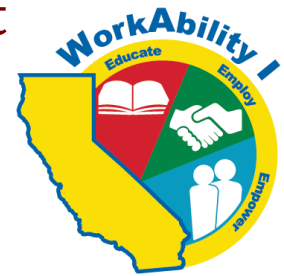


Alvord Unified School District WorkAbility 1 Program Policy & Procedures



Eligibility Requirements

For A Paid Work

Training Placement

- **AUSD** high school Seniors with an active I.E.P.
- Student must have original documents: Birth Certificate, Social Security Card, School ID/ CA Identification card or California Drivers License
- Student must have a 2.0 Grade Point Average with no "F" grades
- Student must have good school attendance & behavior reports
- Student must provide own transportation to and from employment training site
- Student must be able to work independently
- Student must be able to take care of self hygiene & uniform needs required by work site
- Student must have a parent to enroll in the WorkAbility program (only new student enrollment)

Required Documentation for Subsidized Employment

- WA1 application packet
- Employee Data Sheet
- Form W-4
- Form I-9 Employee Eligibility Verification
- Work Permit (required even if age 18 or older)
- Worksite Training Agreement (Employer, District & Student)
- Employer Evaluations
- W-2's will be provided by District & distributed by mail to home address provided on file on or before January 31st per Federal Law

Mission of WorkAbility 1 (WA1)

The mission of WorkAbility is to promote the involvement of key stakeholders including students, families, educators, employers and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning and quality of life.

Eligibility for WorkAbility 1 Services

12th grade Seniors & 18-22 Transition students with an active Individual Education Plan (I.E.P.) that attend Alvord Unified School District may qualify to participate in the WorkAbility 1 program. However, the WorkAbility 1 program is not mandated by the I.E.P. and should not be confused with **transition** services which are a required component. Eligible students may receive some, many or all school based components but **not** all eligible students will be placed in a paid work based experience worksite.

SERVED

School Based Components

- Career/Vocational Assessments (formal and informal evaluations of interests, skills, abilities and personality)
- Career Counseling and Guidance
- Partnership Collaboration or Parent Participation
- At least one of the following (Career Awareness Activities, Career Exploration Activities, and/or Career Preparation)

PLACED

Work Based Components

- Employment
- Job retention skills
- Work site mentor/supervisor
- Job Developer worksite visit once a week
- 1 year follow-up

WorkAbility Staff:

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Students Learn To Earn