

Revised June 2004

TRANSITION FROM SCHOOL TO WORK AND ADULT LIFE:
COOPERATIVE AGREEMENT AMONG ADULT SERVICE AGENCIES AND
THE WAUPACA SCHOOL DISTRICT SERVING RESIDENTS
OF WAUPACA COUNTY

I. PURPOSE

The purpose of this agreement is to support the transition of students with disabilities (as defined by participating agencies and relevant statutes) from secondary schools to functioning within the community to the maximum extent possible, through improved cooperative and collaborative efforts among relevant service providers, including but not limited to: the local public education agencies, Waupaca County School Districts, area office of Division of Vocational Rehabilitation (DVR), the Waupaca County Health and Human Services Department, and Fox Valley Technical College, CESA 5 WIA Youth Programs and Waupaca County Industries. This group will function as a "transition team", working together to promote a continuum of services between the time that a student exits school and adult services are initiated.

II. TARGET POPULATION

The focus of this agreement is all Waupaca County resident high school students with disabilities served by the Waupaca County area public schools, who are appropriate for adult services, on-going support, post-secondary education and/or training, and/or coordinated transition planning. Students who are likely to benefit are defined as those who, because of their disability:

- a. Are not expected to be able to function successfully in the community without adult services, on-going support, and/or
- b. Are unable to train for, secure, and/or maintain employment without on-going support
- c. Are needing assistance to gain post-secondary education and/or training.

III. GOALS

To achieve the stated purpose, the cooperating agencies will work together to accomplish the following goals:

- a. Ensure that all interested students exit high school directly into employment or ready to enter post-secondary training programs
- b. Implement practices in high school programs that prepare students for employment, recreation, and leisure activities, as well as develop personal management skills that allow the greatest level of independence in social, residential, and employment settings.
- c. Ensure that students with disabilities and their parents/guardians are actively involved in planning their high school experience and future goals after high school, and developing self-advocacy skills.
- d. Expand employment opportunities for students with disabilities through placement and/or supported employment programs and coordination with the business community.
- e. Coordinate interagency activities toward the purpose stated in this agreement.

IV. RESPONSIBILITIES OF ALL PARTICIPATING AGENCIES

To establish and maintain understandings needed to achieve the purpose of this cooperative effort, the involved agencies agree to:

- a. Designate at least one individual to act as agency representative on the IEP team as appropriate. The IEP team will ensure individual recommendations for post-secondary placement options are a joint decision making process.
- b. Disseminate a copy of this agreement as well as other pertinent information to all relevant agency personnel.
- c. Participate in activities designed to increase student/parent/guardian awareness of rights, legislation, regulations, interagency agreements and services.
- d. Advocate increased opportunities for employment through education and adult service delivery systems.
- e. Enable staff members of cooperating agencies and students/parents/guardians to participate in transition training activities and in-services.
- f. Preserve the confidentiality rights of students/consumers.
- g. With proper authorization, exchange student, as well as policy and procedural, information with transition team members as needed.
- h. Meet as necessary as determined by the transition team, to review the transition process and future program needs.
- i. Participate in the coordination of job development activities to ensure consistent communication with the business community and avoid duplication of effort.
- j. Share assessment procedures, eligibility criteria, and factors affecting clients' receipt of services.

V. THE LOCAL EDUCATION AGENCY (WAUPACA COUNTY SCHOOL DISTRICTS)

The local education agency will play the lead role in the development and maintenance of the cooperative working relationship among special education, vocational education, Division of Vocational Rehabilitation, Waupaca County Industries, and other adult agencies. In addition, the LEA will:

- a. Assume primary responsibility for the development, implementation, and cost of educational and vocational programs that are consistent with least restrictive environment principals. These programs will be suited to students' needs, interests and abilities, and will
 - i. Develop vocational skills,
 - ii. Develop independent living skills to the greatest extent possible,
 - iii. Maintain data on student work experiences and independent living skills,
- b. Initiate at age 14 and update annually, student specific transition plans through the IEP with input from student/parents/guardians.
- c. Secure written permission from student/parents/guardians to transmit and forward information, to IEP team.
- d. Compile and make available recent diagnostic/work experience/vocational evaluation information to be used in determining eligibility for Division of Vocational Rehabilitation services and in vocational planning.
- e. Inform the transition team agencies on an annual basis as to the number and anticipated special service needs of students exiting high school.
- f. Schedule and chair IEP conferences and invite (with adequate notice), to the conference those who aren't /family/guardians, Division of Vocational Rehabilitation counselors,

County Developmental Disabilities staff, as appropriate. The purpose of this IEP conference will be to discuss individual student needs and determine how identified goals can be met through adult services.

- g. Co-sponsor with appropriate agencies inservice for all staff to overview community based programs, transition planning, and adult service agencies. In addition, parent/guardians/students will be encouraged to attend these inservices.

VI. DIVISION OF VOCATIONAL REHABILITATION SERVICES WAUPACA COUNTY

The local Division of Vocational Rehabilitation counselor will:

- a. Provide agencies clearly involved with IEP, defined information regarding office of Division of Vocational Rehabilitation policies and procedures as they relate to eligibility, integrated and/or supported employment, and other services that may be designed through that office.
- b. During the year, prior to student leaving school, attend, as appropriate, IEP meetings for students in special education programs to identify/anticipate or provider service needs. Special circumstances may be an exception to this for earlier referral.
- c. In accordance with DVR timelines, contact the student/parent/guardian to schedule an appointment to discuss formal DVR application and initiate remaining necessary diagnostic and evaluation services to determine eligibility.
- d. Develop an Individual Plan for Employment (IPE) prior to school exit with eligible clients and provide (within current funding availability) services as identified to ensure, to the extent possible, vocational success.
- e. Include work experience documentation provided by the school program for assessment and placement purposes.
- f. In a timely manner, notify relevant transition team members of student eligibility determination and appeals process. Inform, if possible, school staff of student/family appointments required for DVR application
- g. Provide transition services for exiting high school aged students as deemed appropriate and necessary by the IEP and as identified in the IPE

VII. WAUPACA COUNTY HEALTH and HUMAN SERVICES DEPARTMENT

The Waupaca County Health and Human Services Department provides services to individuals with disabilities within the limits of State and Federal funding and those County funds necessary to match those funds, plus limited, County Board approved, County funded, overmatch funds.

The HHS Department is organized by areas of service. Long Term Support and Community Programs staff provide services to individuals with developmental disabilities regardless of age. These same staff also provide the various Medicaid Waiver services to children and adults with physical and mental disabilities. Children with physical and mental disabilities, who do not qualify for any of the MA Waiver programs or the Family Support Program, would be served by the Child and Family Services unit. This unit provides Child Welfare, Child Protective Services, and Juvenile Court Services. The DD Social Worker and the Child and Family Services

Supervisor will participate on the transitions team. The HHS Department will communicate and coordinate around all referrals to assure that client needs are appropriately met. Transfers from one unit to another or from one worker to another will be coordinated to avoid or minimize client

adjustment problems.

- a. The Development Disabilities staff will (for those who meet service criteria):
 - i. Provide transition team agencies and parent/guardian/students with information on available resources, current services, and waiting lists for specified services, and other information pertinent to successful planning for integrated, successful adult life.
 - ii. When invited to participate, attend IEP meetings or provide input to the IEP committee at least two years prior to the student's anticipated school exit, for those students who are expected to require developmental disabilities services such as long term support, Community Integration Program services, guardianship and/or protective placement services, services, vocational services, etc.
 - iii. Acknowledge to the school district, and review for the purpose of transition planning and developing or providing anticipated services, all individual student referrals made to the HHS Department by the school district as required by WI STAT 115.95(4).
 - iv. Assist in identifying and accessing funding resources necessary and available for students to receive ongoing community services.
 - v. Cooperate with the school district in students' last year of school to assure coordinated efforts at placement, training, and employment as appropriate in individual cases.
 - vi. Provide case management services as appropriate.
- b. The Child and Families staff will (for those students who are not eligible for DD services):
 - i. Provide transition team agencies and parents/guardians/students with information on the types of resources and services that are available in the local community. This would include information and referral to pertinent services.
 - ii. Assist in identifying and accessing funding resources necessary and available for students to receive ongoing community services as appropriate.
 - iii. Arrange for referrals of adult students to LTS and Community Services staff as appropriate.
 - iv. Provide case management services as appropriate.
 - v. HHS Department staff will complete independent living assessment when requested and as able.

VIII. WAUPACA COUNTY INDUSTRIES

The Waupaca County Industries serves the employment and training coordination needs of the disabled. It will offer employment and training opportunities for eligible youth residing in the County, including those with disabilities. The availability of these programs is subject to annual availability of funding.

IX. FOX VALLEY TECHNICAL COLLEGE

Fox Valley Technical College will:

Designate staff to represent the college at the Waupaca County Interagency Transition Team meetings.

- A. Provide the Waupaca County Interagency Transition Team with information on FVTC programs, courses and student services.
- B. On request, provide general college information, which may be supplemented with disability related services and procedures, to high school students with disabilities. The college supports efforts to assist students to make a smooth transition to the college.
- C. Fully comply with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 and its amendments, all of which prohibit discrimination on the basis of disability in the admission, access to, or participation in programs or activities. FVTC provides a wide range of supplemental services to ensure reasonable accommodations to the known physical or mental limitations of qualified individuals with disabilities.
- D. Offer on-campus experiences for high school students including general school tours, programs tours, and general overviews of services including disability related services.
- E. Refer individuals seeking disability related accommodations or services to the Special Needs Center for assistance.

This agreement is effective July 1, 2002 and remains in effect through June 30, 2004 unless modified or terminated.

Fox Valley Technical College
1825 North Bluemound Drive
Appleton, WI 54912-2277

FVTC Designee: Shary Schwabenlender _____ Date: _____
Special Needs Instructor Coordinator
FVTC ADA/504 Coordinator for Students
920-735-5679 v/tty

X. COOPERATIVE EDUCATIONAL SERVICE AGENCY 5 (CESA 5)

The primary goal of the CESA 5 Youth Employment Program is to offer WIA eligible in-school and out-of-school youth, ages 14-21, with the necessary resources and support to achieve a secondary diploma or

its equivalent and to obtain and retain unsubsidized employment through training opportunities such as work experience, employability skills workshops and adult mentoring.

A secondary goal is to improve the school to work transition by helping youth build necessary decision-making skills related to personal, academic and career development through mentoring, workshops, counseling, leadership and teamwork development opportunities.

A tertiary goal is the enhancement of citizenship skills through volunteer and life skills training opportunities through volunteer and life skills training opportunities.

The CESA 5 Youth Employment Program will:

- A. Designate at least one individual to act as a representative on the Waupaca County Transition Action Council.
- B. Provide transition team agencies and parents/guardians/students with information on the youth program (including WIA priorities), eligibility criteria, the process for student participation and other information pertinent to students in need of transition services.
- C. Offer employment and/or life skills training services relevant to the student's needs based upon assessment and availability of funds.
- D. Offer 12 months of follow-up services to start upon exit from the program.
- E. When invited to participate, attend IEP meetings or provide input at least six months prior to the student's anticipated exit from school in an effort to help the student achieve job readiness.
- F. Develop a Service Strategy for each enrolled student with input from all relevant parties.

- IX. This agreement is effective _____ and shall remain in effect until modified or terminated as stated below:
- a. An individual party may terminate or request revision of this agreement by submitting a thirty (30) day written notice to the other parties.
 - b. Agency representatives will review proposed revisions at planning meetings and approve or disapprove them based on simple majority rule.

AGENCIES SERVING RESIDENTS OF
WAUPACA COUNTY, WISCONSIN
SIGNATURE PAGE

WAUPACA COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

Address:

Phone:

Name of Director Signature: _____

Date: _____

WAUPACA COUNTY INDUSTRIES

Address:

Phone:

Name of Director:

Signature: _____ Date: _____

CESA 5 YOUTH PROGRAMS

Address: 1001 Maple Bluff Road #1, Stevens Point, WI 54482

Phone: 715-345-6505

Name of Director:

Signature: _____ Date: _____

CLINTONVILLE SCHOOL DISTRICT

Address: 26 9TH Street, Clintonville, WI 54929-1595 (Longfellow Elementary)

Phone: 715-823-7200

Name of Director:

Signature: _____ Date: _____

IOLA-SCANDINAVIA SCHOOL DISTRICT

Address: 450 Division Street, Iola, WI 54945

Phone:

Name of Director:

Signature: _____ Date: _____

MANAWA SCHOOL DISTRICT

Address: 585 E. 4th Street, PO Box 400, Manawa, WI 54949-0400

Phone:

Name of Director:

Signature: _____ Date: _____

MARION SCHOOL DISTRICT

Address: 1001 N. Main Street, Marion, WI 54950-8703

Phone:

Name of Director:

Signature: _____ Date: _____

LOCAL OFFICE—DIVISION OF VOCATIONAL REHABILITATION

Address: 315 Algoma Blvd., Oshkosh, WI 54901-4737

Phone:

Name of Director:

Signature: _____ Date _____

NEW LONDON SCHOOL DISTRICT

Address: 901 W. Washington Street, New London, WI 54961

Phone:

Name of Director:

Signature: _____ Date: _____

WIA Youth Programs, CESA 5

Address: _____ Phone:

Name of Director:

Signature: _____ Date: _____

WAUPACA SCHOOL DISTRICT

Address: 515 School Street, Waupaca, WI 54981

Phone:

Name of Director:

Signature: _____ Date: _____

WEYAUWEGA/FREMONT SCHOOL DISTRICT

Address: 410 Ann Street, PO Box 580, Weyauwega, WI 54983-0580

Phone:

Name of Director:

Signature: _____ Date: _____

FOX VALLEY TECHNICAL COLLEGE

Address: 1825 N. Bluemound Dr, PO Box 2277, Appleton, WI 54912-2277

Phone:

Name of Director:

Signature: _____ Date: _____

DATE OF REVIEW: __ by __ June 15, 2005 _____