

Appendix 3: Disclosure and acknowledgment of the need to enroll a Medical Assistance Waiver Program recipient into the Minnesota Extended Employment Program to provide ongoing employment support services

Consumer: _____ Service Provider: _____

County of Residence: _____ Case Manager: _____

County of Financial Responsibility: _____ Date Prepared by Provider: ____/____/____

Medical Assistance Waiver Services

The Provider has been authorized pursuant to contract, and in accordance with the consumer's *Individualized Service Plan*, to deliver the following **employment-related** services under the following Waiver Program:

Waiver and Service(s)	Contact Units, Frequency, etc	Staff	Service Schedule	Intended Outcome
<i>Example: DD – DTH Services</i>	<i>Partial day rate</i>	<i>Joe Smith</i>	<i>Joe supervises the crew whenever they are asked to work</i>	<i>Retain job at XYZ Buffet – dishwashing enclave – 3 days/week, 2 hours/day</i>

MN Extended Employment – On-going Employment Support Services

The Consumer also needs the following EE **ongoing** employment support services **that are not available under the Waiver:**

Intended Result of EE Services	Subprogram*	Staff	Ongoing Employment Support Services Needed	Why Can't the Service be Provided under the Waiver?
<i>Example: Independent job at Ma's Diner paid customary wage/benefits; expect 15 hours of work per week; \$2.60 more per hour</i>	<i>Supported Employment</i>	<i>Mary Jones</i>	<i>1:1 job coaching until employer & consumer approve fade schedule, then at least 2 face:face visits per month until employer, consumer & IDT agree to stop in favor of natural supports.</i>	<i>Service not permitted by this waiver. Consumer's waiver budget is fully allocated to pre-existing services.</i>

*EE Program definitions, including Supported Employment, Community Employment, Center-based Employment) provided on reverse side.

[County] Human Service Agency Acknowledgement of Need Beyond the Capacity of the Waiver

I acknowledge the [consumer] needs the Waiver and Extended Employment services described above to achieve his/her employment goal. By my signature, I support the use of Minnesota's Extended Employment Program funds as the above-identified EE services cannot be provided by the waiver.

This acknowledgement is valid through ____/____/____, or when the consumer and/or IDT desire a change.

Signature [County] Human Services Director/Supervisor _____ ____/____/____
Print Name Date

MN Extended Employment Program Descriptions

Center-based employment (CBE) means employment which provides paid work on the premises of an extended employment provider and training services or other services necessary for employment on or off the premises of an extended employment provider to persons who, because of the nature and severity of their disabilities, need intensive ongoing employment support services funded by the state unit in order to work. Minn. R. 3300.2005, subpart 6.

Community employment (CE) is paid work in the community requiring intensive ongoing employment support services that does not meet the definition of supported employment only because the worker is paid less than minimum wage or the employment does not meet the criteria of an integrated setting, or the worker is compensated at or above the minimum wage but below the customary wage paid by the employer for the same or similar work performed by individuals without a disability. Minn. R. 3300.2005, subpart 10.

Competitive employment means work in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting; and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled. Minn. R. 3300.2005, subpart 9.

Extended employment (EE) program means an employment program which provides the ongoing employment support services necessary to maintain and advance the employment of individuals with severe disabilities by providing work in center-based employment, community employment, or supported employment subprograms. Minn. R. 3300.2005, subpart 15.

Integrated setting, with respect to an employment outcome, means a setting typically found in the community in which an individual with the most severe disabilities interacts with nondisabled individuals, other than nondisabled individuals who are providing services to that individual, to the same extent that nondisabled individuals in comparable positions interact with other persons. Minn. R. 3300.2005, subpart 25.

Ongoing employment support services means any of the following services identified in the worker's extended employment support plan as related to a worker's limitations in functional areas and that are necessary to maintain and advance the worker's employment: (a) facilitation of natural supports at the work site; (b) rehabilitation technology, job redesign, or environmental adaptations; (c) disability awareness training for the worker, or the worker's employer, supervisor, or coworkers, and other services to increase the worker's inclusion at the worksite; (d) job skill training at the work site; (e) regular observation or supervision of the worker; (f) behavior management; (g) coordination of support services; (h) job-related safety training; (i) job-related self-advocacy skills training to advance employment; (j) training in independent living skills, such as: money management, grooming and personal care, social skills, orientation and mobility, using public transportation or driver's training; ... and (p) any other service that is similar to the services in items A to O, that is identified in the worker's extended employment support plan, and that is needed to maintain or advance the employment of a worker in the extended employment program. Minn. R. 3300.2005, subpart 31.

Supported employment (SE) means competitive employment in an integrated setting with ongoing employment support services for individuals with the most severe disabilities for whom competitive employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a severe disability; and who, because of the nature and severity of their disabilities, need intensive ongoing employment support services from the designated state unit and extended services after transition in order to perform this work; or transitional employment for individuals with the most severe disabilities due to mental illness. Minn. R. 3300.2005, subpart 35.