



Office of
Transition to Adult Life &
Employment

Prevocational Training Services: What's Changing?

Office of Transition to Adult Life & Employment
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Agenda

- Principles of Employment
- DDD Employment Services
- iRecord Changes
- Considerations Before Requesting an Extension of Prevocational Training
- DDD Review Process

Principles of Employment

New Jersey is an Employment First State and DDD follows the [Principles of Employment for People with Intellectual and Developmental Disabilities](#).

- Competitive employment in the general workforce is the first and preferred post education outcome for people with any type of disability.
- People are “ready” to work as soon as they express an interest in doing so.
- It is presumed that all people with disabilities can and should work.

Principles of Employment For People with Intellectual and Developmental Disabilities

New Jersey became an Employment First State, as announced by Governor Christie, on April 19, 2012. Employment First initiatives provide a fundamental change in philosophy, policy, and expectations related to employment of people with disabilities. For New Jersey to meet the raised expectations associated with being an Employment First State, it is essential that we embrace the following principles:

1. Competitive employment in the general workforce is the **first** and **preferred** post education outcome for people with any type of disability.
2. People are “ready” to work as soon as they express an interest in doing so. The Supported Employment process should start soon after a person expresses this interest in working.
3. It is presumed that all people with disabilities can and should work. Instead of being asked to prove their employment worth, working age people with disabilities – like their peers without disabilities – will have to “opt out” of employment rather than “opt in.”
4. Supported Employment is defined as competitive (minimum wage or above) work in integrated work settings for persons with the most severe disabilities.
5. All Supported Employment services must utilize a Person-Centered Approach that acknowledges the individuals’ skills, abilities, needs, wants, and potential barriers to achieving competitive employment.
6. Vocational assessments provide the most detailed, accurate, and informative results when they are conducted at real job sites in the community. Community-Based Vocational Assessments (also known as Situational Assessments) are the preferred method of measuring a job seeker with a disability’s ability to perform on a job site.
7. Supported Employment relies on the place and train model (on-the-job training) as the preferred method for people with disabilities to learn their jobs and gain employment skills. Post-secondary education and vocational training in the skills and competencies necessary to work in specific industries is also encouraged.
8. All job supports will be ongoing, as needed, and based on the individual.
9. The Supported Employment process must be a collaborative effort led by the individual and supported by their network of stakeholders.
10. Benefits and additional services/supports are the safety net that supplements competitive employment, not the other way around.

Adapted from *New Jersey’s 10 Principles of Supported Employment*

NJ DHS/DDD

What is Competitive Integrated Employment (CIE)?

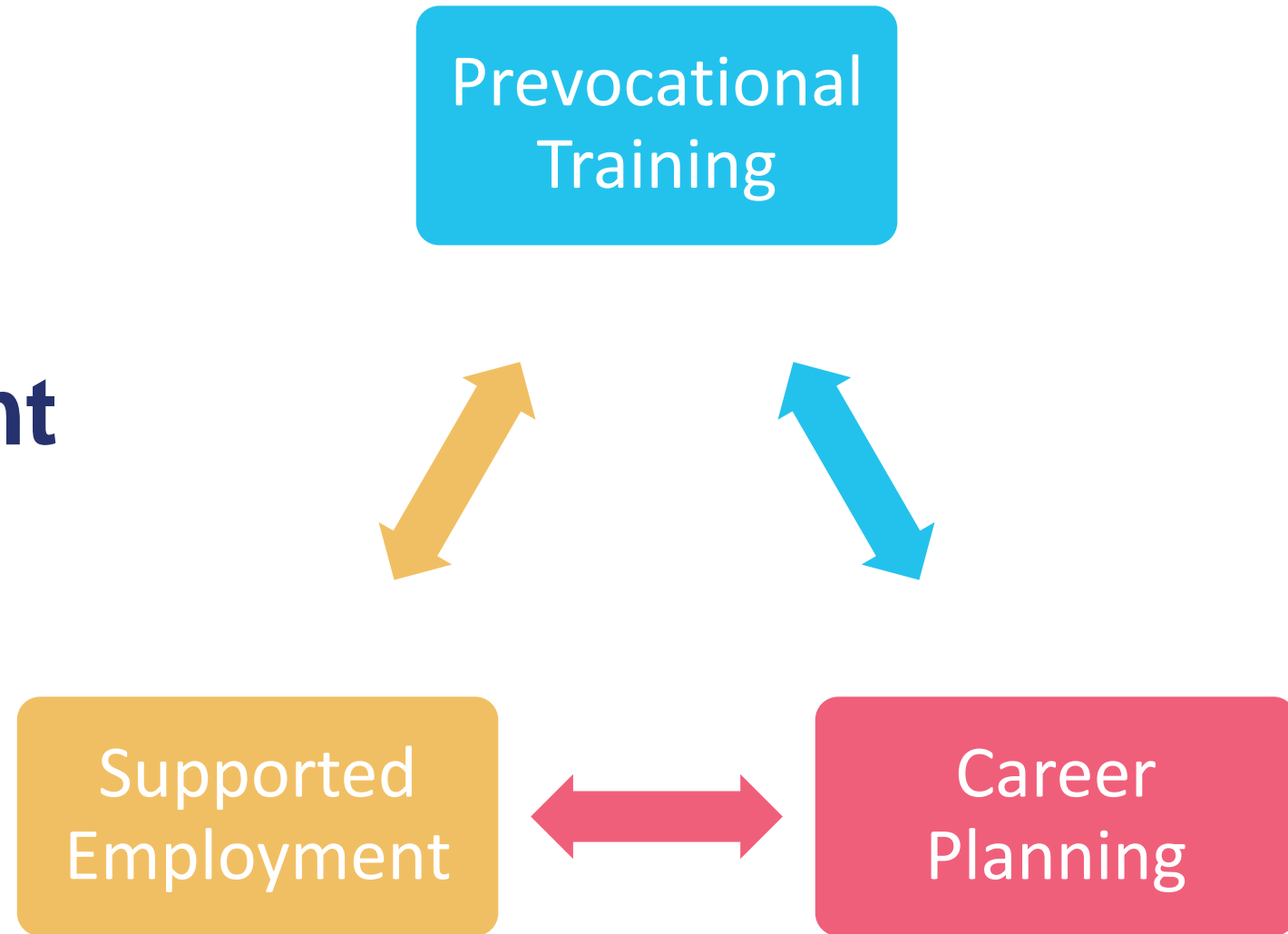
Work that is performed on a full-time or part-time basis for which an individual is:

- Compensated at or above minimum wage and comparable to the customary rate paid by the employer to employees without disabilities performing similar duties and with similar training and experience
- Receiving the same level of benefits provided to other employees without disabilities in similar positions
- Working at a location where they work with other individuals without disabilities
- Presented opportunities for advancement like other employees without disabilities in similar positions.

DVRS-DDD-CBVI Interagency Memo of Understanding (MOU)

- Memo of Understanding (MOU) between:
 - Division of Vocational Rehabilitation Services (DVRS)
 - Division of Developmental Disabilities (DDD)
 - Commission for the Blind and Visually Impaired (CBVI)
- Interagency agreement that individuals who are receiving DDD services and interested in employment must **FIRST** be referred to DVRS or CBVI **BEFORE** accessing DDD employment services.
- This MOU is Appendix J in the policy manuals

DDD Employment Services



When Can an Individual's Budget be Used For DDD Employment Services?

- Individuals must be referred to the Division of Vocational Rehabilitation Services (DVRS) or Commission for the Blind & Visually Impaired (CBVI) **BEFORE** accessing DDD-funded employment-related services.
- DDD funding may be used for DDD employment-related services when:
 - All funding from DVRS/CBVI has been exhausted
 - Individual is found not eligible for DVRS/CBVI services
 - DVRS services are not available
 - Individual is already competitively employed

When Can an Individual's Budget be Used for DDD Employment Services?

Prevocational Training Can be accessed if:

- The individual has expressed interest in finding employment
- A DVRS/CBVI online referral has been submitted or a current F3, **within the last calendar year**, is uploaded in iRecord
- The individual was assessed by DVRS/CBVI and determined ineligible for services

Career Planning Can be accessed if:

- The individual has expressed interest in finding employment
- An F3 form is uploaded in iRecord
- All DVRS/CBVI funding has been exhausted, **OR**
- The individual was assessed by DVRS/CBVI and determined ineligible for services, **OR**
- DVRS/CBVI services are not available.

Supported Employment Can be accessed if:

- The individual would like to obtain and/or maintain employment
- An F3 is uploaded in iRecord
- All DVRS/CBVI funding has been exhausted, **OR**
- The individual has moved into Long-Term Follow-Along (LTFA), **OR**
- The individual was assessed by DVRS/CBVI and determined ineligible for services, **OR**
- DVRS/CBVI services are not available

National Standards for Delivery of Prevocational Training Services

Data* compiled by the State Employment Leadership Network (SELN) - a project of the [National Association of State Directors of Developmental Disability Services](#) (NASDDDS) - indicates that nationally, across a majority of states that offer Prevocational Training, the service is limited to a maximum of between one and three years (including extensions).



*Prevocational Services Overview of SELN Member States

Prevocational Training **IS**

- Prevocational Training is a service available to individuals in the DDD Supports Program and Community Care Program that is intended to:
 - Be accessed over a **defined** and **limited** period - up to 30 hours/120 units per week, and up to **two plan years**
 - Have specific outcomes to be achieved in preparation for securing competitive integrated employment in the community
 - Help individuals learn universal, transferable skills that can be applied in any work setting (not job-specific)
 - Be provided in-person, either one-to-one or in a group of two to eight participants.

Prevocational Training **IS**

Prevocational Training may include training in:	Examples of Prevocational Training Activities:
<ul style="list-style-type: none">• Effective communication with supervisors, co-workers and customers• Generally accepted community workplace conduct and dress• Ability to follow directions and ability to attend to tasks• Workplace problem-solving skills and strategies• General workplace safety and mobility training• Learning about and developing skills related to professional workplace conduct	<ul style="list-style-type: none">• Job club• Basic computer skills classes• Volunteer experience• Job readiness activities• Business/Workplace Tours

Prevocational Training **IS NOT**

- A prerequisite for other DDD-funded employment services
- A long-term, ongoing service
- Working on job-specific skills
- A day program (Day Habilitation Services)
- A sheltered workshop (extended employment) or a service that can be provided in a sheltered workshop setting

iRecord Changes

Pathway to Employment: From Interest to Accessing Services



Continuation of Prevocational Training Justification

What is NOT NEW

- In cases where an individual and their planning team feel the individual needs Prevocational Training for more than **two plan years**, a **Continuation of Prevocational Training Justification** form and supporting documentation must be submitted to DDD for review.

What is NEW

- The **Continuation of Prevocational Training Justification** form will now be submitted by the Support Coordinator electronically, through a new feature in iRecord.

Prevocational Training Changes

New/updated features related to Prevocational Training services are projected to go live in iRecord on **June 2, 2025**.

- 1) **DVRS Referral Reference Number:** Before adding Prevocational Training (*or any other employment service*) as a new service, the Support Coordinator (SC) must:
 - ✓ Make sure a current F3 form, dated within the last calendar year, is uploaded in iRecord.
 - ✓ If there is no F3 or the F3 is not current, submit (or have the individual/guardian submit) an online DVRS referral, then enter the DVRS Referral Reference Number in iRecord.

Prevocational Training Changes

- 2) **Electronic Continuation of Prevocational Training Justification:** iRecord will no longer allow an SC to add Prevocational Training beyond **two plan years** (regardless of # of units authorized weekly). If an individual needs the service beyond two plan years, the SC must submit a Continuation of Prevocational Training Justification form and supporting documentation – electronically through iRecord – at least six weeks before the date the service is needed. Before doing so, the SC must:
- ✓ Make sure a current F3 form, dated within the last calendar year, is uploaded in iRecord.
 - ✓ If there is no F3 or the F3 is not current, submit (or have the individual/guardian submit) an online DVRS referral, then enter the DVRS Referral Reference Number in iRecord.

Prevocational Training Changes

- 3) Volunteering:** Volunteering will no longer be exempt from the Prevocational Training time limit of two plan years. When volunteering has been performed and claimed under Prevocational Training Services for two plan years, the Support Coordinator must:
- ✓ Submit the Continuation of Prevocational Training Justification form and supporting documentation at least six weeks before the date the service is needed.
 - ✓ Make sure a current F3 form, dated within the last calendar year, is uploaded in iRecord.
 - ✓ If there is no F3 or the F3 is not current, submit (or have the individual/guardian submit) an online DVRS referral, then enter the DVRS Referral Reference Number in iRecord.

DVRS Online Referral Form



New Jersey Division of Vocational Rehabilitation Services Confidential Referral Form

The mission of the New Jersey Division of Vocational Rehabilitation Services (DVRS) is to enable individuals with disabilities to achieve employment outcomes consistent with their strengths, priorities, needs, abilities and capabilities. The vision of DVRS is to advance the rights and interests of people with disabilities so they may fully participate in competitive-integrated employment.

[Career Services](#) | [Vocational Rehabilitation Services](#)



DVRS Referral Confirmation Email

Upon submission of an online referral form, an auto-generated email, with an assigned **Reference Number**, will be sent to the person who submitted to form, confirming the referral was received.

From: DOL-dvradmin [dol] <dvradmin@dolnj.gov>
Sent: Wednesday, January 22, 2025 3:01 PM
To: [REDACTED]
Subject: Submitted Referral to NJDVRS

This notice serves as a confirmation receipt for your completed NJDVRS referral for TEST - IGNORE. Your reference number is 19859.

PLEASE NOTE: This electronic message contains information from the New Jersey Department of Labor, and may contain confidential or privileged information. If you are not the intended recipient, do not read, copy or use it or disclose it to others. If you have received this message in error, please notify the sender immediately and then delete it from your system. Thank you.

Uploading the DVRS Reference Number & DVRS/CBVI Contact Information

Add DVRS/CBVI Info

Referral

MM/DD/YYYY

Referral Confirmation code

Did someone other than yourself fill out the form?

☐ Yes ☐ No

Notes

✓

Add Referral Confirmation Details

Referral Confirmation Code: 12345

DVRS Person ID: DVRS Person ID

DVRS Case No: DVRS Case No

DVRS Counselor: DVRS Counselor Name

Contact No: Contact #

Email: Email Address

DVRS Office: DVRS Office Name

✓

Electronic Submission of the Continuation of Prevocational Training Justification Form

List of Forms

Please select the form from the list below

Select Form

Seeking Out Support

Continuation of Prevocational Training

Considerations Before Requesting an Extension of Prevocational Training

Considerations Before Requesting a Continuation of Prevocational Training


- Does documentation support the individual's need for additional skill-building?
- Is the individual competitively employed and wanting to maintain/gain transferable skills so they can maintain employment?
- Is the individual enrolled in a college or trade school, and do they require additional skill-building to support their success in the program?

DDD Review Process

DDD Review Process

When submitting the Continuation of Prevocational Training Justification, the following supporting documents are required.

- Prevocational Training Annual Update
- Six months of Prevocational Training Activity Logs
- Prevocational Training Individualized Goals
- Prevocational Training Assessment(s), if applicable



New Jersey Department of Human Services
Division of Developmental Disabilities

Continuation of Prevocational Training Justification

DDD-funded Prevocational Training is limited to two years. If the service is needed after two years, this form is used annually to justify the continuation of Prevocational Training.

Identifying Information

Individual's Name: <small>Click to enter text.</small>	NJCAT Score: Self-Care, Behavioral, Medical
DDD ID#: <small>Click to enter text.</small>	Tier: Choose an item.
Support Coordination Agency Name: <small>Click to enter text.</small>	
Support Coordinator (SC) Name: <small>Click to enter text.</small>	
Phone Number: <small>Click to enter text.</small>	Email Address: <small>Click to enter text.</small>
Support Coordinator Supervisor (SCS) Name: <small>Click to enter text.</small>	
Phone Number: <small>Click to enter text.</small>	Email Address: <small>Click to enter text.</small>

Background Information

Date of this request: <small>Click to enter a date.</small>	What is the end date of the current ISP? <small>Click to enter a date.</small>
Original start date of Prevocational Training: <small>Click to enter a date.</small>	Average number of weekly units provided currently: <small>Click to enter text.</small>
Has continuation of Prevocational Training been approved previously? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has an Employment Determination Form – (F3) been uploaded within the past year? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, what was the outcome of the vocational rehabilitation agency assessment? If No, please explain: <small>Click to enter text.</small>	
Please state the current ISP employment outcome under which Prevocational Training is entered: <small>Click to enter text.</small>	

Prevocational Training Information

Name of the current provider and/or name of program: <small>Click to enter text.</small>	
Is the individual currently volunteering? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, provide name of business and the duties completed: <small>Click to enter text.</small>	
Select the individual's Employment Pathway:	
<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed - Experience/Training (The individual <i>has</i> paid or unpaid work experience/training.) <input type="checkbox"/> Unemployed - No Experience/Training (The individual <i>has had no</i> past work experience/training.)	
List the skills the individual is working on currently to contribute to employability, and describe the progress: <small>(To add additional rows, click on the last row and click the Plus Sign: +)</small>	
<small>Click to enter text.</small>	
<small>Click to enter text.</small>	
<small>Click to enter text.</small>	

DDD Review Process

A continuation may exceed twelve months if:

- The individual is enrolled in a college or trade program that is designed to take place from start to finish within a set time period and that exceeds the two plan years already allotted for Prevocational Training.
- The individual has started to explore a new field of employment that requires additional skills to be developed outside of previously sought skill building.

DDD Review Process

- Determinations can take six weeks from the time the request is submitted.
- The individual's Support Coordinator will be notified of the determination.
- DDD will approve continuations for periods of 4, 6, or 12 months, depending on the individual's needs.
- If a continuation is not granted, the individual will receive a 30-day extension of their current Prevocational Training services, during which time they should work with their Support Coordinator to locate alternative services to support the individual's needs.

Resources

Community Resources

- [Division of Vocational Rehabilitation Services](#)
- [Commission for the Blind and Visually Impaired](#)
- [The Boggs Center on Disability and Human Development](#)

DDD Resources

[Division of Developmental Disabilities| Employment](#)

Employment Helpdesk:
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