



VR Youth Pre-Employment Education

Program Name – Vocational Rehabilitation Youth Pre-Employment Education and Training

Description of program

Through this initiative local churches will provide fifty (50) hours of pre-employment, self-advocacy, career exploration education to students of ages 15 – 21 years old. Participants will be those having an Individual Education Plan (IEP) or 504 Plan for learning. Funding is available for this program, provided through Department of the Education, and is administered by your state's Vocational Rehabilitation Services. This program is designated primarily for the summer, however, may extend into the next fiscal year.

Benefits of program

- The local church holds the primary opportunity, through its non-profit educational status, to encourage youth in the to remain in high school and receive a diploma
- Local ministries can provide an educational overview of work, self-advocacy, soft skills, and job exploration for a student population of youth which, otherwise may not be targeted for such services by faith-based entities.
- Local churches can enjoy the unique designation to serve a student population that holds membership in congregations, which can benefit from initiatives of socialization; improved oral communication skills, and training on skills that lead to their gainful employment.
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Implementation Steps:

1. The pastor/leader will identify a point of contact (POC) for the Vocational Rehabilitation Youth Pre-Employment Education and Training Program
2. The local ministry POC will contact the state office of Vocational Rehabilitation to secure information on program regulation, qualification, implementation, and evaluation.

3. The POC will obtain a purchase Order from Vocational Rehabilitation for program implementation
4. Develop training organization structure
5. Create a Gantt Chart to track key project steps
6. Draft a Budget Narrative
7. Communicate initiative to key providers such as faith based organizations
8. Draft and obtain signed contracts from key providers that outline responsibilities and provision for pay
9. Locate partner facilities that may be used for training classes
10. Hire Instructors/Conduct Level II Background Screening
11. Write Curricula/Course Outlines/Lesson Plans
12. Create training documentation such as Registration Form, Class Roster, Training Schedules
13. Recruit students qualified as program participants
14. Conduct pre-employment training, using designated education curriculum
15. Issue Certificates of Completion
16. Compile all training-related documentations for files

Please direct your questions to:

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