Age Adult Policy</td>
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## ADDITIONAL EMPLOYMENT ASSISTANCE

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Website/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goodwill Job Training and Education</td>
<td>Provides job training and education, programs, support and assistance in finding a job.</td>
<td><a href="http://www.seattlegoodwill.org">www.seattlegoodwill.org</a></td>
</tr>
<tr>
<td>Job Accommodation Network</td>
<td>Provides free, expert and confidential guidance on workplace accommodations and disability employment issues. Works toward practical solutions that benefit both employer and employee.</td>
<td><a href="http://askjan.org">askjan.org</a> 800-526-7234</td>
</tr>
<tr>
<td>Job Corps</td>
<td>Free education and vocational training program to help young people ages 16 - 24 obtain a better paying job.</td>
<td><a href="http://www.jobcorps.doleta.gov">www.jobcorps.doleta.gov</a> 800-733-5627</td>
</tr>
<tr>
<td>Office of Disability Employment Policy (ODEP)</td>
<td>Provides national leadership by developing and influencing disability employment related policies.</td>
<td><a href="http://www.dol.gov/odep">www.dol.gov/odep</a></td>
</tr>
<tr>
<td>Pathways to Employment</td>
<td>A website that helps Washingtonians with a disability make informed decisions about going to work.</td>
<td><a href="http://www.pathways.dshs.wa.gov">www.pathways.dshs.wa.gov</a></td>
</tr>
<tr>
<td>Washington State Business Leadership Network</td>
<td>Educates/supports businesses recruit, hire, retain, promote and improve service for people with disabilities.</td>
<td><a href="http://www.wsbln.org">www.wsbln.org</a></td>
</tr>
<tr>
<td>WorkSource</td>
<td>Provides information and classes to assist individuals in obtaining employment.</td>
<td><a href="http://www.worksourceonline.com">www.worksourceonline.com</a> 425-258-2766</td>
</tr>
</tbody>
</table>
ADDITIONAL RESOURCES CAN BE FOUND AT:

WWW.SNOHOMISHCOUNTYWA.GOV/DD