



EMPLOYMENT THAT IS RIGHT FOR ME

This guide explains the employment supports and services provided by the Division of Developmental Disabilities and Vocational Rehabilitation to eligible individuals.

Arizona became an Employment First state in 2017 when then Governor Ducey signed an Executive Order.

Employment First is the expectation and belief that anyone can work. Employment means working in the community making at least minimum wage.

It is up to all of us to make this a reality. That includes:

- People with Disabilities
- The Division of Developmental Disabilities (DDD)
- Vocational Rehabilitation (VR)
- Schools
- Service Providers

WHO CAN HELP ME FIND WORK?



The Arizona Department of Economic Security (DES) has two programs that can help individuals with intellectual and developmental disabilities find work.

They are:

- Vocational Rehabilitation (VR) and
- Division of Developmental Disabilities (DDD)

VR and DDD work together to help you reach your employment goals.

VOCATIONAL REHABILITATION

What Is Vocational Rehabilitation?

Vocational Rehabilitation, or 'VR,' is a DES program that helps people with disabilities prepare for, obtain, and keep employment. VR helps people obtain competitive integrated employment. People can be referred to the VR program by a variety of sources including DDD, schools, and Behavioral Health providers. People can also call, email, or visit a local VR office to learn more.

Members interested in connecting with VR should talk to their Support Coordinator.

What does Competitive Integrated Employment Mean?

- It's a job that pays at least minimum wage.
 - The job is in the community.
 - The worker is paid directly by their employer.
 - Includes co-workers without disabilities.
 - The worker receives the same benefits as other workers doing the same job.
 - Support can be provided as needed.
-

HOW CAN VR HELP ME?

First, you must apply and qualify for VR services.

You and your VR counselor will work together to develop a plan to meet your employment goal if you qualify. This plan is called an Individual Plan for Employment or “IPE”.

The IPE includes services that help you prepare for and apply for a job. A VR Counselor will work with you and your planning team. The team will determine what services may best support your employment goal. It also can include a job coach after you get hired to help you learn the job. The job coaching will reduce over time as you learn the job. VR will help you find a job coach after VR services end if needed.

You can also get help developing your IPE from disability advocacy groups, or others who you think can help you.

What is the difference between Competitive Integrated Employment (CIE) and Group Supported Employment (GSE)?

Group supported employment, or GSE, is an employment service provided by DDD, not VR. Individuals receive paid work and training activities. In GSE, an individual works with 2 - 3 others in a group with a job coach on-site at all times. Groups work at sites where there is interaction with individuals without disabilities. In GSE, you will be paid minimum wage.

VR helps to support an individual in a competitive, integrated employment setting. This means the job is in the community, and anyone can apply for it. The individual earns the same wages as other people doing the same work with similar experience. They are paid by the employer and are eligible for the same benefits.





WHAT TYPE OF SERVICES COULD BE IN A VR PLAN?

- Job Readiness Training
- Job Search Services
- Job Coaching
- Vocational Rehabilitation Counseling
- Supported Education
- Post-secondary Education
- On-the-Job Training
- Tutoring
- Assessments
- Career Exploration
- Disability-Related Skills Training
- Pre-Employment Transition Services
- Treatment Services
- Assistive Technology
- Self-Employment Assistance
- Interpreting Services

Contact your local Vocational Rehabilitation office, <https://des.az.gov/rsa-contact-information>, for more information about VR services.

DDD EMPLOYMENT SERVICES

The Division of Developmental Disabilities empowers individuals with developmental disabilities to lead self-directed, healthy, and meaningful lives.

The Division offers a variety of services to assist individuals with building skills and work experience.

The Division's Employment Services are available to DDD Members who are also eligible for the Arizona Long Term Care System (ALTCS).

Members who are not eligible for ALTCS may explore other options for employment services. Your Support Coordinator and Division Employment Services Specialist can help you explore available options.

THE SUPPORT COORDINATOR & PLANNING TEAM

The members of the planning team will vary depending on the needs and wishes of the Member, their family, or other responsible person.

The Planning Team includes:

- The Member
- Parent/guardian/responsible person
- Support Coordinator
- Service Providers
- Others the individual chooses

Each team member plays a key role in creating the individual's Person-Centered Service Plan. The plan is developed using a person-centered approach.

PERSON-CENTERED PLANNING

In Person-Centered Planning you and your team work together. Person-centered planning helps you to:

- Talk about what you are good at, what you like to do, and areas where you may need some help.
- Be part of your community.
- Make choices about your life and ask for what you need.
- Identify what you need to learn in order to achieve your goals.

INFORMED CHOICE

Informed choice is a decision-making process where you learn and understand:

- What employment means
- What employment options are best for you
- What type of help you may need to learn a job
- How your choices could impact your life



DDD EMPLOYMENT SERVICES FOR ALTCS-ELIGIBLE MEMBERS

INDIVIDUAL SUPPORTED EMPLOYMENT

- Job Coaching at a Member's competitive job in the community.
 - Available after successful VR closure when the Member is stable on the job.
- Job Search services to find a competitive job in the community.
 - Available if services are not available from VR.

EMPLOYMENT SUPPORT AIDE

- Personal Care
 - Assistance to meet personal care needs in a community employment setting to maintain employment.
- Behavioral Supports
 - Assistance with behavioral needs in a community employment setting to maintain employment when help is not available through the Member's DDD Health Plan.

GROUP SUPPORTED EMPLOYMENT

- Individuals:
 - Learn skills to become Competitively Employed.
 - Work in a group with others in the community and earn money.
- There is a job coach with the group at all times.

CENTER BASED EMPLOYMENT

- Individuals:
 - Learn skills to prepare them to get employment in the community.
 - Work in a protected worksite.
- There is a job coach with the individuals at all times.

FEDERAL SUBMINIMUM WAGE REQUIREMENTS

- DDD will refer you to VR to complete a set of activities if you are 24 years of age or younger and want a job that pays a sub-minimum wage. These activities will need to be completed before you can be paid a subminimum wage.
- You and your planning team will work together to find the right fit if you are 25 years of age or older and want a job that pays a sub-minimum wage.

ADDITIONAL DDD EMPLOYMENT SERVICES

DDD Employment Services focus on building skills and abilities to progress into an integrated or competitive employment setting.

Pathways to Employment

Individuals learn the needed skills to get ready to work.

- Activities may include:
 - Classes in working with others.
 - How to apply for a job.
 - How earning money impacts benefits.
 - Career exploration.
 - Trial work experiences.
- Members can expect to be ready to work after completing the program.

Transportation

- Individuals may get rides to and from DDD employment services.

Interested in DDD Employment Services?

Members interested in employment services should contact their Support Coordinator for more information.

HOW DO WAGES AFFECT MY BENEFITS?

You can work and still receive Social Security and other benefits.

Visit the Arizona Disability Benefits 101 website, <https://az.db101.org/>, to see how working may affect your benefits.

Other programs and services that can help you understand your benefits:

- Work Incentives Planning and Assistance (WIPA) program
- AHCCCS Freedom to Work program
- AZ ABLE - Achieving a Better Life Experience



ADDITIONAL EMPLOYMENT RESOURCES

- Arizona Division of Developmental Disabilities - des.az.gov/ddd
- Arizona Vocational Rehabilitation - des.az.gov/vr
- AHCCCS - azahcccs.gov
 - AHCCCS Freedom to Work program
- ARIZONA@WORK - arizonaatwork.com
- AZ DB101 - az.db101.org
- Job Accommodation Network - askjan.org
- Arizona Employment First - azemploymentfirst.org