

FROM SCHOOL TO COMMUNITY

A Transition Guide for Students, Parents and Caregivers

Revised: 6/15/06

Federal Way Public Schools, Student Support Services

Prepared in
collaboration with:

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Both King County Parent Training and King County Parent Coalition for Developmental Disabilities. are programs of the Arc of King County

Our thanks to Betsy McAlister for her work on this document.

GOVERNMENT: State and Federal Programs and Agencies

Please note: When approaching any of the government agencies for services (e.g. DDD, DVR, SSI) we have found that bringing medical records of disability, school testing, evaluations, etc., will greatly speed up your application process.

Division of Developmental Disabilities (DDD): The mission of the Division of Developmental Disabilities is to endeavor to make a positive difference in the lives of people eligible for services, through offering quality supports and services that are: individual/family driven; stable and flexible; satisfying to the person and their family; and able to meet individual needs. Supports and services shall be offered in ways that ensure people have the necessary information to make decisions about their options and provide optimum opportunities for success.

<http://www1.dshs.wa.gov/ddd/>

IMPORTANT: If your child is found eligible for DDD services, he or she is entitled to have the services of a case manager.

Intake Case Manager: (206) 568-5724 or (206) 568-5632

DDD Regional office (Seattle): (206) 568-5700 or 1-800-314-3296

- Family and Community Team, Supervisor – (206) 568-5699
- Adult Family Home Team, Supervisor – (206) 568-5663
- Children's Team, Supervisor – (206) 568-5641
- Children's Team, Supervisor – waiver – (206) 568-5650
- DDD Region IV Field Services Administrator – (206) 568-5721

DDD South King County Office: (253) 872-6490, 1-800-974-4428

- DDD South King Supervisor – Non Waiver – (253) 372-5773
- DDD South King Supervisor – Waiver – (253) 372-5764

Supplemental Security Income (SSI), a program under the U.S. Social Security Administration.

IMPORTANT: This is easier to obtain BEFORE your child starts working.

Eligibility criteria for SSI: 18 years old with a disability (for under age 18, family income usually determines eligibility).

Social Security Offices: 1-800-772-1213.

Medical Coupons: Categorically Needy Program (CNP)

Age: 18 on SSI, or low income (under age 18).

Once you are eligible for SSI, contact your local Community Services Office (phone book: Blue pages: Washington of, Social and Health Services Department of, Community Services Office. Assigned by zip code of where the individual resides.)

Medicaid Personal Care: Federal/state program that allows people to have care providers for their personal care needs. Parent(s) can be the paid provider for children over the age of 18. Parents acting as personal care providers must take a one time, 6 hour training with no continuing education requirement.

Call 1-888-754-8798, The Arc of Washington.

Eligibility: Must be on SSI with Medical Coupons. Medical coupon must say "CNP" on lower right side of coupon. CNP is categorically needy program.

Contact your DDD case manager.

Regional office: (206) 568-5700, 1-800-314-3296

South King office: (253) 372-5770 or 1-800-974-4428

If you have questions about SSI, Medicaid or other public benefits, you may call The Arc of King County Information and Referral (I & R) and ask for an advocate at 206-364-8384 or 1-877-964-0600. This is a free service provided by The Arc of King County.

MEDICAID WAIVER

DDD has replaced the CAP waiver program with four new waiver programs. The new waivers will initially serve the approximately 10,500 individuals receiving services under the CAP waiver. The four new waivers – **Basic, Basic Plus, Core and Community Protection** provide an array of services.

If your child was on the CAP Waiver you should have received a letter telling you of their new assignment. If you do not remember or know if they were on the CAP waiver, call your case manager. If they are not on the waiver you may ask to have them placed on the DATA BASE for the waiver (waiting list). Before you ask, you should know what services the waiver can supply. This information can be found on the DSHS website:

www1.dshs.wa.gov/ddd/publications. Click on "Home and Community Based Waiver Program".

DDD will need to determine if your child would qualify for services in an ICFMR (Institution). You will have to answer a brief set of questions. If your child qualifies for an ICFMR, they may then go on the database (like a waiting list) for the waiver.

SCHOOL

According to the federal rules governing **Transition** from the school system to the community:

Planning for transition services starts at age 14 or earlier if determined by the IEP team.
Services for transition start at age 16 per IDEIA (or earlier if determined by the IEP team).

Contact your child's teacher for more information. You may also contact the Superintendent of Public Instruction for more information (360-725-6000) or the Family Educator Partnership Project (FEPP), a free service, at 1-888-754-8798

School districts must provide a Free, Appropriate Public Education (FAPE) for every special needs student. That may continue through the school year in which the student turns 21 years of age if:

- They have not met the IEP goals
- They have not met the graduation requirements

It is best to work out a good transition program through the age of 21 with your school district since DDD will not pay for job support until the person is 21. We strongly recommend that individuals remain in the school system until age 21 because school is an entitlement and state and community services are not.

You may contact The Arc of King Co., Parent Training, concerning transition training at (425) 746-2178 or (206) 364-4645, ext.159. This is a free service offered by the ARC of King County.

QUESTIONS TO ASK:

Ask if your child's school or district holds a Job Fair. Find out if there is an opportunity for parents to meet with adult employment vendors where you can receive information and training about your child's transition and the move to adult services.

Ask if your child's school or district offers job sampling and job training for a minimum of three years before graduation.

Ask if your child's teacher has provided your child with a functional vocational evaluation.

Request help from your school in producing a resume' for your child to be used for employment vendors and/or the Division of Vocational Rehabilitation (DVR).

Here are the components of a simple and effective resume' that you could prepare to give to employment vendors:

- What does my child like to do?
- What does my child do well?
- What does not work well for my child?

You might want to add work experiences if your school has not done a resume'.

Collect any letters of recommendation from volunteer and paid work experiences. This is best done before the person leaves the work/volunteer setting.

Ask your child's teacher what the graduates from your district who have developmental disabilities are doing as adults.

For help getting answers to these questions, you may:

- Ask your high school transition teacher or the transition teacher of the 18-21 year program.
- Contact school and or district administrator of Special Education.

- Talk to an advocate at The Arc of King Co., (206) 364-8384 or 1-877-964-0600; or call PAVE at 1-800-5-PARENT

AFTER THE SCHOOL YEARS

If your son or daughter has already exited from high school, you may call the Department of Vocational Rehabilitation (DVR). (See "Employment" category for more information.)

EMPLOYMENT OR DAY SERVICES

Employment or Day Services for your adult child are not an entitlement.

Since 1989, the Legislature has provided state funds for many high school graduates to receive employment or day services. However, the funding must be appropriated by the Legislature in each session and it requires strong and persistent advocacy from parent to ensure that those funds continue to be available to all of our graduates.

For more information on any of these programs, please call Margaret-Lee Thompson, Coordinator of

King County Parent Coalition for Developmental Disabilities at (425) 883-6721 or email her at mlthompson@arcofkingcounty.org

Your DDD case management should be aware of your need for adult day services, e.g., sheltered work, community access, etc.

Regional office: (206) 568-5697 - Employment and Day Services specialist or
South King office: (253) 372-5770 case manager or 1-800-974-4428

What level of assistance does your child need in order to work?

- A little - see Division of Vocational Rehabilitation only (see #5 below)
- Periodic help - job coach with supported employment (call your case manager)
- Substantial help – call your case manager
 - Supported employment
 - Group supported employment, crews, enclaves
 - Sheltered work
- Total - sheltered work (call your case manager)

Regional office, 206-568-5700 or 1-800-314-3296
South King office, 253-872-6490 or 1-800-974-4428

If you are unsure about the level of assistance needed, talk to former and current teachers and others who know your child. You may also call The Arc of King County to have help in problem solving. Ask for an advocate: (206) 364-8384 or 1-877-964-0600. This is a free service.

If your child's disabilities are significant enough that you believe that he/she will not be able to work, he or she may be eligible to receive Community Access services.

Regional office: call your case manager or (206) 568-5700 or 1-800-314-3296
South King office: call your case manager or (253) 568-5697 or 1-800-974-4428

Division of Vocational Rehabilitation (DVR)

DVR assists people with disabilities to prepare for, obtain and retain employment. Programs are custom-designed for each individual. When your child turns 18, you can call DVR yourself.

DVR is operating under “Order of Selection” and during this time it is critical to have documentation of the date that DVR accepts your child on their list. (This means there is a dated waiting list.)

To find your local DVR office, look in the blue pages in the phone book under Washington State of, Social and Health Services Department of, Vocational Rehabilitation

Ask your child’s transition teacher or check with the school administration to find out the name of the DVR counselor assigned to your child’s high school.

King County Developmental Disabilities is a part of our County government and is separate from the state Region IV Division of Developmental Disabilities (DDD).

Employment and Community Access is a program to help people who cannot work to get out and about in the community. Community Access is now on an exception to policy basis (see Working Age Adult Policy below.) King Co. DD contracts with different specialists (providers, vendors) who give service directly to your adult child.

Call (206) 296-5214 and ask for a list of providers/vendors for employment and day program services. You should contact agencies yourself. You can also find this information and other important details of employment on the website: <http://www.metrokc.gov/dchs/ddd/services.aspx> (Click on Community & Recreation for details of community access programs.)

King Co. DD has a citizen Advisory Board that holds monthly meetings. Parents and people with disabilities are welcome to attend. The meetings are held at 9:30 a.m. on the first Wednesday of each month at 1700 East Cherry St in Seattle (in the DDD office building, second floor). Call (206) 296-5214.

King Co. DD has committees to address the employment and community access needs of the adults with developmental disabilities in King County. Parents and people with disabilities are welcome to attend.

- ◆ Employment Committee (meets alternate months, odd numbers).
3rd Tuesday at 10AM, 1700 Cherry St (second floor), Seattle. Call (206) 296-5214.
- ◆ Support Services Committee (Community Access) meets alternate months, (even numbers), at 10AM at 821 2nd Ave, Suite 400, Seattle (Exchange Building)
- ◆ Legislative Committee - meets as needed. (206) 296-5214. Interested persons are welcome.

PASS = Plan to Achieve Self Support (a Social Security Work Incentive program).

PASS can help people keep their SSI dollars when they start earning money. Your employment provider/vendor should be the one to help you with PASS. This is becoming an increasingly important source of funding. King County DDD has two specialists that will help you create and manage a PASS Plan free of charge. You may call Scott Leonard at (206) 205-0566 or Kelly Faulkner at (206) 205-0526

Washington Initiative for Supported Employment (WISE)

WISE works with about 25 new families a year from some targeted school districts to broker their children’s employment programs. They offer problem solving and planning assistance and they work with prospective employers to develop co-worker supports. WISE also plans to interview each graduating senior and their parent/family member to build a database of employment and day service needs. This database will be offered to all adult service vendors. Contact WISE at (206) 343-0881.

School to Work Project:

<http://www.metrokc.gov/dchs/ddd/employment/schoolwork.aspx>

Primary Goal: Help 50 DDD eligible students of King County school districts leave school with a paid job.

Partners

- King County Developmental Disabilities Division
- King County Work Training Program
- State Division of Vocational Rehabilitation (DVR)
- King County School Districts
- Employment Service Providers/ Vendors/ Agencies
- Parents
- Students

Student Eligibility Criteria:

- Attend a participating King County School District
- Be a client of WA State Division of Developmental Disabilities
- Be eligible for DVR services
- Be in their last year of transition services
- Commit to the goal of paid employment, as opposed to a work training experience, with the idea that this job will last and be their 'day program' after they leave school.
- This project will involve looking at new ways to use resources from schools, DVR, employment agencies, and King County- so that students leave school with more than work experience, but a paying job.

How the Program Works**Participating school districts:**

- Sign an agreement with King County DD to participate in the project
- Teachers at participating schools invite students, parents and service providers to an outreach presentation to learn about the project

Students and parents:

- Attend the outreach presentation
- Complete the application for the School-to-Work Pilot Project
- Students that meet all eligibility criteria will receive a confirmation letter
- Students choose an Employment Service Provider

Creating an individualized assessment plan:

Students accepted to the program will have a meeting with a DVR counselor, teacher, Employment Service provider, and King County Work Training Program case manager to create an assessment plan- a time to learn about a student and what kind of job to look for! At that meeting, the participants will

- Talk about the students interests and abilities
- Look at previous training and/or work experiences (through the school transition program, summer jobs, etc)
- Consider new things to try at work training sites coordinated by either the school district or provider agency
- Decide if a student might benefit from a wage subsidy in the assessment period (time limited)
 1. Wage Subsidy= \$7.35/hr
 2. Coordinated by Work Training Program case manager
 3. Set up a work-site agreement with the student and supervisor; set goals for student in the paid site
- **Job Development:** Once the assessment is complete, the student and his/her team will have identified the kind of job to look for the best fit of interests.
- **Job Placement/ Initial job training:** Once a job is found, students might need initial job training- this can be provided by the employment agency if schools do not have the staff time/ resources to provide it
- **Stabilizing Job Training:** Once a student is stable on the job, and requires only a minimal amount of job coaching, the school staff will participate in supporting that student on the job until the end of the school year.

Long-term employment support: This will eventually be provided by an employment agency

- KCDDD will provide trainings on the impact of employment on Social Security benefits and Social Security Work Incentives
- Students will receive an individual benefits analysis and planning meeting to help students strategize around funding for long-term employment support

There is a new statewide policy called **Working Age Adult**. This policy states that gainful supported employment in integrated settings will be the goal for all adults age 21 to 62. (Community Access funds would have to be obtained by an exception to policy.) The Working Age Adult Policy makes an assumption that adults with developmental disabilities can work or “be on a pathway to employment”. This policy is designed to help individuals achieve the goal of employment and it will be in full implementation statewide by 7/1/06.

RESIDENTIAL SERVICES

Please note: RESIDENTIAL SERVICES ARE NOT AN ENTITLEMENT. Because of budgetary constraints, some residential services other than Medicaid Personal Care and Adult Family Homes are difficult to obtain and may entail months or years on waiting lists. The person or family typically must be in a crisis situation before action is taken.

DDD-Region IV is in charge of residential programs.

Call your child's case manager and tell them of your need for residential support. (If your child is on the waiver, this should be recorded on the Plan of Care). In any case, it is important to ask for some written confirmation of your request.

Residential Options:

1. Live in parent's home long term.
 - ◆ Call your child's case manager and ask about becoming a Medicaid Personal Care Provider.
2. Live in parent's home until employment or day program is stable.
 - ◆ Call your child's case manager and ask about becoming a Medicaid Personal Care Provider.
3. Moving soon, family interested in being in charge of the residential setting.
 - Call the Advocate, The Arc - King County at (206) 364-8384 or 1-877-964-0600.
 - Call Kathy Sellars (parent) – (206) 522-3099 (home phone)
 - Call King County DDD and ask for Housing Advocacy and Section VIII information.
4. Moving soon, want state to be in charge.
 - ◆ Call case management:
 - ◆ Regional office: (206) 568-5699 (supervisor) or call your case manager directly.
 - ◆ South King office: (253) 372-5770 or 1-800-974-4428
5. To find out which residential programs the state (Region IV, DDD) administrate, call case management for information or a referral:
 - ◆ Regional office: (206) 568-7000 or 1-800-314-3296
 - ◆ South King office: (253) 372-5770 or 1-800-974--4428
 - ◆ You may also call The Arc of King County at (206) 364-8384 or 1-877-964-0600 and ask for an advocate.

Residential Support Levels of Supervision:

- ◆ Representative payee - for very capable individuals in need of only financial assistance
- ◆ Supported Living – moderate to close supervision
- ◆ Group Home - highly structured
- ◆ ICF-MR - group living and institutional living, under strict federal guidelines, usually with nursing help.

Other Residential Programs:

- ◆ Adult Family Home - administered by Aging and Disability Services Administration (ADSA). This is the residential service that is "open" to new applicants.

Make contact through DDD case management:

Regional office: 206-568-5663 (Adult Family Home Team Supervisor)

South King office: 253-372-5770 or 1-800-974-4428

You may also call The Arc of King Co. advocate and ask for background information.

- ◆ Support services privately purchased by family. Call case management for names of people who assist by private pay.
- ◆ Protective payee (financial assistance).
- ◆ Instructional training

You may also contact The Arc of King County and ask for an advocate (206) 364-8384 or 1-877-964-0600.

If you'd like more information on any of these out-of-home living arrangements for your child, you may call The Arc of King County, Information and Referral, and ask for an advocate at (206) 364-8384 or 1-877-964-0600.

ADVOCACY AND SUPPORT GROUPS

Parent Support Groups:

Generic:

- The Arc of King County; 206-364-8384 or 1-877-964-0600. www.arcofkingcounty.org
- The Arc of Washington State, legislative advocacy, 1-888-754-8798, www.arcwa.org

Disability groups:

- Provail (formerly United Cerebral Palsy), (206) 826-1040, Amal Grabinski, www.provail.org
- Cerebral Palsy parent resource, Nancy Eliassen: (206) 323-7224 (teenager and adults)
- Autism Society of Washington – Tacoma, (253) 572-5203 or 1888-ASW-4YOU
www.autismsocietyofwa.org - Weekly listserv, conferences, workshops, support group information.
Email questions to iinfo@autismsocietyofwa.org
- FEAT (Families for Effective Autism Treatment) – (206) 763-3373, www.featwa.org
- Down Syndrome Community - call Linda Michael (parent), (206) 241-0353,
ljmichael@cypressmail.com
- Deaf/Blind - Call (parents) Donna Ruble – (206) 706-7621 or Maria Corsini – (206) 242-8450
- Senior Family Caregivers - Call Nancy Meltzer, The Arc of King Co. (206) 364-6544, ext. 128
- Washington State Fathers Network, Kindering Center, Bellevue; Chris Morris Executive Director, (425) 747-4004 ext. 4286, www.fathersnetwork.org, email – cmorris@fathersnetwork.org
- Others: There are a number of other groups in various communities. Please call Cathy Murahashi, King County Parent Coalition for DD, (425) 643-4048 or email muracat2@aol.com

Communities of Color:

- ◆ The Arc of King Co. has ethnic outreach staff, 206-364-4645, Jose Martinez, coordinator

If you are ever **in need of an individual advocate** for one-on-one problem solving, call The Arc of King County for this free service. (206) 364-8384 or 1-877-964-0600

If you'd like to become more involved and be part of changing the future for people with developmental disabilities by networking with other parents, addressing issues, advocacy, involvement with elected officials and legislation, contact: King County Parent Coalition for Developmental Disabilities, Margaret-Lee Thompson, (425) 883-6721, mlthompson@arcofkingcounty.org or Cathy Murahashi, (425) 643-4048, muracat2@aol.com

The **Parent to Parent Program** uses parents of children with disabilities to help mentor younger parents whose children have the same disability.

If you are interested in being a parent mentor, please contact Jodi Reimer at the Arc of King County, (206) 364-4645

RESPITE CARE

Respite care provides an occasional break from care giving. **Family Support Services** provide families with up to \$1400 per year for respite and other services families may need such as excess medical costs, diapers, therapies, community guide, equipment and structural modifications.

Children and adults who live in the immediate family home can use Family Support Services. There is currently a significant waiting list. Sometimes families receive their Family Support services through an SSP (a state program of Social Security) cash payment. If your family has an emergency situation, such as a caregiver having surgery, there is a small amount of one-time-only funding available from DDD for emergency respite. There is no waiting list for these emergency situations.

To apply for Respite Care/Family Support from DDD, contact case management and ask to be placed on the Family Support waiting list. Ask for written confirmation that you have been added to the waiting list so that when services open, you will be accepted.

Case management:

Regional office: (206) 568-5700 or 1-800-314-3296

South King County office: (206) 872-6490 or 1-800-974-4428

Medicaid Personal Care: Federal/state program that allows people to have care providers for their personal care needs. Parent(s) can be the paid provider for children over the age of 18. Parents acting as personal care providers must take a one time, 6 hour training with no continuing education requirement. (Please refer to the "Government" section for contact numbers regarding Medicaid personal care.)

TRANSPORTATION

Call METRO for a reduced fee pass for bus travel and/or an Access pass (206-263-3113). Access provides van service for people who cannot ride a METRO bus.

Metro Travel Training Program. This is a free program to assist people to learn to ride the bus. Contact CARES of Washington at (206) 749-4242, TDY (206) 749-4286.

LEGAL SERVICES

Guardianship or other legal protection:

Call The Arc of King County for written information and a list of attorneys. 1-877-964-0600 or 206-364-8384. The King County website for guardianship documents is:

<http://www.metrokc.gov/kcsoc/guardianship.htm>

Many families choose to renew guardianships on their own.

Special Needs Trust:

◆ Call The Arc of King County for assistance and written information. 1-877-964-0600 or

(206) 364-8384

- ◆ Call The Arc of Washington for the DD Endowment Trust. 1-888-754-8798
This is a program where either a family member or a person with a developmental disability may procure a trust and receive 25% matching funds from the state.

WEBSITES

The Arc of King County for information about resources, training, parent support, etc.:
www.arcofkingcounty.org

The Arc of Washington for information about legislative advocacy: www.arcwa.org

King County DDD for information about county programs and service: www.metrokc.gov/dcsh/ddd/

The Division of Developmental Disabilities (D.D.D.) for state D.D. programs and services:
www1.dshs.wa.gov/ddd/index.shtml