

Internship  
Program Addendum

Agency: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Vendor Number: \_\_\_\_\_ Service Code: \_\_\_\_\_

Welfare and Institutions Code (WIC) was amended effective July 1, 2016 to add section 4870 to encourage competitive integrated employment (CIE) for individuals with developmental disabilities. CIE is full or part-time work for which an individual is paid minimum wage or greater in a setting with others who do not have disabilities. Section 4870 authorizes funding to the Department of Developmental Services for a paid internship program. The purpose of the program is to increase the vocational skills and abilities of consumers who choose, via the Individual Program Plan (IPP) process, to participate in an internship. Goals of this program include the acquisition of experience and skills for future paid employment, or for the internship itself to lead to full or part-time paid employment in the same job. To assist you with your addendum, please respond to the following prompts and provide any additional narrative that is applicable to this new addition of your services.

- A. Provide a statement or philosophy regarding internship program:
  
- B. Describe expected outcomes at completion of internship program:
  
- C. Describe your approaches to creating person centered internship opportunities:
  - a. Approaches to creating person centered internship opportunities: Describe the assessment process(s) you will utilize with consumer participation to determine their goals, interests, aptitudes and talents and how that information will guide you in assisting consumers in finding meaningful internship opportunities.
  - b. Approaches to internship development including: finding opportunities that meet consumer interests; connecting with local businesses, nonprofits, public institutions, Workforce Investment Boards, and others; and communicating employment expectations post successful internships.

- D. Describe employer's responsibilities in the internship program:
  
- E. Describe service provider's responsibilities in the internship program:
  
- F. Describe participant's responsibilities in the internship program:
  
- G. Describe your grievance process for participants and methods for resolving challenges between all parties:
  
- H. List updates to entrance and exit criteria, if necessary:
  
- I. Describe your plans and strategies for addressing transportation needs:
  
- J. Describe staffing ratios and contingency plans when staff coverage is required:
  
- K. Describe your approaches to supporting consumers transitioning to employment/post internship support:
  
- L. Describe types of industries, locations, and range of working hours to be pursued:
  
- M. Please indicate your methods for ensuring the annual cap for paid internships (\$10,400) is not exceeded (WIC 4870(a)(1)) by the internships you negotiate, though there are also no minimum or maximum hours required:
  
- N. Provide a statement of compliance with the state or local minimum wage:

- O. Provide a statement of understanding regarding interested participants between the ages of 18-22 who are in school and compliance with WIC Section 4648.55:
- P. Describe approaches to supporting consumers in apprenticeships, self-employment enterprises, as well as other business opportunities via an internship program that can lead to future paid employment:
- Q. Provide a statement that all businesses to be worked with in the internship program must operate their business in compliance with California State laws.
- R. Describe processes for payment to intern by the employer of record, following the Guidelines for Implementation of Paid Internship Program issued by DDS on July 28, 2016:
- S. Describe your process for ensuring program accountability and achievement of program goals, including methods of data collection and reporting. The final format of the report will be determined by DDS. Please outline the methods you will use to capture the following information:
- Types of internship placements, including the setting and type of work performed.
  - Length of Internships.
  - Demographic information of interns.
  - Payment amount of each intern placed, specified by wages and payroll costs, if any.
  - Employment related supports provided to the intern by any agency, service provider or individual.
  - Number of interns who subsequently entered paid employment, including salary, benefit information and employment start date.

- Number of interns placed who might now have otherwise achieved placement without an internship program, including a description of what was successful.
- Any additional information, as determined by DDS.

Include examples of any forms you will use to capture and track the above information, and indicate that a full report based on DDS guidelines will be issued to DDS and to your vendor regional center by October 1, 2017, and each October 1 annually.

- T. Describe any types of specialized assessments, services, or internships available through your program that may not be available in other programs of the same kind:
- U. Attach documents to be submitted to NLACRC for demonstrating internship placement, the completion of the internship, and periodic progress reports.