

Attention Service Providers

PAID INTERNSHIP PROGRAM

The Department of Developmental Services amended the Welfare and Institutions Code (WIC) to add section 4870 to encourage competitive integrated employment (CIE) to individuals with developmental disabilities (clients). CIE is full or part time work for which an individual is paid minimum wage or greater in a setting with others who do not have disabilities. Section WIC 4870 authorizes funding to the Department of Developmental Services for a paid internship program. The purpose of the program is to increase vocational skills and abilities of consumers who choose, via the Individual Program Plan (IPP) process, to participate in an internship. Goals of this program include the acquisition of experience and skills for future paid employment, or the internship itself to lead to full or part time paid employment in the same job.

The Far Northern Regional Center is excited about the Paid Internship Program (PIP) and is encouraging service providers to participate with their clients and community employers who are interested in adding to their workforce. In order to support our clients, service providers and employers with a smooth hiring procedure, the Far Northern Regional Center has put into place the following process.

In order to be considered for PIP funds the following criteria must be submitted to the Far Northern Regional Center by service providers wishing to hire for internship positions 30 days prior to the proposed internship start date.

1. Name of the employer and service provider of the intern
2. The proposed intern's new job title,
3. Actual start date of the internship
4. The anticipated hourly wage
5. Amount of hours working weekly or monthly as a direct result of the internship
6. Basic demographics of Intern: Age, Diagnosis

In addition to the items above please include the following position specific details about each intern position that you are requesting to fill. These items will provide a clear expectation to the intern, employer, service provider as well as the regional center in order to reach for positive outcomes, and seek opportunities for improvement with the PIP program.

- a. A detailed job description that states service provider/employer and intern job titles. The job description must detail the daily work duties of the intern and must include special trainings and skill sets that will be acquired through internship participation. The requesting agency must be specific in what sets this internship apart from basic job training. The ideal job description will include all certifications, educational credits, and or other training certificates that will be obtained as a result of completing the internship.
- b. The PIP request must define the potential interns schedule in terms of days and hours per week and duration of the internship. Example; 20 hours per week for one year or 40 hours per week for 6 months. **Funding must not exceed the maximum amount of \$10,400 per year per client.** (This total includes all mandated employer costs in addition to the hourly wage.)

c. The PIP request must clearly state the employment related supports that will be provided to the intern. Example; trainings that are not directly related to duties performed but will enhance the interns' ability to be successful in a professional environment. This may include; professional appearance, timely attendance, and time management.

d. The PIP request must include a plan for evaluating the intern's progress. Assisting the intern in meeting the requirements of the internship and to identifying unforeseen obstacles in a timely manner, will ensure the intern is supported to successfully complete the internship while meeting both funding and employer requirements.

e. The PIP request must include the employment plan for the intern post internship. The PIP request must state upon completion of the internship, if the intern will begin employment with the current employer/service provider requesting the PIP or will job seeking assistance be provided to the intern, to assist in obtaining employment outside of the requesting agency? Requests must be specific and include the hours and employment to be offered to the intern or the type of assistance to be provided to assist the intern in obtaining work.

Once your intern has been placed in an internship position through the PIP program, the employer will provide the service provider placing and supporting the intern with an accounting of wages and associated mandated employer costs. The service provider will pay the intern for wages (at minimum wage or greater) and associated mandated employer costs as represented by the employer. Upon receipt of the information from the employer the service provider will notify Far Northern of the services delivered through utilization of the appropriate vendor number, service code, sub code and hours worked by the intern, an authorization will be completed and the service provider will receive an invoice in order to be reimbursed by the regional center. If the intern fails to complete the internship for any reason this information should be conveyed to the regional center within 30 days of the internship ending with a brief description of why the internship was not completed.

Two important things to remember when preparing to hire an intern are as follows:

1. If the intern is between the ages of 18-22 years of age the service provider must notify Far Northern Regional Center to ensure that the intern is eligible for funding prior to hire. The regional center must comply with WIC Section 4648.55.
2. Upon hire as an intern the PIP must be documented in both the intern's consumer Individual Service Plan (ISP) with the service provider and the Regional Centers Individual Program Plan (IPP).

All PIP requests or correspondence relating to the PIP should be sent to:

Far Northern Regional Center

Attention: Julie Jones

1900 Churn Creek Road Ste #319

Redding, CA. 96002

Or by electronic mail to jjones@farnorthernrc.org