



STATE OF HAWAII

SCOPE OF SERVICES

1. **Purpose.** The purpose of this Agreement is the provision of a Summer Youth Employment Program (SYEP) for consumers referred by the Division of Vocational Rehabilitation (DVR).
 - a. Target Population. The population to be served under this agreement is defined below and listed in order of priority.
 - i. Student with a Disability. In general, the term “student with a disability” means an individual with a disability who is receiving special education services from the State of Hawaii, Department of Education (DOE) under part B of the Individuals with Disabilities Education Act (IDEA) or is an individual with a disability, for purposes of Section 504. For purposes of this agreement, a Student with a Disability shall be at least 16 years old and will resume services under the DOE in Fall 2016.
 - ii. Exiting Student with a Disability. Same criteria as Student with a Disability with the exception of exiting the DOE in Summer 2016.
 - iii. Youth with a Disability. In general, the term “youth with a disability” means an individual with a disability who is not older than 24 years of age. For purposes of this Agreement, a Youth with a Disability shall be enrolled in post-secondary education.
 - iv. All other VR Consumers.
 - b. Number of Consumers to be Served, Geographical Location and Staffing.
 - i. Maximum number of VR participants to be served will be 25
 - ii. Services shall be provided on the Island of Kauai
 - iii. PROVIDER agrees to arrange for two (2) FTE to for preparation and closure of the SYEP/
 - iv.).
 - c. Work Sites. The PROVIDER shall develop and establish work sites for the SYEP with the County of Kauai..
 - i. The PROVIDER shall enter into agreements with the worksites to provide meaningful work experience for participants.
 - ii. In collaboration with DVR, the PROVIDER shall conduct training and orientations for worksite supervisors on working with youth with disabilities.
 - iii. In collaboration with DVR, the PROVIDER shall assist worksites with the provision of reasonable accommodations.
 - iv. The PROVIDER shall create training plans.
 - d. Job Matching and Placement. Through interviews, assessment results and mutual planning with the participant , DVR and Provider:
 - i. Match participant with appropriate worksite.
 - ii. Assist participants with career pathways and related opportunities.
 - iii. Provide Job Readiness Training as appropriate.
 - iv. Conduct participant orientation and process new hire paperwork.
 - e. Case Management. The Provider will coordinate and provide case management and follow up services to participants and support to work sites for placement retention.



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- i. After placement, monitor and follow up with participant and work site to ensure there is proper supports in place for success.
 - ii. Request job coaching, as appropriate and as needed, from DVR.
 - iii. Collect timesheets and evaluations from the worksites on a weekly basis.
 - iv. Process wage payments to participants on a bi-weekly basis.
 1. Participants of this program shall be paid \$10 an hour.
 2. Participants shall not work more than 30 hours per week.
 3. A Student with a Disability shall not work longer than six weeks.
 4. All other participants shall not work longer than eight weeks.
2. **Additional Reports.** The PROVIDER shall provide monthly expenditure reports in addition to activity reports. The PROVIDER shall furnish any additional reports or information that the STATE may reasonably require or request.
3. **Meet with STATE to Discuss Progress.** The PROVIDER shall, upon reasonable request by STATE, meet with representatives to discuss progress of work.
4. **Evaluate the Program.** Conduct an evaluation of the program at its conclusion and submit a final report to DVR.
5. **Employer Engagement and Preparation.** At the conclusion of the participants employment with the Summer Youth Employment Program, the PROVIDER shall:
 - i. Assist interested employers in developing adaptive and accessible training curriculum and materials and,
 - ii. Recruit VR participants to evaluate and demonstrate adaptive training curriculum and materials.

BUDGET FOR SUMMER YOUTH EMPLOYMENT PROGRAM
2016

Program Coordinator- \$4088/month- SR22-unit 13 X 8 months	= \$32,704
Office Assistant \$2357/month SR08- unit 3 X 8 months	= \$18,856
Fringe Benefits (48% of total of two salaries)	= \$24,748
Administrative Cost (20%)	= \$10,312
TOTAL PERSONNEL COST	= <u>\$86,620</u>

OTHER EXPENSES:

Lease / rental of space-----	\$3,600
Mileage-----	\$1,000
Postage-----	\$300
Publication and Printing-----	\$1,500
Supplies-----	\$500
Telecommunications/Internet/phone-----	\$1,000
Student wages-----	\$66,600

TOTAL of Other Expense **\$74,500**

TOTAL BUDGET **\$161,120**