



INDIANA
DEPARTMENT of
EDUCATION

SPREAD THE WORD: PRE-EMPLOYMENT TRANSITION SERVICES

The Indiana Department of Education's (IDOE's) Office of Special Education has provided this guidance within a series of important topics of special education as a requirement by the U.S. Department of Education's Office of Special Education Programs.

The Workforce Innovation and Opportunity Act (WIOA) was signed into law in July 2014 and amended the Rehabilitation Act of 1973. WIOA requires vocational rehabilitation (VR) agencies to set aside federal funds for the provision of pre-employment transition services (Pre-ETS) to "students with disabilities who are eligible or potentially eligible for VR services."

"WIOA promotes accountability and transparency through negotiated performance goals that are publicly available, fosters regional collaboration within states through local workforce areas, and improves the American Job Center System." *U.S. Department of Labor.*

This provides an opportunity to ensure that students have access to meaningful career planning to help ensure the seamless transition from high school to employment or post-secondary training.



What qualifies an individual as a "**student with a disability?**"

A student with a disability is an individual with a disability in a secondary, postsecondary, or other recognized education program who:



Is between the ages of 14 and 22 years old.



Is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (Individualized Education Program, Section 504 Plan).



Job Exploration Counseling

This includes discussion of the students' vocational interests, review of the local labor market and in-demand industries and occupations, non-traditional employment options, and the identification of career pathways of interest to the student.

Work-Based Learning Experiences

Apprenticeships and job shadowing, paid and non-paid internships and/or work experiences, informational interviews, and volunteering.

Counseling on Postsecondary Opportunities

Gaining awareness of career pathways, promoting participation in postsecondary education, attending college fairs and tours, and accessing services and supports from agencies that assist peoples with disabilities.

Workplace Readiness Training

Receive training on communication, problem solving, and other specific social and interpersonal skills as well as independent living skills.

Instruction in Self-Advocacy

Training on self-awareness, disclosure of disability, and knowing individual rights and responsibilities.



There are currently 12 Pre-ETS contractors within Indiana. Please utilize the following information to contact or learn more about the Pre-ETS resources within your area.

Bona Vista/DSI: Bartholomew*, Blackford, Davies, Delaware*, Grant, Greene, Henry*, Howard*, Jackson, Madison, Martin, Miami*, Sullivan, Tipton, and Wabash Counties. Contact: Meredith Freeman, mfreeman@dsiservices.org

**Delaware, Henry, Howard and Miami Counties are dually covered by Bona Vista and PQC. Bartholomew County is dually covered by Bona Vista/DSI and Stone Belt.*

Easter Seals ARC of NE Indiana: Allen*, LaGrange, and Whitley Counties. Contact: Stacey Duell, sduell@esarc.org

**Allen County is dually covered by Easter Seals ARC of NE Indiana and GAP-LOCC.*

Central Indiana Collaborative: Boone, Clay, Clinton, Fountain, Hamilton, Hancock, Hendricks, Johnson, Marion, Montgomery, Morgan, Parke, Putnam, Rush, Shelby, Tippecanoe, Vermillion*, Warren, and Wayne Counties. Contact: Karen Papp, kpapp@eastersealscrossroads.org

**Vermillion County is dually covered by the Central Indiana Collaborative and Sycamore.*

GAP-LOCC: Allen*, DeKalb, Elkhart, Huntington, Lake*, LaPorte, Noble, Porter, St. Joseph*, and Steuben Counties. Contact: Kathie Parks, kathleen.parks@oppent.org

**Allen County is dually covered by Easter Seals ARC of NE Indiana and GAP-LOCC. Lake County is dually covered by PCG and GAP-LOCC. St. Joseph County is dually covered by GAP-LOCC and PQC.*

Hands in Autism: Statewide: Services available to those who qualify.

Contact: hands@iupui.edu

IN*SOURCE: Statewide: Short term, time limited activities available.

Contact: youthteam@insource.org



New Horizons: Dearborn, Decatur, Fayette, Franklin, Jennings, Ohio, Ripley, and Union Counties.

Contact: Holly Rosenbarger, hrosenbarger@nhrinc.org

PEAK: Carroll, Cass, Fulton, Marshall, Starke, and White* Counties.

Contact: Faith Jones, fjones@PEAKcommunity.com

**White County is dually covered by PQC and PEAK.*

Prairie Quest Consulting (PQC): Adams, Delaware*, Henry*, Howard*, Jasper, Jay, Kosciusko, Miami*, Pulaski, Randolph, St. Joseph*, Wells, and White* Counties.

Contact: Jenny Potthoff, JPotthoff@pgcworks.com

**Delaware, Henry, Howard and Miami are dually covered by Bona Vista and PQC. St Joseph is dually covered by PQC and GAP-LOCC. White County is dually covered by PQC and PEAK.*

Public Consulting Group (PCG): Benton, Lake*, and Newton Counties.

Contact: Amy Howie, ahowie@pcgus.com

**Lake County is dually covered by PCG and GAP-LOCC.*

Stone Belt: Bartholomew*, Browne, Knox, Lawrence, Monroe, and Owen Counties.

Contact: MaryEllen Noe, menoe@stonebelt.org

**Bartholomew County is dually covered by Stone Belt and Bona Vista/DSI.*

Sycamore: Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Jefferson, Orange, Perry, Pike, Posey, Scott, Spencer, Switzerland, Vanderburgh, Vermillion*, Vigo, Warrick, and Washington Counties.

Contact: Patti Sebanc, pssebanc@sycamore.services.com

**Vermillion County is dually covered by Sycamore and the Central Indiana Collaborative.*



Information for this Spread the Word issue was created using contact information from Indiana's Family and Social Services Administration's (FSSA's) vocational resources services and programs. For additional information, see [FSSA's Pre-Employment Transition Services Forms webpage](#).



Pre-ETS Resources

- [Pre-ETS Basics](#)
- [Counties by Pre-ETS Providers](#)
- [Pre-ETS Defined](#)
- [Charting the LifeCourse](#)
- [Pre-ETS Facts](#)
- [Pre-ETS Flow Chart](#)

Pre-Employment Transition Services

The Workforce Innovation and Opportunity Act (WIOA) amended the Rehabilitation Act of 1973 and requires Vocational Rehabilitation (VR) agencies to set aside federal funds for the provision of Pre-Employment Transition Services (Pre-ETS) to "students with disabilities who are eligible or potentially eligible for VR services." This is a great opportunity to ensure students have access to meaningful career planning in order to help with the seamless movement from high school to employment or post-secondary training.

What are Pre-Employment Transition Services?

The five core services of Pre-ETS are listed, along with examples of those services (Pre-ETS is not limited to the examples listed):

- 1 Job exploration counseling
 - o Discussion of students' vocational interests
 - o Review of local labor market and in-demand industries and occupations
 - o Non-traditional employment options
 - o Identification of career pathways of interest to the students
- 2 Work-based learning experiences
 - o Apprenticeships and job shadowing
 - o Paid and non-paid internships and/or work experiences
 - o Informational interviews
 - o Volunteering
- 3 Counseling on postsecondary opportunities
 - o Gaining awareness of career pathways
 - o Promoting participation in postsecondary education
 - o Attending college fairs and tours
 - o Accessing services and supports from agencies that assist peoples with disabilities
- 4 Workplace readiness training
 - o Receive training on communication, problem solving, and other specific social and interpersonal skills as well as independent living skills.
- 5 Instruction in self-advocacy
 - o Training on self-awareness, disclosure of disability, and knowing individual rights and responsibilities.

BRS Training Brief
Revised: January 2022

Pre-Employment Transition Services

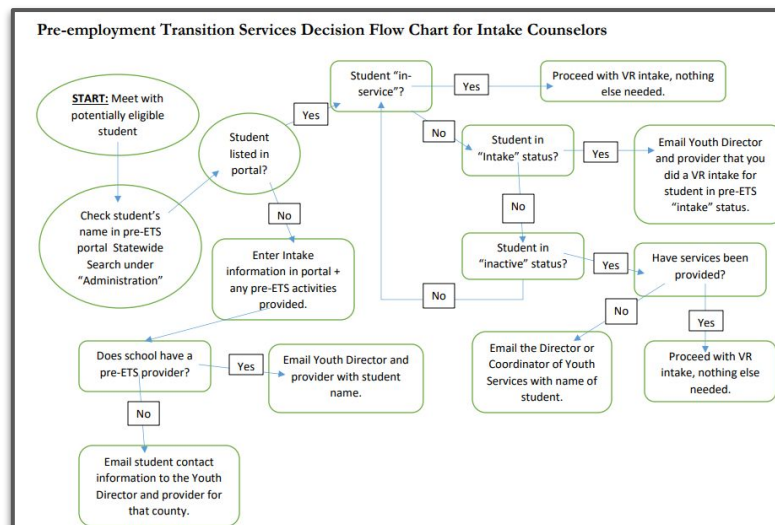
Pre-Employment Transition Services

The Workforce Innovation and Opportunity Act (WIOA) amended the Rehabilitation Act of 1973 and requires Vocational Rehabilitation (VR) agencies to set aside federal funds for the statewide provision of Pre-Employment Transition Services (pre-ETS) to "students with disabilities who are eligible or potentially eligible for VR." A student with a disability is an individual with a disability in a secondary, postsecondary, or other recognized education program who:

- is between the ages of 14 and 22 years old; and
- is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (IEP); or
- is a student with a disability for purposes of Section 504

The five required pre-ETS activities are as follows, along with *examples* for each required activity:

- 1 Job exploration counseling
 - o Discussion of vocational interests
 - o Review of local labor market and in-demand industries and occupations
 - o Non-traditional employment options
 - o Identification of career pathways of interest to the students
- 2 Work-based learning experiences
 - o Apprenticeships (not including registered and pre-apprenticeships) and job shadowing
 - o Paid and non-paid internships and/or work experiences
 - o Informational interviews
 - o Volunteering
- 3 Counseling on postsecondary opportunities
 - o Gaining awareness of career pathways
 - o Promoting participation in postsecondary education
 - o Attending college fairs and tours
 - o Connecting students to services and supports from agencies that assist people with disabilities



Please contact FSSA's Will Colteryahn at william.colteryahn@fssa.in.gov or Jonathan Kraeszig at jonathan.kraeszig@fssa.in.gov with any questions.

Questions may be emailed to fssa.pre-ets@fssa.in.gov

Start Your Journey with Charting the LifeCourse Framework and Tools

You can use LifeCourse with your family or for yourself

Professionals use LifeCourse in the work that they do every day

Leaders use LifeCourse to drive policy, practice, and cultural change