



**State of Rhode Island and Providence Plantations**  
**Department of Human Services**  
**Office of Rehabilitation Services**

40 Fountain Street ~ Providence, RI 02903  
401-421-7005 ~ 401-222-3574 FAX  
TDD (401) 421-7016 ~ Spanish (401) 462-7791  
[www.ors.ri.gov](http://www.ors.ri.gov)

***Supported Employment / Non Supported Employment***  
***Job Preparation Services***  
***Fact Sheet***

**PURPOSE OF SERVICE:**

**Job Preparation** is a service (replaces Work Preparation) intended to prepare ORS clients for integrated competitive employment. This service includes two distinct phases: (1) structured 4 week program focusing on resumes, interviews and work expectations; and, (2) a community- based integrated work experience that includes at least minimum wage per hour of work.

**STRUCTURED 4 WEEK PROGRAM:**

**4-week structured program** to address interviewing, resume/work history issues, work habits, work skills and work relationships. The CRP approved to provide this service will be authorized **\$1,250**. During this time, an authorization for a transportation assessment and transportation training can be incorporated as well.

**COMMUNITY BASED WORK EXPERIENCE:**

After the 4 weeks, it is anticipated that the ORS client will have an opportunity to practice the skills learned through a stipend-paid job that is related to his/her interests through an externship/work experience (**length: 10 days**).

**STEPS FOR IMPLEMENTATION:**

1. ORS Rehabilitation Counselor discusses with client the possible CRP's available to offer the service desired. Once a specific CRP is identified, the ORS Rehabilitation Counselor facilitates a signed release of information, completes the ORS Referral Form, and generates an authorization for **Job Preparation for \$1,250**. Copies of each of these forms are placed in the client's file, and a set of originals are forwarded to the vendor.
2. ORS Rehabilitation Counselor authorizes **\$1,250 for 4 weeks of Job Preparation: (Serv. Code: 6096)**.
  - **Job Preparation includes:** Job Seeking Skills; Interviewing Skills; Appearance/Hygiene; Barriers to Employment; Interpersonal Skills; Resume. If a client does not attend the entire four week program, the CRP will then pro-rate payment by a weekly amount—which is \$312.50 per week.)
  - An Authorization for a Transportation Assessment (\$45.00) can be included as a service provided during the four weeks, if needed. If actual Travel Training is needed, authorize \$255 for Travel Training, to occur during 4- week Job Preparation Program.

3. **Community Based Work Experience** (2 weeks, \$154.00 per day ideally four hours per day for a total of 20 hours per week): \$1,540. If clients attend only one week of the SAC, please pro-rate payment by weekly amount of \$750.
4. If Job Placement occurs as the result of the SAC, an additional \$800 can be authorized to CRP.
5. After step #3 Once the client has completed the four-week portion of the program and the work experience, a report will be submitted by the CRP to ORS. A meeting with the CRP, ORS Rehabilitation Counselor and client is then **required**. (If Job Placement has occurred at this point, the CRP must have provided a Job Placement Report with the Initial Placement Report section filled in. CRP can bill for services provided so far (i.e., Job Preparation--\$1,250; Externship w/job placement (\$2,000).
6. At this point the CRP can request retention services if they can justify that the retention services are required by the client in order to maintain their employment. If ORS Rehabilitation Counselor agrees with the validation then the ORS counselor will authorize \$800 for retention services.