

HOW HOURS of SUPPORT ARE DETERMINED

Your number of support hours is determined by your support level, wage history and the type of employment support services you receive.

Support Levels fall under the following three categories:

① **Low Acuity** refers to someone who is independent in the community; requires little support to get or keep a job; communicates well with others; and can maintain personal health and safety most of the time without supervision.

② **Medium Acuity** refers to someone who is independent in the community some of the time; requires moderate support to get or keep a job; is able to maintain health and safety in the community for short periods of time; and may need some supervision, training or partial physical assistance with community activities.

③ **High Acuity** refers to someone who requires support in the community at all times to maintain health and safety; requires significant support to get or keep a job; and requires frequent supervision, training or full physical assistance with community activities most or all of the time.

For more information about employment supports and other services for adults with developmental disabilities, visit: www.dshs.wa.gov/dda/county-best-practices

Wage History is determined by the money you earned over the past year. There are 3 categories of wage history:

① **Continuous Employment:** You have earned money from a job for 9 months of the past year.

② **Recent/Intermittent Employment:** You have earned money from a job for at least one month of the past year.

③ **Unemployed:** You haven't had a job and haven't earned money for the past year.

The longer you have been working, earning money and learning your job, the less employment support you need on the job.

A WORD about ALTERNATIVES

If you have been receiving employment services for at least 9 months, haven't found a job, and decide not to continue looking for work, you may choose Community Access services.

Community Access offers you the opportunity to connect to people in your local community so that you can build relationships and friendships with others who have similar interests as you. These support services are individually tailored and may help you to participate in clubs, associations and organizations as a member.

For information on the exception process to the 9 month rule: <http://app.leg.wa.gov/WAC/default.aspx?cite=388-845-0603>

REGIONAL PHONE NUMBERS:

Region 1 North (Spokane)	1-800-462-0624
Region 1 South (Yakima)	1-800-822-7840
Region 2 North (Everett)	1-800-788-2053
Region 2 South (Seattle)	1-800-314-3296
Region 3 North (Tacoma)	1-800-248-0949
Region 3 South (Olympia)	1-800-339-8227

Developmental
Disabilities
Administration

Employment Support Services



for Adults with
Developmental
Disabilities



Transforming lives

Developmental Disabilities
Administration
P.O. Box 45310
Olympia, WA 98504-5310

DSHS 22-1463 (Rev. 10/15)

Dignity + Respect + Value + Inclusion + Community

The **Developmental Disabilities Administration** offers a range of employment support services to eligible adults. The need for employment support services is determined by each individual's DDA Assessment. For a list of qualified employment agencies and the services they offer, contact your DDA case resource manager. A good fit is important to your success. We encourage you to interview available employment agencies and then choose one that will provide you with the supports you need.

YOUR PATHWAY *to* EMPLOYMENT

Under Washington State's **County Services for Working Age Adult Policy** (www.dshs.wa.gov/dda/county-best-practices), individuals of working age - 21 through 61 - are recognized as valued members of our community who deserve to be gainfully employed, with opportunities for advancement. A pathway to employment is your unique path to finding a job, beginning with an individualized plan that considers your career goals, what you need, and the best way to provide your support. Participation in all DDA services is voluntary.

Your individual **PATHWAY to EMPLOYMENT** may include the following support activities:

- **INTAKE**
Initial meeting to gather and share basic information.
- **DISCOVERY**
A person centered approach to learning your likes and dislikes, job preference, goals and skills in order to develop an employment plan.
- **JOB PREPARATION**
Work readiness activities that may include trial work experience, volunteer support, and transportation training.
- **MARKETING**
Identifying and negotiating jobs, building relationships with employers, and customized employment development.
- **JOB COACHING**
Supports needed to perform and excel at your job.
- **JOB RETENTION**
Support to keep your job, maintain positive relationship with employer, identify opportunities, negotiate a raise in pay, promotion and/or increased benefits.



TYPES *of* EMPLOYMENT SUPPORT SERVICES

Individual Supported Employment

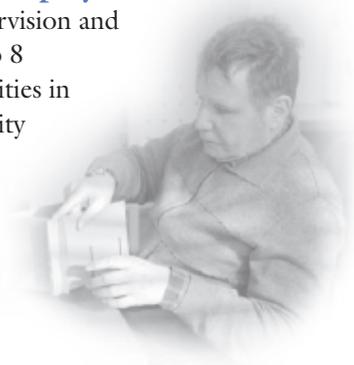
helps each job seeker obtain and continue employment at or above the state's minimum wage in the general workforce. Support for employment opportunities and career development is based on individual needs, interests and abilities.

Example: a typical job in the community.

Group Supported Employment

provides ongoing supervision and shared support for 2 to 8 individuals with disabilities in an integrated community setting. Supports are intended to lead to an individual job.

Examples include: janitorial, landscaping or other crews.



Pre-Vocational Support

offers short-term training and skill development to large groups of workers with disabilities in the same settings, often referred to as sheltered workshops. Supports are shared among 4 to 10 individuals with disabilities as part of their individual pathway to employment.

All employment supports are intended to provide each person with a pathway to a typical job in the community.