

STATE OF WASHINGTON DEPARTMENT OF SOCIAL AND HEALTH SERVICES DIVISION OF VOCATIONAL REHABILITATION

Pre-Employment Transition Services Group Setting: Work-Based Learning (WBL) Agreement

This form outlines the WBL duties, wages / salary, expected schedule, contact information and the terms of DVR reimbursement for the host employer.

STUDENT NAME	· •						
ADDRESS			CITY	STATE	ZIP CODE		
TELEPHONE HO	ME C	ELL	EMAIL ADDRESS				
EMERGENCY CONTAC	CT NAME		TE	ELEPHONE NUMBE	R		
Work-Based Learning Location							
WORK-BASED LEARNI	ING JOB TITLE						
JOB TASKS							
BEGIN DATE	END DATE	WAGE / hour	EXPECTED WORK SCHE	EDULE (DAYS AND	HOURS/WEEK)		
Identify accommodations needed to support the WBL:							
Employer Information							
EMPLOYER			STUDENT SUPERVISOR				
ADDRESS			CITY	STATE	ZIP CODE		
TELEPHONE	CELL		EMAIL ADDRESS				
			is responsible for	naving wages d	irectly to		
is responsible for paying wages directly to							
			·				

DVR Approving WBL Placement					
STUDENT'S IDENTIFIED CAREER OF INTEREST					
REGIONAL TRANSITION CONSULTANT (RTC) OR DESIGNEE					
Pre-ETS Group Service Provider Information					
CONTRACTOR / SUBCONTRACTOR BUSINESS NAME					
CONTRACTOR REPRESENTATIVE	TELEPHONE NUMBER (WITH AREA CODE)				
JOB-SITE OBSERVATION DAYS / TIMES	SITE SUPERVISOR CHECK-IN DAYS / TIMES				

Student Responsibilities

- 1. Work the agreed upon WBL schedule and maintain regular attendance;
- 2. Notify the employer in advance of any absence;
- 3. Follow supervision of the employer and perform assigned job duties;
- 4. Work with the Contractor representative assigned to the WBL site.
- 5. Other:

Pre-ETS Group Service Contractor Responsibilities

- 1. Complete necessary paperwork to get students set up as an employee
- 2. Conduct weekly on-site observations of student to monitor work assignments;
- 3. Conduct weekly check-ins with on-site supervisor to monitor student progress
- 4. Maintain accurate student timesheets to include dates and times of hours worked;
- 5. Pay student wages, payroll taxes, and workers compensation as appropriate and in accordance with Washington State Labor and Industry Standards (if applicable);
- 6. Identify any reasonable accommodations that may be needed by the student to perform the essential job functions of the WBL, and arrange implementation of accommodations with employer;
- 7. Submit monthly billing to DVR for student wages:

Employer Responsibilities

- 1. Supervise the student participant as outlined in this agreement;
- 2. Implement the agreed upon reasonable accommodations;
- 3. Notify the DVR counselor of any problems or concerns that arise.

DVR STUDENT'S SIGNATURE	DATE	DVR RTC OR DESIGNEE'S SIGNATURE	DATE
EMPLOYER'S SIGNATURE	DATE	PRE-ETS CONTRACTOR'S SIGNATURE	DATE
PARENT / GUARDIAN'S SIGNATURE	DATE		