

ABILITYONE EMPLOYMENT EVALUATION FORM

This form is to be completed by the person’s Vocational Rehabilitation Counselor for people who are currently in an AbilityOne position; or prior to any new AbilityOne placement to evaluate whether the position meets the requirement for competitive integrated employment under WIOA; and, if not, whether the placement might be appropriate for a person receiving supports through DDA. This is a case-by-case analysis. There is no “hard-line rule” against AbilityOne placements. (Please note: AbilityOne contracts may also be called Javits-Wagner-O’Day Act or JWOD contracts.)

Note: The use of the terms *unit* or *work unit* throughout this form refers to the AbilityOne work unit.

Person’s Name: _____

VR Counselor: _____

Receives Supports from DDA: YES NO

DDA Service Coordinator: _____

Date: _____

Employer Information	
AbilityOne Contractor: <small>Click or tap here to enter text.</small>	Position: <small>Click or tap here to enter text.</small>
Pay Rate: <small>Click or tap here to enter text.</small>	Work Location and Address: <small>Click or tap here to enter text.</small>

I. Prior to Placing Anyone New in an AbilityOne Position.

Must check all boxes for the person to be appropriate for an AbilityOne placement. If you are evaluating an existing placement, skip this section.

- The person has a most significant disability (VR category 01).
- The person needs job training to meet his or her employment goal, the position in question is a good match to meet his or her training needs, and the person has made an informed choice between this and other available training options.
- The position is consistent with the person’s employment goal.
- A source of extended supports has been identified through the AbilityOne contractor, from DDA or DBH, Ticket to Work and/or natural supports.

If all boxes above are checked, proceed to the next section.

If any box above is not checked, STOP. This is not an appropriate position for VR or DDA supports. Discuss other training and employment options with the person. If he or she still wishes to pursue only this AbilityOne position, make a referral to the AbilityOne contractor.

II. Does the Position Meet the Conditions of Employment Required for Competitive Integrated Employment?

The person is paid wages that are at or above the state or local minimum wage rate, whichever is higher, for the area in which the employment site is located. The position may be full-time or part-time. (Confirm in O*Net.)

If this box is not checked, STOP. This position does not meet DDA or RSA requirements. Discuss other training and employment options with the person. If he or she still wishes to pursue only this AbilityOne position, make a referral to the AbilityOne contractor. If checked, proceed to remaining questions.

The person is paid wages that are comparable to other employees without disabilities who have comparable training, experience, and skills and who perform in similar occupations for the same employer.

The person is eligible for the level of benefits provided to other employees without disabilities in the unit.

The person has opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions in the unit.

If all boxes above are checked for the position, proceed to the next section.

If any box above is not checked, the position cannot be considered competitive integrated employment. If the position is appropriate for training, the person may be placed in the position through VR services and/or DDA Employment Readiness as a time limited training experience but it will not qualify as a job placement for RSA. You must continue to support the person to achieve competitive integrated employment. If not appropriate for training or if the individual seeks permanent employment in this position, it is not an appropriate position for VR or DDA supports. Discuss other training and employment options

with the person. If he or she still wishes to pursue only this AbilityOne position, make a referral to the AbilityOne contractor.

III. Is the Employment Integrated?

Must check all boxes for the position to be considered integrated.

- The person has the same opportunity to interact with co-workers without disabilities in the work unit as others who do similar tasks.
- The person has the opportunity to interact with employees without disabilities across the worksite, to the same degree as employees without disabilities in similar positions.

If all boxes above are checked, this is an appropriate position for VR and/or DDA supports for either training or placement.

If any boxes above are not checked, proceed to the next section.

- Is this position appropriate for training for the person?

If this box is checked, the person may be placed in the position for the purpose of training but not for an RSA job placement. The person must continue to receive support to achieve competitive integrated employment.

If this box is not checked, proceed to the next question.

- Person receives support from DDA.

If this box is checked, proceed to the next section.

If this box is not checked, this is not an appropriate position for VR supports. Discuss other training and employment options with the person. If he or she still wishes to pursue only this AbilityOne position, make a referral to the AbilityOne contractor.

IV. Assessment of Compliance with the Home and Community-Based Settings Rule Requirements.

- Does this position reflect the person's individual needs and preferences?
- Does the setting provide the person with the opportunity to participate in negotiating his or her work schedule, break/lunch times and leave and medical benefits with his or her employer to the same extent as workers in the work unit who are not receiving Medicaid funded HCBS?
- Is the setting physically accessible, including access to bathrooms and break rooms? If obstructions are present, are there environmental adaptations such as a stair lift or elevator to ameliorate the obstructions?
- Does the setting allow individuals the freedom to move about inside and outside of the setting as opposed to one restricted room or area within the setting, to the same degree as other workers in their unit?

If all boxes above are checked, this is an appropriate placement for DDA Supported Employment.

If any box above is not checked and this is a new position, STOP. This is not an appropriate position for VR or DDA supports. Discuss other training and employment options with the person. If he or she still wishes to pursue only this AbilityOne position, make a referral to the AbilityOne contractor.

If any box above is not checked AND the person is already working at the site, refer to the DDA Service Coordinator to enter an issue. If the deficiency can be remediated, this may be an appropriate placement for DDA Supported Employment. If it cannot be remediated, then this is not an appropriate position for VR or DDA supports.