



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES

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## Overview of Pre-Employment Transition Services in Washington, DC

DC Department on Disability Services (DDS), Rehabilitation Services Administration (RSA)

### RSA Youth in Transition Program

The Workforce Innovation and Opportunity Act (WIOA) requires state vocational rehabilitation agencies to set aside 15% of their federal funds to provide Pre-Employment Transition Services (Pre-ETS) to students with disabilities to prepare them for competitive and integrated employment. This is a great opportunity to ensure students have access to meaningful career planning in order to help with the seamless movement from high school to employment or post-secondary training.

What are Pre-Employment Transition Services?

Pre-employment transition services (Pre-ETS) help students with disabilities learn about their strengths, needs, and work preferences while understanding job requirements and practicing relevant skills. Pre-ETS also allow students to explore various career and job training options to help them choose a career that may be further pursued through vocational rehabilitation.

The five core services of Pre-ETS are:

1. **[Job Exploration Counseling](#)**
2. **[Work-Based Learning Experiences](#)**
3. **[Counseling on Postsecondary Education Options](#)**
4. **[Workplace Readiness Training](#)**
5. **[Instruction in Self-Advocacy](#)**

To request Pre-ETS for your student, please complete the attached Pre-ETS Participation Form. Email the completed Pre-ETS form and supporting documentation (IEP/504 plan) to [RSA.Transition@dc.gov](mailto:RSA.Transition@dc.gov).

STUDENTS ARE ENCOURAGED, BUT NOT REQUIRED, TO INCLUDE COPIES OF IEPS, 504 PLANS, EVALUATION REPORTS, MEDICAL RECORDS CONFIRMING A QUALIFYING DISABILITY WITH REQUEST.

If you need assistance collecting any of the school records or supporting documentation mentioned above, please contact your Local Education Agency or Special Education Coordinator at your school.

Visit our website for more information: <https://dds.dc.gov/page/youth-transition-programs>

Want to learn more about Pre-ETS? [Visit https://transitionta.org/topics/pre-ets/](https://transitionta.org/topics/pre-ets/)



## Pre-Employment Transition Services (Pre-ETS) Participation Form Rehabilitation Services Administration (RSA)

### Student Information

Student Name: \_\_\_\_\_ USI Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Other Phone: \_\_\_\_\_ TTY: \_\_\_\_\_

Current School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

#### Gender:

Male  Female  Prefer not to answer

#### Race: (Check all that apply)

American Indian/Alaskan Native  Asian  Black/African American  White

Native Hawaiian/Other Pacific Islander

#### Ethnicity:

Hispanic/Latino  Non-Hispanic/Latino

#### Student Language Preference:

English  Spanish  Amharic  Vietnamese  ASL  Other \_\_\_\_\_

#### Contacts (required if a student is under 18 years old):

Parent/Guardian Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

#### Parent Language Preference:

English  Spanish  Amharic  Vietnamese  ASL  Other \_\_\_\_\_

**To be completed by an educator, 504 coordinator, or other licensed professional.**

I, \_\_\_\_\_ verify that this student is a student at \_\_\_\_\_ and meets one of the following criteria:

Check one:

- Individual is a student with a disability and has a section 504 accommodation.
- Individual is a student with a disability and is receiving transition services under an Individualized Education Program (IEP).
- Individual is a student with a disability who does not have a section 504 accommodation and is not receiving services under an IEP.

List student's qualifying disability: \_\_\_\_\_

Signature of School Personnel: \_\_\_\_\_

Title of School Personnel: \_\_\_\_\_

**Referral Source:**

- |  |   |
|--|---|
| <input type="checkbox"/> Secondary School/LEA                    | <input type="checkbox"/> Youth Build                          |
| <input type="checkbox"/> DC Center for Independent Living        | <input type="checkbox"/> Job Corps                            |
| <input type="checkbox"/> Developmental Disability Administration | <input type="checkbox"/> Post-secondary Education Institution |
| <input type="checkbox"/> Service Providers                       | <input type="checkbox"/> Self-referral, Friends, Family       |

**REQUEST FOR PRE-EMPLOYMENT TRANSITION SERVICES**

I am requesting pre-employment transition services.

I understand that:

- Pre-employment transition services are not traditional vocational rehabilitation services.
- Participating in pre-employment transition services does not qualify me for vocational rehabilitation services, because the eligibility criteria are different.
- Pre-employment transition services are limited services that RSA can provide to a student with a disability.
- A student with a disability<sup>1</sup> is someone who:
  1. Has a disability.
  2. Is at least 14 years old and has not turned 22 years old.
  3. Is currently attending or enrolled in an educational program. This includes secondary education, non-traditional or alternative secondary education, including home schooling, post-secondary education programs, college, or institutions of higher education.
  4. Has not graduated, completed, exited, or withdrawn from their educational program.

<sup>1</sup> Formal definitions of a student with a disability can be found at [29 DCMR § 199](#) or [34 CFR § 361.5\(c\)\(51\)](#).



WHAT SERVICES ARE YOU INTERESTED IN LEARNING MORE ABOUT? (check all that apply)

- Job Exploration Counseling:** I'd like to learn about in-demand jobs and what jobs might be the best fit for me.
- Work-based Learning Experiences:** I'd like to learn how to gain experience at a worksite.
- Counseling on Postsecondary Options:** I'd like to learn about ways to explore training options after high school.
- Workplace Readiness Training:** I'd like to learn about soft skills and life skills needed at a job.
- Self-Advocacy Instruction:** I'd like to learn about my rights, accommodations, and how to advocate for myself.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(required if a student is under 18 years old)*

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting Documentation Attached: (Check all that apply)

- Individualized Education Program (IEP)
- SSA Beneficiary Award Letter
- School Psychological Assessment
- Documentation of a Diagnosis or Disability Determination
- Documentation Relating to 504 Accommodation(s)

Email Pre-ETS Participation form and supporting documentation to  
[RSA.Transition@dc.gov](mailto:RSA.Transition@dc.gov)