

# 2018 SUMMER YOUTH TECHNICAL GUIDANCE

## SUMMER YOUTH WORK EXPERIENCE

- One line for five (5) weeks of service, e.g. Summer Youth Work Experience June 3 – July 7
  - Summer Youth service is a group experience, unless the VR Counselor/VR Contractor have specifically requested an individual (1 staff:1 youth) service.
    - VR will authorize **\$569/Week** for Group services. Providers can correct at the time of billing.
    - The group rate is based on the highest number of individuals in the group who participated in the service that week
    - If a youth does not show up for an entire week it is not billable
    - The rate can change week to week based on the group size (the rate will never change during the same week based on group size)
    - If a group shrinks and gets to one youth, Counselors have two options
      1. See if the Provider can move the youth to another work site during the same time
      2. VR Counselors and/or Contractors should amend the authorization to an individual service (NOTE: This requires an amendment. Changes in the group rate do not require an amendment since it is authorized at the maximum rate.)
  - Service weeks start Sunday and ends on Saturday
  - Service must be scheduled for 20 hours per week (Exception: Providers may pro-rate the week of July 4<sup>TH</sup>, e.g. only schedule and charge for 16 hours (or maximum time scheduled)) OOD will release a schedule on how to pro-rate late in May.
  - Providers may change their hours during the week of the 4<sup>TH</sup> of July if closed on the holiday to achieve 20 hours during the week
  - If a youth misses more than two days in a week, the Provider must notify the VR Counselor and the VR Counselor must give permission for the youth to continue (Parents and Youth should understand this before the start of the service.)
  - If students are scheduled over a typical meal period, e.g. 10:00 AM – 2:00 PM or 3:30 PM – 7:30 PM they must be provided an unpaid 30 minute meal period. Meal periods do not count as part as service time. (Covered in the mandatory trainings, slide 19 NOTES)
- One line for four (4) weeks of Vocational Training Stipend, e.g. June 10 – July 7
  - VTS form must be signed by youth at the end of each week. **Providers should not ask youth to pre-sign the VTS form.**
- Summer Youth Service and Vocational Training Stipend may be on the same authorization
- **INVOICES & REPORTS:** Providers may invoice at the end of the service to bill and submit one report or Providers may bill up to twice (2 reports) per Summer Youth services, e.g. 1 week of education + 4 weeks of work experience or between weeks 3 (education + 2 weeks work) & 4 (two weeks work)
  - **NOTE:** Only one payment can be created against an authorization at a time. If Providers are going to submit reports back to back they should choose to only send one invoice/report to prevent delays in processing.

## SUMMER YOUTH CAREER EXPLORATION

- VR will authorize **\$426.75/Week** for Group services. Providers can correct at the time of billing.
  - The group rate is based on the highest number of individuals in the group who participated in the service that week
  - If a youth does not show up for an entire week it is not billable for that youth
  - The rate can change week to week based on the group size (the rate will never change during the same week based on group size)
  - If a group shrinks and gets to one youth, Counselors have two options

- See if the Provider can move the youth to another session during the same time
  - VR Counselors and/or Contractors should amend the authorization to an individual service (NOTE: This requires an amendment. Changes in the group rate do not require an amendment since it is authorized at the maximum rate.)
- One line for three (3) weeks of service, e.g. Summer Youth Career Exploration June 3 – June 23
  - Service weeks start Sunday and ends on Saturday
  - Service must be scheduled for 15 hours per week (Exception: Providers may pro-rate the week of July 4<sup>TH</sup>, e.g. only schedule and charge for 12 hours (or maximum time scheduled)). OOD will release a schedule on how to pro-rate late in May.
  - Providers may change their hours during the week of the 4TH of July if closed on the holiday to achieve 15 hours during the week
  - If students are scheduled over a typical meal period, e.g. 10:00 AM – 2:00 PM or 3:30 PM – 7:30 PM they must be provided an unpaid 30 minute meal period. Meal periods do not count as part as service time. (Covered in the mandatory trainings, slide 19 NOTES)
  - Service time starts once the Participant reaches the service location (e.g. Providers location, school, etc.)
    - Time travelling between businesses for exploration purposes is included as part of the service time.
    - Providers should use judgement, traveling more than an hour or more one way for a site visit that lasts an hour would not be acceptable. The goal is to get youth connected businesses in their local community.)
- **INVOICES & REPORTS:** Providers should invoice one at the end of the three week service
  - **NOTE:** Only one payment can be created against an authorization at a time. If Providers are going to submit reports back to back they should choose to only send one invoice/report to prevent delays in processing.

## **NON-PERMANENT JOBS**

- VR Counselors and/or VR Contractors may authorize Job Placement Assistance (Category) [Job Development - Non-Permanent SWD Only](#) (Subcategory), per the Transition Policy/Procedure, to assist youth in obtaining a non-permanent job. Performance Based Job Development (Tiers) shall not be used to locate non-permanent jobs.
- VR Counselors and/or VR Contractors may authorize On-The-Job Supports (Category) [OTJS - Non-Permanent SWD Only](#) (Subcategory) to assist youth learning job tasks and then to maintain contact with the youth and employer to make sure that the job continues to be stable and appropriate.

## **TRANSPORTATION**

- Transportation must be authorized on a separate authorization (This is a PrETS/non-PrETS service issue.)
- Transportation authorizations will be issued for 1 UOS using Transportation No Accreditation Required (Category) Transportation – Summer Youth (Subcategory). Providers will adjust it based on the number of people in the vehicle and service time each date.
  - The authorization will need to be amended at the time of billing to issue the payment.

Thank you.

## **VR Provider Management & Contracts Unit**

