

ATTACHMENT E

Employment Grants Definition of Terms

Apprenticeship

An apprenticeship is a structured, industry-based, training program with a focus on mastering workplace specific skills an employer needs to fill an occupation within their organization. Apprenticeships lead to an industry recognized credential. Apprenticeships are a combination of paid on-the-job learning with formal instruction. Apprenticeships often lead to a full-time job.¹

Career Exploration Activities

Career exploration provides opportunities to engage in activities that increase knowledge of career options and enhance informed choice and decision making. This may include job shadowing, career fairs, informational interviews, and by exploring careers online.

- a. **Job shadowing:** Job shadowing is a type of work experience where an individual learns about a job of interest by observing and following someone in their day-to-day work. The amount of time may range from a few hours to a few days.^{2,3}
- b. **Informational Interview:** An informational interview is an informal conversation with someone working in a job or career in an area of interest. It is an effective way to get first-hand information about what it's like to work in a particular field or for a specific company/business.⁴
- c. **Career/Job Fair:** A career/job fair is typically a recruiting event that gives a chance for job seekers and employers who want to hire to meet one another.
- d. **Online Career Exploration:** Various online portals that offer opportunities to learn about different occupations, the skills and job requirements, local labor market /job opportunities that fit within your job preferences.

Community-Based Organization (CBO)

For the purposes of this grant, a CBO is defined as a public or private nonprofit, or private for profit-organization that is representative of and advocates for a community or significant segments of a community. Each CBO must describe its organization and clearly state how it meets the definition of a CBO.

Competitive Integrated Employment

Competitive integrated employment is defined as work that is performed on a full-time or part-time basis for which an individual is: (a) compensated at or above minimum wage and comparable to the customary rate paid by the employer to employees without disabilities performing similar duties and with similar training

and experience; (b) receiving the same level of benefits provided to other employees without disabilities in similar positions; (c) at a location where the employee interacts with other individuals without disabilities; and (d) presented opportunities for advancement similar to other employees without disabilities in similar positions. ⁵

Competitive Integrated Employment – Incentive Payment (CIE-IP)

The Department of Developmental Services (DDS) funds incentive payments for providers who secure competitive integrated employment and employment retention for persons served by the regional center. The employment position must be consistent with the person's Individual Program Plan (IPP). Additional information can be found on the DDS website under [Work Services](#).

On-the Job-Training

On-the-Job Training is training given to an employee to learn new skills while working and getting paid. The training is specific to the employer's needs while allowing employees to learn and practice their new job while still in training.^{6,7,8}

Regional Center Vendors/Providers

Regional center vendor means an agency, individual, or service provider that a regional center has approved to provide vendored or contracted services or supports pursuant to paragraph (3) of subdivision (a) of Section 4648 [W&I Code Section 4436.5 (a) (5)].

Regional Centers (RCs)

RCs are private nonprofit corporations that contract with DDS to provide or coordinate services and supports for individuals with developmental disabilities. There are 21 RCs in California. The RC contact list can be found in [Attachment B](#).

Transformation Action Plan

Provider transformation is the realignment of a disability service provider agency's business and service delivery model to competitive integrated employment for every individual served. Subject matter experts and consultants will provide training and technical assistance toward the development of the Transformation Action Plan. The planning process used to develop a transformation action plan should include:

- a. Agency Self-Assessment:** An agency self-assessment of the structures, process, personnel, and other resources that are in place to transform the organization.

- b. Assessment of Service Population:** An assessment of the population of clients served and whether the agency has the core competencies and resources to serve this population in CIE, whether new services may need to be developed, and/or diversifying the population of clients served.
- c. Transformation Action Plan:** A detailed transformation action plan document that includes measurable goals and strategies that address needed changes in administrative and management practices, services and programs, and professional development of staff. The action plan details the next steps for implementation including any needed resources and timeline. ^{9,10,11}

Work Experience¹²

Work experience is a planned, structured, and time limited experience in an occupational area of interest to the individual with I/DD. The work experiences should be provided to prepare for competitive integrated jobs that take place in the community with needed supports. The work experience provides opportunities for career exploration, gaining transferable work skills, building independence and self-confidence, and developing an understanding of the expectations and work environment in competitive integrated employment. The work experience may be in the private for-profit sector, non-profit sector, or public sector. Work experiences may include but are not limited to:

- a. Paid Internship.** An internship is a learning experience that offers meaningful, practical work related to an individual's career interest to prepare for competitive integrated employment. The internship itself should lead to full or part-time paid employment in the same job or work with another employer. Individuals participating in the internship should be paid at or above minimum wage and equal to the customary wage paid by the employer for the same or similar work performed by individuals who do not have disabilities.
- b. DDS Paid Internship Program (PIP).** The purpose of the program is to increase the vocational skills and abilities of individuals who choose, through the Individual Program Plan (IPP) process, to participate in a paid internship. Goals of this program include the acquisition of experience and skills for future paid employment, or for the internship itself to lead to full- or part-time paid employment in the same job. Additional information can be found on the DDS website under [Work Services](#).
- c. Unpaid Internship:** An unpaid internship provides a skill building opportunity to prepare for the demands of the working world. There should be no expectation of being paid.
- d. Volunteer Work:** Volunteering is an opportunity to gain skills and work experience in a real-world environment. There should be no expectation of being

paid. Common places to volunteer are at nonprofit organizations and schools.^{13,14}

End Notes and References

¹Apprenticeship.Gov, US Department of Labor (n.d.). What is the difference between an apprenticeship and an internship? Retrieved June 2, 2022, from <https://www.apprenticeship.gov/help/what-difference-between-apprenticeship-and-internship>

² Law Insider (2013-2022) Job shadowing definition. Retrieved June 1, 2022, from <https://www.lawinsider.com/dictionary/job-shadowing>

³ The Balance careers (n.d.). What is job shadowing. Retrieved June 1, 2022, from <https://www.thebalancecareers.com/what-is-job-shadowing-2062024>

⁴ Berkeley, University of California Career Center (n.d.) *Informational interviewing*. Retrieved June 2, 2022, from <https://career.berkeley.edu/Info/InfoInterview>

⁵ US Department of Labor, Office of Disability Employment Policy (n.d.). Competitive Integrated Employment. Retrieved June 1, 2022, from <https://www.dol.gov/agencies/odep/program-areas/integrated-employment>
The Workforce Innovation and Opportunity Act (WIOA) defines competitive integrated employment as work that is performed on a full-time or part-time basis for which an individual is: (a) compensated at or above minimum wage and comparable to the customary rate paid by the employer to employees without disabilities performing similar duties and with similar training and experience; (b) receiving the same level of benefits provided to other employees without disabilities in similar positions; (c) at a location where the employee interacts with other individuals without disabilities; and (d) presented opportunities for advancement similar to other employees without disabilities in similar positions.

⁶ Anaheim Workforce Connection (n.d.). *On-the job training*. Retrieved May 31, 2022, from <https://www.anaheim.net/4903/On-the-Job-Training>

⁷ California Department of Human Resources (n.d.). *On the job training*. Retrieved on May 31, 2022, from <https://www.calhr.ca.gov/Training/Pages/on-the-job-training.aspx>

⁸Valamis (December 7, 2021) *On-the-job training*. Retrieved June 2, 2022, from, <https://www.valamis.com/hub/on-the-job-training>

⁹ US Department of Labor, Office of Disability Employment Policy (n.d.). *Provider transformation*. Retrieved June 1, 2022, from <https://www.dol.gov/agencies/odep/program-areas/integrated-employment>

¹⁰ LEAD Center (2016) Provider transformation issue brief: Transforming employment services from sheltered work to competitive, integrated employment for all job seekers with disabilities.

Retrieved June 2, 2022, from https://leadcenter.org/wp-content/uploads/2021/07/Employment_First_Provider_Transformation_Brief.pdf

¹¹ US Dept of Labor, Office of Disability Employment Policy (2018). Provider transformation manual 2.0. Retrieved June 2, 2022, from <https://leadcenter.org/wp-content/uploads/2021/07/Provider-Transformation-Manual-2.0.pdf>

¹² § 680.180 What is an internship or work experience for adults and dislocated workers?

For the purposes of [WIOA](#) sec. 134(c)(2)(A)(xii)(VII), an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the [Fair Labor Standards Act](#). An internship or other work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Transitional jobs are a type of work experience, as described in [§§ 680.190](#) and [680.195](#).

¹³ Fair Labor Standards Act states that individuals may volunteer or donate their services, usually on a part time basis for public service, religious or humanitarian objectives not as employees and without contemplation of pay and are not considered employees of the religious, charterable or similar non-profit organizations that receive their service. Individual may not volunteer services to a for profit private sector employees

US Dept of Labor (n.d.) *Fair labor standards act advisor: Volunteers...* Retrieved June 1, 2022, from <https://webapps.dol.gov/elaws/whd/flsa/docs/volunteers.asp>

¹⁴ FindLaw (January 1, 2019) California Code, Labor Code - LAB § 1720.4. Retrieved June 1, 2022, from <https://codes.findlaw.com/ca/labor-code/lab-sect-1720-4.html>