

Vocational Rehabilitation Services

RFP Response Attachment A: Application

APPLICANT INFORMATION

CONTACT INFORMATION

Organization Name:

Primary Mailing Address:

Application Contact

Contact Name:

Title:

Phone:

Email:

Authorized Representative for Contract (if different than the application contact)

Contact Name:

Title:

Phone:

Email:

Fiscal Contact Information (if different than the application contact)

Contact Name:

Title:

Phone:

Email:

Referral Contact Information

If your organization is approved for a contract, do you currently have WF1 access: Yes No

If you do not currently have WF1 access, who will be the point of contact for service referrals from VRS? If there is more than one person, please list each contact person below.

Contact Name:

Title:

Phone:

Email:

ORGANIZATION AND STAFFING INFORMATION

Organization Commitment to Providing Services that Lead to Competitive, Integrated Employment Is your organization committed to providing services that lead to competitive, integrated employment?

Yes No

Organization Type (select one):

Non-profit/501c3 Private for profit Other (please specify):

Certifications/Licensure/Accreditations:

CARF 245D Other (please specify):

Organization and Staffing Information Documents

Please submit the following documents with your application:

- A current organizational chart. Please highlight or otherwise indicate which positions are fully or partially responsible for delivering services associated with competitive, integrated employment.
- Option 1: If you are CARF Certified include your Proof of current CARF Accreditation -or-
- Option 2: If you are not CARF Certified and are applying as a Limited Use Vendor (LUV), please attach:
 - Resumes of all supervisory staff
 - Two (2) written professional letters of reference for your organization

Geographical Service Area

Please list all Minnesota counties you serve:

Staffing Information

Please answer the following questions about your organization's staffing.

1. Total number of staff in your organization (including part-time):
2. Of that total, how many staff (including part-time) provide services that lead to competitive, integrated employment:
3. Applicants who have previously worked for DEED must meet all rehire eligibility requirements as defined by State of Minnesota and DEED policies and procedures.
 - a. Yes No
4. Does your organization have staff with particular expertise, skills, or experience that would be helpful to highlight so individuals can make an informed choice of service provider? This could include second language fluencies, specific cultural competencies, expertise in working with individuals with a specific disability diagnosis, or experience working with immigrants and refugees. Yes No

Please describe the particular expertise, skills, or experience your staff offer, as outlined above:

SERVICES

5. Please indicate which services your organization is proposing to provide by checking the box next to a service below.
6. Community Partners do not have to provide all the services listed here. Only propose to provide services your organization has the ability and interest in performing.
7. Some services require specific qualifications and credentials. If specific qualifications or credentials are required, they are noted below. Only propose to provide those services if your organization currently has staff with those qualifications or credentials.
8. For each category of services, VRS needs to be assured of your organization's ability to provide quality services that support individuals to achieve and maintain competitive, integrated employment. For VRS to enter into a contract with your organization to provide a category of services, you must describe your organization's ability to provide quality services that support individuals to achieve and maintain competitive, integrated employment.

For service definitions, visit the VRS Community Partners Guide here: <https://mn.gov/deed/job-seekers/disabilities/partners/guide/contracted-services/>

JOB RELATED SERVICES

Ability to Provide Quality Job Related Services

If your organization is proposing to provide any of the following Job-Related Services, please describe your organization's ability to provide quality Job-Related Services:

Requirements to Provide Job Related Services

The following Job-Related Services must be performed by staff with the following specific qualifications. To apply for services requiring these qualifications, please check the qualification next to the service below and provide resumes for staff indicating their specific qualifications.

Required Qualifications:

OCSS Differential: To receive the Occupational Communication Specialist Services (OCSS) Differential for Performance Based Agreements (PBA), an organization or business must have staff with a Sign Language Proficient Interview (SLPI) Certification with proficiency of Intermediate or higher.

Customized Employment Discovery Services: To provide Customized Employment Discovery Services, an organization must have staff with ACRE Certification who have passed VRS's Customized Employment (CE) Competency Review.

Which Job Related Services Is Your Organization Applying to Provide?

Check the box before each service you are applying to provide and check if your organization has staff with the noted requirements. Please only select the "wages" service if you are able and willing to serve as a payroll agent (pay wages and fees/insurance) for a VR participant.

Job Placement and Follow-Up Services through a Performance Based Agreement

Occupational Communication Specialist Services (OCSS) Differential for PBA

- **Required Certification:** Sign Language Proficiency Interview (SLPI) Intermediate level:
Yes No

Customized Employment Discovery Services – Your organization MUST either have a VRS Approved CE Practitioner on staff or a staff person registered for CE Training

Required Certifications:

- ACRE Certification: Yes No
- Successfully Completed VRS Customized Employment (CE) Competency Review or registered for CE Training Yes No

Employment Supports/Job Coaching for Short Term Job Supports

Informational Interview

Internship - Services

Internship - Wages

Job Seeking Skills Training

Job Tryout Services

Job Tryout Wages
Job Shadow
On-the-Job Evaluation Services
On-the-Job Evaluation Wages
On-the-Job Training Services
On-the-Job Training Wages
Work Vocational Evaluation
Work Experience - Services
Work Experience – Wages

PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS)

Ability to Provide Quality Pre-ETS Services

If your organization is proposing to provide any of the following Pre-ETS services, please describe your organization's ability to provide quality Pre-ETS services:

Which Pre-Employment Transition Services (Pre-ETS) Is Your Organization Applying to Provide?

Check the box before each service you are applying to provide. Please only select the "wages" service if you are able and willing to serve as a payroll agent (pay wages and fees/insurance) for a VR participant.

Pre-ETS Job Exploration Counseling Services
Pre-ETS Post-Secondary Education Counseling Services
Pre-ETS Workplace Readiness Training Services
Pre-ETS Instruction in Self-Advocacy Services
Pre-ETS Introductory Work Activities Services
Pre-ETS Work Experience – Services
Pre-ETS Work Experience – Wages
Pre-ETS Internship – Services
Pre-ETS Internship – Wages

BENEFITS SERVICES

Ability to Provide Quality Benefits Services

If your organization is proposing to provide any of the following Benefits Services, please describe your organization's ability to provide quality Benefits Services:

Requirements to Provide Benefits Services

The following Benefits Services must be performed by staff with the following specific qualifications. To apply to provide services requiring these qualifications, please check the qualification next to the service below and provide resumes for staff indicating their specific qualifications.

9. **Benefits Coaching:** Benefits Coaching services must be performed by staff who have completed and hold certification from the Disability HUB Minnesota Benefits Coaching training.
10. **Benefits Planning:** Benefits Planning services must be completed by staff certified as a Community Work Incentive Coordinator (CWIC) or a Community Partner Work Incentive Coordinator (CPWIC) or Work Incentive Practitioner (WIP).

Which Benefits Services Is Your Organization Applying to Provide?

Benefits Coaching: Benefits Coaching Report

Certified Benefits Coach

Benefits Coaching: Hourly Services

Certified Benefits Coach

Benefits Planning: Benefits Services and Analysis (BS&A) Report

CWIC

CPWIC

WIP

Benefits Planning: Hourly Services

CWIC

CPWIC

WIP

Post Secondary Supports

Post-Secondary Supports (Remedial Training or Services)

Pre-ETS Post-Secondary Education Counseling Services

SMALL BUSINESS SERVICES

Ability to Provide Quality Small Business Services

If your organization is proposing to provide any of the following Small Business Services, please describe your organization's ability to provide quality Small Business Services:

Which Small Business Services Is Your Organization Applying to Provide?

TRAINING AND SUPPORT SERVICES

Ability to Provide Quality Training Services

If your organization is proposing to provide any of the following Training Services, please describe your organization's ability to provide quality Training Services:

Which Training Services Is Your Organization Applying to Provide?

- Driver's Permit/License Preparation and Training as an Accommodation**
- Employee Development Services (Integrated)**
- Employee Development Services (Non-Integrated)**
- Post-Secondary Supports**
- Transportation Training (Public Transportation Training)**
- Skill Training/Occupational Vocational Training (Please Specify):**

REHABILITATION (ASSISTIVE) TECHNOLOGY SERVICES

Ability to Provide Quality Rehabilitation (Assistive) Technology Services

If your organization is proposing to provide any of the following Rehabilitation (Assistive) Technology Services, please describe your organization's ability to provide quality Rehabilitation (Assistive) Technology Services:

Which Rehabilitation (Assistive) Technology Services Is Your Organization Applying to Provide?

- Rehabilitation (Assistive) Technology Assessment**
- Rehabilitation (Assistive) Technology Training**

SOCIAL COACHING SERVICES

Ability to Provide Quality Social Coaching Services

If your organization is proposing to provide any of the following Social Coaching Services, please describe your organization's ability to provide quality Social Coaching Services:

Requirements to Provide Social Coaching Services

Social Coaching Services *must* be performed by staff with one of the following specific qualifications. To apply to provide services requiring these qualifications, please check the qualification below and *provide resumes* for staff indicating their specific qualifications.

- **Social Coaching:** Social Coaching services must be performed by staff who have one of the following: Special Education Teaching degree, Licensed Social Worker, Psychologist, Licensed Marriage and Family Therapist, potentially other combination of education plus training/certifications in social coaching techniques. Please check all that apply:

LPC

LMFT

MSW

SPED Teacher

LSW

PsyD

Master's Degree in Special Education

School Psychologist

Other combination of education/training/certification plus experience providing social coaching

Check if Your Organization is Applying to Provide Social Coaching Services.

Social Coaching

INDEPENDENT LIVING SERVICES

If your organization is proposing to provide Independent Living Services, please describe your organization's ability to provide quality Independent Living Services:

Check if Your Organization is Applying to Independent Living Services.

Independent Living Services

OTHER PROVIDER SERVICES

Which of the Following Services Is Your Organization Applying to Provide to VR Participants?

Background Check (DHS Specific)

Intake (Not Applicable to PBA)

Transportation to vendor (VR participant is in vehicle)

We maintain current records of driver license(s) and satisfactory driving history

Travel expense to provider (to/from VR participant)

Other Services (please specify):

AUTHORIZING SIGNATURE

The individual signing this application must be an authorized representative for the applicant organization and will assume the role of being responsible for all administrative supervision. Please note: this application request does not obligate the state to award a contract. My signature constitutes an offer to enter a contractual relationship with the State of Minnesota based on my assurance that all statements made herein and by attachments, are true and accurately represented.

Company Name:

Signature:

Printed Name:

Title:

Date:

Phone Number:

Email Address:

