



TRANSITION SERVICES : CAREER/EMPLOYMENT RESOURCES INDEX

Supported Employment

Supported employment is designed to help people with disabilities participate as much as possible in the competitive labor market, working in jobs they prefer with the level of professional help they need. Services and supports are provided to individuals with disabilities to assist them to locate, perform and retain a job located in their community.

Habilitation (Regional Center)

Habilitation services are an entitlement program of the Department of Developmental Services (through the Regional Center system) for adults with developmental disabilities.

Department of Rehabilitation

The Department of Rehabilitation provides vocational rehabilitation services to Californians with disabilities who want to work. Services include employment counseling, training and education, mobility and transportation aids, job search and placement assistance.

Transition Partnership Program (TPP)

Transition Partnership Programs are a contract between local school districts and the Department of Rehabilitation to provide employment services and job placement to students with disabilities.

WorkAbility I

The WorkAbility I program provides comprehensive pre-employment skills training, employment placement and follow-up for high school students in special education who are making the transition from school to work, independent living and post secondary education or training.

WorkAbility II-IV

WorkAbility II programs (in collaboration with ROP - Regional Occupational Programs) provide services for students who are out of school. WorkAbility III and IV provide employment services to students with disabilities who are attending community college, California State University or University of California. These services are provided in collaboration with the Department of Rehabilitation.

Adult Day Programs

An adult day program serves people with moderate to severe disabilities who need assistance to learn basic self-help, communication and socialization skills for movement toward vocational independence.

Americans with Disabilities Act

This statute, enacted in 1992, gives civil rights protections to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services and telecommunications.

Employment Development Department

The Employment Development Department (EDD) connects millions of job seekers and employers.

One Stop Career Center

One-Stop Career Centers are designed to provide a full range of assistance to job seekers under one roof.

CalWORKS

The CalWORKS program provides temporary financial assistance and employment focused services to families with minor children who have income and property below state maximum limits for their family size.

Transition Aged Youth Programs

Some county foster care/social service programs and some mental health departments have collaborative employment programs with the Department of Rehabilitation. Services available to these youth include cash aid through CalWorks.

Job Site Links

Use job search engine sites to help you search the major job banks, company sites, associations, and other sites with job postings for you.



TRANSITION SERVICES: CAREER/EMPLOYMENT SUPPORTED EMPLOYMENT SERVICES

Description of Services:

Supported Employment helps people with developmental disabilities participate in the labor market, working in jobs they prefer with the level of professional help they need. Supported employment programs typically provide individual placements in competitive employment but also include enclave placements.

Funding for supported employment is provided through a referral to the Department of Rehabilitation for initial job development and job coaching services. The local Regional Center funds the ongoing job coaching.

Who is eligible?

Any person with a disability who wants to work and has the ability to work at a competitive rate with support (job coach, etc.).

Interested applicants must:

- Be an active client of Regional Center
- Have some vocational experience and a desire to work
- Have completed high school with a diploma or have reached age 22
- Complete a vocational assessment with a supported employment agency

General Contact Information:

Contact your local Regional Center case manager for information on local supported employment agencies. You can also contact the state office for services to the developmentally disabled:

Department of Developmental Services
1600 9th Street
P. O. Box 944202
Sacramento, CA 94244-2020
Info: 916 - 654-1690
TTY: 916 - 654-2054

More information is available on the following websites:

<http://www.dds.ca.gov/WorkServices/Home.cfm>

<http://www.dds.ca.gov/VocationalSvcs/SupportedEmployment.cfm>

The following documents are needed for interested persons to apply for supported employment services:

- Social Security Card
- Identification Card/Drivers license or Birth Certificate

Local Contact Information

Alta CA Regional Center
2241 Harvard Street #100
Sacramento CA 95815
916-978-6400

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TRANSITION SERVICES: CAREER/EMPLOYMENT HABILITATION

Description of Services:

Habilitation services are a jointly funded endeavor involving two branches of the Department of Rehabilitation: Vocational Rehabilitation (federally funded) and Habilitation services (state funded). The primary focus is to help individuals reach and/or maintain themselves at their highest level of vocational functioning.

Habilitation does not provide services directly; instead, it vendorizes non-profit organizations through Regional Centers and contracts with those programs to provide work services and supported employment services. Because it is an entitlement program, services are not time-limited. Services can be terminated if an individual chooses to discontinue or demonstrates an inability to benefit from services. Habilitation provides funding for the ongoing job coaching necessary to retain employment for as long as the individual is employed.

Who is eligible?

To be considered as a candidate for supported employment services a person must be:

- a client of the Regional Center
- no longer in school (age 22 or older or have a diploma)
- interested in work as their primary activity
- have the support of his/her family, residential placement, or significant others.

Contact Information

The Department of Rehabilitation had provided services to adults with developmental disabilities as part of the Habilitation Program through June 30, 2004. Information on this program, now administered by Department of Developmental Services (DDS), is available on the DDS Work Services (formerly Habilitation) Program website:

<http://www.dds.ca.gov/WorkServices/Home.cfm>

The following documents are needed for interested applicants to complete the enrollment process:

- Social Security Card
- Identification Card/Drivers license or Birth Certificate
- Psycho Educational Assessments and IEPs

Local Contact Information

California Department of
Developmental Services
1600 9th Street
Sacramento CA 94244
work.services@dds.ca.gov
916-654-1690
TTY: 916-654-2054

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TRANSITION SERVICES: CAREER/EMPLOYMENT DEPARTMENT OF REHABILITATION (DOR)

Description of Services:

Services that are available from the Department of Rehabilitation may include career counseling and guidance, vocational and other training services, funding of occupational licenses tools and equipment and initial stocks and supplies, assistance with interview techniques, resume development, job search and placement assistance, interpreter services, post employment services, transportation assistance and independent living services. Working as a team, individuals and their counselor develop a plan to determine the steps necessary to reach an employment goal.

Who is eligible?

Individuals with a disability who require services to prepare, enter, engage in, or retain gainful employment, or to live more independently are eligible for services

Interested applicants must:

- Contact their local Dept. of Rehabilitation office
- Attend an orientation session
- Complete an intake packet and attend an intake interview
- Provide proof of disability

Contact Information

California Department of Rehabilitation
(916) 324-1313 (VOICE)
(916) 558-5807 (TTY)

Mailing Address:

P.O. Box 944222
Sacramento, CA 94244-2220

<http://www.dor.ca.gov/>

The following documents are needed for interested applicants to complete the enrollment process:

- Social Security Card
- Identification Card/Drivers license or Birth Certificate
- High School Transcript, HS Diploma or GED Certificate
- Copy of most recent IEP and Psycho-Educational Assessment
- Medical records to document disability

Department of Rehabilitation locations:

To locate your nearest Dept. of Rehab. office click on the link for your county on the following website:

www.dor.ca.gov/eps/index.

Local Contact Information

Department of Rehabilitation
Laguna Creek Branch
8701 Center Parkway, Suite 100
Sacramento CA 95823
916-691-1555

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TRANSITION SERVICES: CAREER/EMPLOYMENT TRANSITION PARTNERSHIP PROGRAM (TPP)

Description of Services:

TRANSITION PARTNERSHIP PROGRAM (TPP)

The Transition Partnership Program (TPP) is a statewide vocational education and work placement program. TPP provides secondary and post-secondary students with disabilities the tools and support necessary to effectively transition from school to competitive employment. TPP contacts are located throughout the state of California in local high schools and community colleges; however, not all school districts or community colleges have a TPP Program.

The TPP provides enhanced vocational rehabilitation services for at least one year prior to the student leaving high school. Services include training and school classes or programs to enable students to obtain employment. This may include community based instruction, vocational and work-site training, job placement, work incentive wages, and follow-up services.

Who is eligible?

Persons who are enrolled in a secondary school and who meet Department of Rehabilitation requirements may be eligible. Interested students must complete paperwork for the California Department of Rehabilitation and qualify for their services before registering for a TPP. See the Department of Rehabilitation section in this handbook for more specific information on eligibility requirements.

Interested applicants must be referred by school staff. For self-referral contact the WorkAbility Program at your high school to inquire if they have a TPP.

General Contact Information:

More information is available on the following website:
<http://www.dor.ca.gov/public/factsheetdocs/TPPFactS.rtf>

The following documents are needed for interested applicants to complete the enrollment process:

- Social Security Card
- Identification Card/Drivers license or Birth Certificate
- Psycho Educational Assessments and IEP

Local Contact Info

Workability and Transition Services
Elk Grove Unified School District
9510 Elk Grove Florin Road
Elk Grove CA 95624
916-686-7758 Phone
916-686-7731 Fax

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TRANSITION SERVICES: CAREER/EMPLOYMENT WORKABILITY 1

Description of Services: WORKABILITY I

The WorkAbility I (WAI) grant program provides comprehensive pre-employment skills training, employment placement and follow-up for high school students in special education who are making the transition from school to work, independent living and post secondary education or training. The WAI program offers special education students opportunity to complete their secondary education while also obtaining marketable job skills. The WAI program is funded and administered by the California Department of Education. Not all school districts have a WorkAbility program.

Who is eligible?

A high school age student who receives special education services in a school district that has a WorkAbility I program may be eligible. The California Department of Education funds about 300 WorkAbility I program sites statewide. If your school district has a WorkAbility I program your child may be eligible for services.

Contact Information

California Department of Education
Special Education Division
WorkAbility Program
1430 N Street
Sacramento, CA 95814
<http://www.cde.ca.gov/sp/se/sr/wrkabltlyl.asp>

The WorkAbility I Regions are assigned geographically. The regional contact information is available by linking to a map displaying the regions at the following website:

<http://www.cde.ca.gov/sp/se/sr/wrkabltyrqns.asp>

The following documents are needed for interested applicants:

- Social Security Card
- Identification Card/Drivers license or Birth Certificate
- INS Alien Registration (if applicable)
- Psycho Educational Assessments and IEPs (if applicable)

Local Region Information

Workability and Transition Services
Elk Grove Unified School District
9510 Elk Grove Florin Road
Elk Grove CA 95624
916-686-7758 Phone
916-686-7731 Fax

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TRANSITION SERVICES: CAREER/EMPLOYMENT WORKABILITY II-IV

Description of Services:

The following services are among those available to participants:

- Job search seminars
- Resume and application preparation
- Disability management strategies
- Workplace accommodations
- Interest and aptitude assessment
- Individualized Job placement and follow-up
- Career counseling and guidance
- Liaison with employers

WorkAbility II programs provide the services listed above and are usually run through Regional Occupational Programs (ROP).

WorkAbility III is designed to assist community college students with disabilities as they prepare to become members of the work force. The goal of this program is to prepare and place students in appropriate career employment positions after graduation. It develops job readiness and job search skills, helps secure internships and jobs, and educates communities to ensure successful transition of students into the employment market.

WorkAbility IV is a transition program designed to create career options and opportunities for students with disabilities at California State University or University of California campuses.

Who is eligible?

Any out of high school adult with disabilities who wants to gain employment skills can apply. You must be a client of the Department of Rehabilitation and attending a school with a WorkAbility II, III or IV program to access these programs.

Interested applicants must:

Contact a counselor in the Disability Resource Center of the ROP program or college you attend to inquire if they have a WorkAbility program.

General Contact Information:

<http://www.dor.ca.gov>
866-449-2730

Interested applicants need the following documents to complete the enrollment process:

- High School Transcript, HS Diploma or GED Certificate
- Psycho Educational Assessments and IEPs (if applicable)

Local Contact Information

Workability II (T2)
Workability and Transition Services
Elk Grove Unified School District
9510 Elk Grove Florin Road
Elk Grove CA 95624
916-686-7758 Phone
916-686-7731 Fax

Workability III
Sacramento City College
3835 Freeport Blvd
Sacramento CA 95822
916-558-2590

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TRANSITION SERVICES: CAREER/EMPLOYMENT ADULT DAY PROGRAMS

Description of Services:

An adult day program is a local year-round program funded by Regional Center that provides daytime services to adults with developmental disabilities. There are many different types of day programs that provide a diverse range of opportunities for persons with developmental disabilities.

Most day programs offer community integrated activities allowing consumers with disabilities to become fully included members of their community. These services include community outings, social/recreation experiences, and independent living skills training. Some programs offer vocational training, support in community college classes, paid work and volunteer opportunities. Transportation to and from the day program is provided either by the day program or is arranged through Regional Center.

One of the goals for community-based programs is to provide some paid or volunteer work for each participant. Some of the individuals work two to four hours a week, in groups of two or three participants, with the support of staff from the day program.

Some programs will provide assistance with personal care needs, dispense oral medication and provide medical care.

Who is eligible?

An adult with a developmental disability who is a client of Regional Center and wants to participate in a daily program or sheltered workshop that includes vocational training and recreation opportunities.

General Contact Information

www.dds.ca.gov/DayProgram/home.cfm

Interested applicants must:

- Be an active client of the Regional Center
- Be age 22 or above and have completed high school
- Meet the individual program requirements
- Request a referral to the program from the Regional Center case manager

Local Adult Day Program Contact Information

Alta CA Regional Center
2241 Harvard Street #100
Sacramento CA 95815
916-978-6400

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TRANSITION SERVICES: CAREER/EMPLOYMENT AMERICANS WITH DISABILITIES ACT

Description of Services:

The Americans with Disabilities Act (ADA) of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and labor organizations.

This law requires an employer to provide reasonable accommodations to an employee or job applicant with a disability unless doing so would cause significant difficulty or expense for the employer.

Who is eligible?

Any person with a physical or mental condition that substantially limits a major activity or has a history of such a disability.

General Contact Information:

More information is available on the following websites:

<http://www.dol.gov/odep/pubs/publicat.htm>

<http://www.adapacific.org>

ADA Information Line 800-514-0301

www.ada.gov

US Equal Employment Opportunity Commission

800-669-4000 www.eeoc.gov/laws/types/disability.cfm

US Department of Labor Job Accommodation

Network 800-526-7234 www.jan.wvu.edu

The following documents are needed for interested applicants to receive guidance:

- Social Security Card
- Medical records to document disability
- Information on accommodations needed

Local Contact Information

Human Resources Department
Office of Civil Rights
915 I Street, Fourth Floor
Sacramento CA 95814
916-808-8795
TTY: 916-264-5707
Fax 916-808-7673

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TRANSITION SERVICES: CAREER/EMPLOYMENT EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

Description of Services:

The Employment Development Department (EDD) provides a comprehensive range of employment and training services in partnership with state and local agencies and organizations. These services are provided statewide through a One-Stop Career Center system or EDD Workforce Services Offices. They benefit job seekers, laid off workers, youth, individuals currently working, veterans, people with disabilities, and employers. In addition to free workshops on job search, interview skills, resume writing, and job fairs at local One-Stop Career Center offices, the Employment Development Department oversees the following:

Governor’s Committee on Employment of People with Disabilities

Provides leadership to increase the number of people with disabilities in the California workforce.

Disability Program Navigators (DPN)

Assists people with disabilities to access and navigate the various programs that impact their ability to gain or retain employment. The DPN initiative was established to better inform people with disabilities about the work support programs now available at One-Stop Career Centers.

Media Access Office (MAO)

Actively promotes the employment and accurate portrayal of persons with disabilities in all areas of the media and entertainment industry, ensuring that the industry recognizes people with disabilities as part of cultural diversity.

DHH Workforce Services

Provide interpretative job placement and follow-up services to help people who are deaf or hard of hearing find a job

General Contact Information:

The website listed below will provide more information about the services available through the Employment Development Department.

<http://www.edd.ca.gov/JobsandTraining/Services%20forPeoplewithDisabilities>

Who is eligible?

All persons looking for work, seeking to apply for unemployment benefits or file for state disability insurance. Employers may also access the Employment Development Department and One Stop Career Centers to find employees.

The following documents are needed for interested applicants to receive services:

- Social Security Card
- Identification Card
Driver’s license or birth certificate
- Employment history
- Reference information

Local Contact Information

South County Sacramento Works
Career Center
8401 A Gerber Road
Sacramento CA 95828
916-525-4717

Sacramento Works One Stop Career
Center – Franklin
7000 Franklin Blvd # 540
Sacramento CA 95823
916-563-5151

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TRANSITION SERVICES: CAREER/EMPLOYMENT ONE STOP CAREER CENTER

Description of Services:

One-Stop Career Centers are designed to provide a full range of no cost assistance to job seekers under one roof. Established under the Workforce Investment Act (WIA), the centers offer training referrals, career counseling, job listings, and similar employment-related services. Customers can visit a center in person for assistance with resumes and interview techniques as well as employment leads.

Many have a Youth Employment Program for those ages 14-21. Their services vary by location but may include career exploration, resume assistance and job search workshops.

Who is eligible?

All job seekers, not only those with disabilities

Interested applicants must:

- Call the nearest One Stop to inquire about their intake process
- Make an appointment with a center staff member

Contact Information

The websites below offer more information on One Stop Career Centers:

<http://www.dol.gov/dol/topic/training/onestop.htm>

<http://www.dol.gov/dol/topic/training/disabilitytraining.htm>

To locate a One Stop Career Center near you visit this website:

http://www.edd.ca.gov/jobs_and_training/pubs/osfile.pdf

Applicants should bring the following information to assist them in accessing employment services and opportunities:

- Identification Card/Drivers license
- Social Security card
- Employment objective
- Employment history
- Reference information

Local Contact Information

South County Sacramento Works
Career Center
8401 A Gerber Road
Sacramento CA 95828
916-525-4717

Sacramento Works One Stop Career
Center – Franklin
7000 Franklin Blvd # 540
Sacramento CA 95823
916-563-5151

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TRANSITION SERVICES: CAREER/EMPLOYMENT CAL WORKS

Description of Services:

The CalWORKs program provides temporary financial assistance and employment focused services to families with minor children who have income and property below state maximum limits for their family size. Most able-bodied parents who receive financial aid are also required to participate in the CalWORKS GAIN employment services program.

Who is eligible?

To be eligible for CalWORKS services you must meet the following criteria:

- Reside in California and intend to stay
- Have children or are pregnant and:
 1. One or both parents are absent from the home, deceased or disabled
 2. Both parents are in the home, but the principal wage earner is either unemployed or working less than 100 hours per month at the time they apply for assistance
- Be a United States citizen or a lawful immigrant
- Have a Social Security number or have applied for one
- Have a net monthly income less than the maximum aid payment for family size
- Have less than \$2000 in cash, bank accounts and other resources

The following documents are needed for interested persons to apply for services:

- Social Security Card
- Identification Card/Drivers license or Birth Certificate
- INS Alien Registration (if applicable)
- Income and Property Verification
- Immunization Records for children under age 6
- Educational Plans

Local Contact Information

Department of Human Assistance
2450 Florin Road
Sacramento CA 95824
(916) 874-2072

Interested applicants must:

- Apply at local county welfare office
- Attend an interview and provide needed documents
- Adult family members must be fingerprinted

General Contact Information:

Visit this website for more information:

<http://www.dss.cahw.net.gov/cdssweb/default.htm>

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TRANSITION SERVICES : CAREER / EMPLOYMENT TRANSITION AGE YOUTH

Description of Services:

These services are specifically for young adults (ages 18 - 25) who received mental health services or who were served in the foster care system.

The **California State Department of Rehabilitation** (DOR) offers services to Transition Age Youth. Some counties have developed a cooperative agreement between the Department of Rehabilitation and the Department of Mental Health. These programs have combined funds to strengthen the ability of DR and Mental Health to deliver services to shared clients. These cooperatives have focused on services for job placement, supported employment, and job development.

All **SSI** (Supplemental Security Income) and **SSDI** (Social Security Disability Income) beneficiaries who want to work are eligible to apply for Department of Rehabilitation services. If an individual does not receive SSI or SSDI, eligibility is based on the following factors: physical or mental impairment; the impairment constitutes or results in an impediment to employment; and vocational rehabilitation services are required to prepare the individual to secure, retain, or regain employment.

Who is eligible?

Any person age 18 – 25 who has been served in the foster care system or who has received mental health services.

Interested applicants must:

Call your county mental health agency for information on local services for transition age youth.

General Contact Information:

www.dmh.ca.gov

www.cimh.org/Services/Transition-Age-Youth.aspx

On left side of home page select county and then search by category of interest.

The following documents are needed for interested applicants to complete the enrollment process:

- Social Security Card
- Identification Card/Drivers license or Birth Certificate
- INS Alien Registration (if applicable)
- High School Transcript, HS Diploma or GED Certificate
- Health/ Medical Insurance Card
- Immunization Records
- Psycho Educational Assessments and IEPs (if applicable)

Local Contact Information

Department of Rehabilitation
Laguna Creek Branch
8701 Center Parkway, Suite 100
Sacramento CA 95823
916-691-1555

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TRANSITION SERVICES: CAREER/EMPLOYMENT JOB POSTING WEBSITES

Listed below are websites people frequently use to access job postings.

[http:// www.monster.com](http://www.monster.com) - the industry leader in the realm of job searching.

<http://www.careerbuilder.com> - is also a mega supersite like Monster.com offering over 900,000 current job listings. Careerbuilder.com also offers a number of job search tools and career resources.

<http://ajb.dni.us> - offers millions job listings, at all levels, listed from the unemployment agencies, private employers and public corporations.

<http://usajobs.gov> - the official job site of the United States Federal Government. It's a one-stop source for Federal jobs and employment information.

<http://truecareers.com> – a job site that offers thousands of job opening, career articles and other career resources. The True Careers website allows job seekers to search jobs by keyword and location; use the advanced search that lets you get more specific. Job posting and resume submission services are also available.

<http://alljobsearch.com> – a unique job search that enables job seekers to search a large number of job sites at once. This search also allows job seekers to narrow there search using advanced search criteria. AllJobSearch.com also pulls in results from newspaper classifieds and Internet newsgroups.

<http://www.indeed.com> – provides free access to millions of employment opportunities from thousands of websites.

<http://www.snagajob.com> – source for hourly and part-time jobs. This site connects job seekers with more than 100,000 active job listings from top employers across the country.

www.caljobs.ca.gov – California internet system for linking employer job listings and job seekers' resumes. You can post your resume for employers to view as well as search for jobs on this site.

The following documents and information are needed to complete the job application process:

- Social Security Card
- Identification Card/Drivers license or Birth Certificate
- INS Alien Registration
- Employment History
- References
- Resume
- Educational Information
- Residence History (up to 10 years)

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