

Journey to Employment First: A Guide

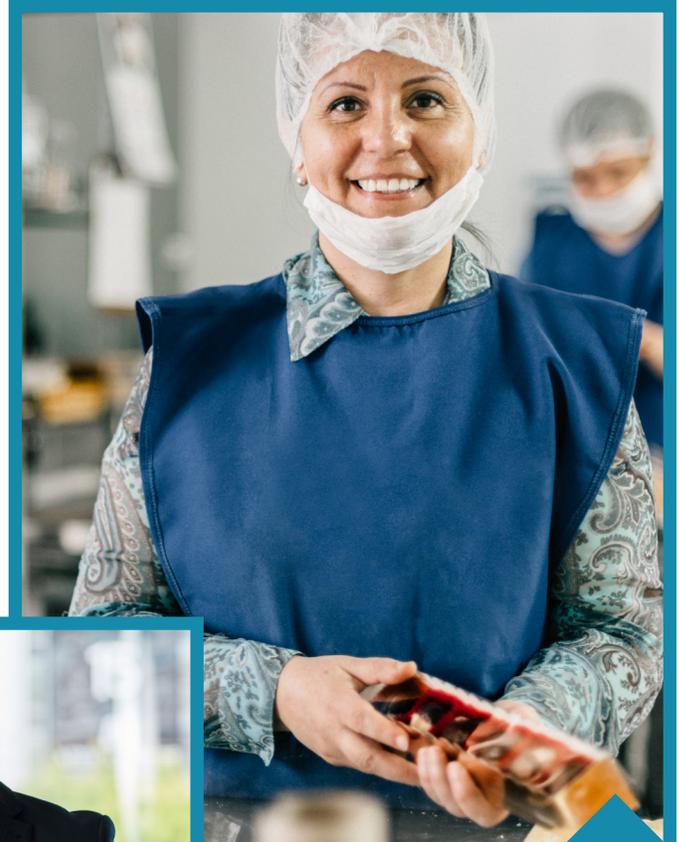
It is vital that all Floridians have access to employment that is community-based and matches their interests and aspirations. This guide was developed for potential job seekers and their families to navigate the road to successful employment. The guide has ten sections, each covering a topic related to employment and employment benefits – topics that job-seekers and their families should know about as they look for the best job for them. The guide is set up in sections pertaining to each topic area. You may choose to access or print the whole guide or just one section at a time.

IN THIS GUIDE, you will learn about:

- **Benefits Counseling** — What is benefits counseling, why is it important, and how to access free benefits counseling?
- **Language that will help you in conversations about employment** — What do I need to know to have a conversation with potential employers?
- **Florida's My Money Program** — How do I find out more about this program offered by the Florida Department of Financial Services?
- **Understanding Cash Benefits** — What is SSI, SSDI, beneficiary, and representative payee?
- **Social Security Work Incentives** — Overview description of three incentives for beneficiaries who are wage earners?
- **Health Benefits** — What health coverage supports I may have as a Medicaid and or Medicare enrollee?
- **Building Self-Management Skills** — What can I do to be in the best position to set and meet my individual goals?
- **Resources** — Florida and National resources that may be helpful on your employment journey.
- **Inclusion** — Advocacy and enlightenments on what, where, how, and why inclusion works for all.
- **Glossary** — You will find a glossary at the end of the guide with important definitions of terms related to supported employment.

How might you learn about types of jobs, positions in the workplace, roles of workers, and work tasks responsibilities?

Ask your family members about what they do on their job.



Look at the job roles and work task responsibilities of your family members.



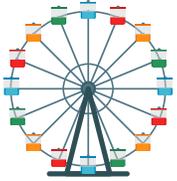
Informational interviews

Look at the job roles and work tasks responsibilities of workers in your neighborhood.



Discover Your Niche

Look at the job roles and work responsibilities of workers everywhere you go



Amusement Parks



Bank



Barber/Beauty Salon



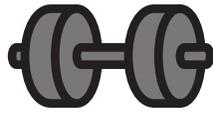
Church



Coffee Shops



Grocery Stores



Gym



Hospital



Hotels



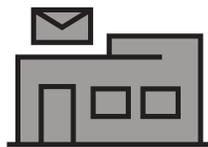
Laundromat



Library



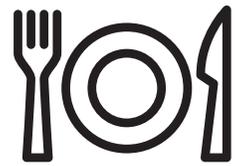
Park



Post Office



Pharmacy



Restaurants



School



Shops



Spa



Tourist Attractions



and many more locations you may go...

Discover Your Interest



Try-out different jobs through volunteer work

VOLUNTEER to help in your neighborhood and be responsible for completing the job. Bring in the neighbor mail, bring in the neighbor recycle bin, bring in the neighbor packages and or grocer items, and many more possibilities...

PARTICIPATE in the Disability Mentoring Day (DMD) activities during the annual Disability Employment Awareness Month (DEAM) schedule in October of each year.

This is an **OPPORTUNITY** to get first hand mentoring and inside scoop on job roles and work tasks responsibilities in a career field of your preference. For more information about DEAM in your community visit AbleTrust.



VOLUNTEER to help at your school and be responsible for completing the job in the classroom, in the student services office, in the school main office and reception area, in the health clinic, in the counseling center, in the cafeteria, on the playground, in the gym, in the music room, in the media center, in receiving, in the mail room, in the copy center, in the teacher planning area, and many more possibilities.

VOLUNTEER in a work place similar to what you may have an interest in. Try it out for a limited time...be careful not to provide free work, remember this is an opportunity to gather information about possibilities to help you learn about choices and make informed decisions. *Note: It is okay to volunteer in volunteer positions for an extended period through volunteer programs as a way of giving back to others.*



Vocational Planning

Get started with these ideas and suggestions on your journey to finding the job that fits you.

PARTICIPATE in job fairs and talk with employers and ask about: their types of jobs, types of work tasks, hours of operations, workplace environment, benefits, and much more....you may add to the list other questions you may want answers about, are curious about, interested in, fit your priorities and makes sense to you.

BE SURE TO ASK QUESTIONS about anything in the workplace that you don't understand. Remember you are gathering information to make an informed decision about your vocational journey. The more you know the more authority and power you have over your possibilities. Know that it is okay to change your mind until you discover your best fit.

- Start your own business
- Carve out your unique spot in the workplace
- Identify support you may need
- Gather more information about a specific job
- Gain more experience to do well in a workplace
- Develop more skills to get a certain position
- Try new and different responsibilities and roles

REMEMBER you are not alone on your vocational journey. Everyone benefits from putting together a team of trusted supports to help along the way. Some supports may be with you for a short period of time or as needed while others may be on your team for much longer periods of time. *You decide.*



How might you gain work experiences and try out possible types of jobs and workplace environments?



Volunteer to help in home and be responsible for tasks such as:

Set the table

Empty the trash

Load the dishwasher

Unload the ice bin in the freezer

Sweep/vacuum, clean the mirrors

Put the dishes away in the cabinet

Remove the dishes from the table after meals

Bring the trash bin from the curb, pet care duties

Replace the toilet paper and paper towel rolls

Keep the pitcher filled in the refrigerator

Keep dust off the ceiling fan, TV screen, and computer monitors

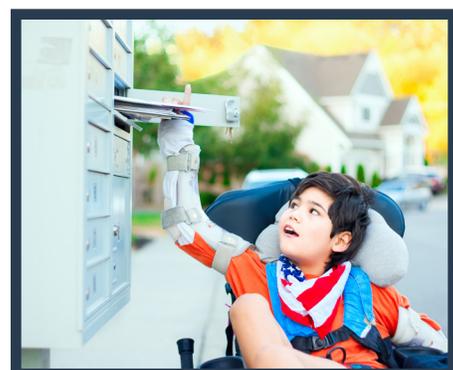
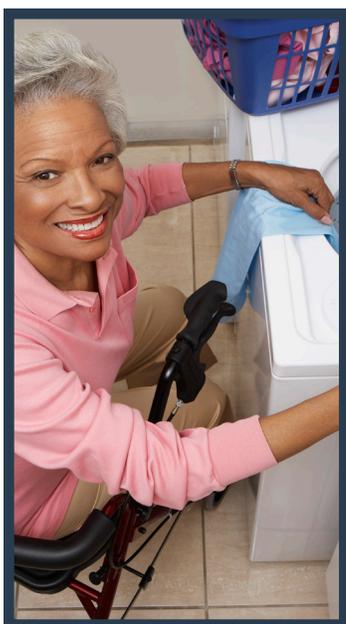
Replace the soap in the shower

Unload the dryer, fold laundry

Bring in the mail

Water the plants

And many more possibilities in your home.



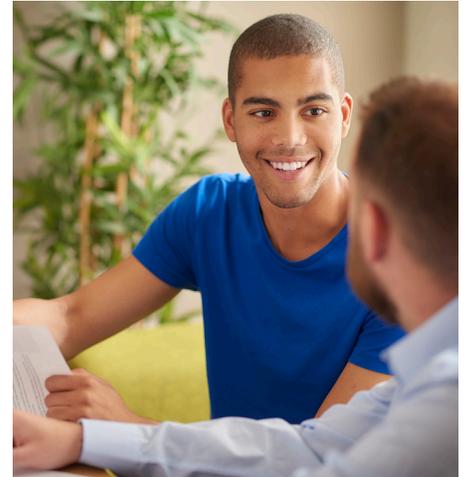
Options for Effective Resume Development

Strategies to market the job seekers contributions and find the best fit for employment to support Discovery and Customized Employment



POWER POINT/VIDEO – A visual document of the job seeker used to market one’s knowledge, skills, and abilities to the hire authority.

TOURS – A scheduled opportunity to observe the workplace environment and learn about the roles and responsibilities.



INFORMATIONAL INTERVIEWS – A job seeker gathers information through conversations about a workplace of interest from someone at that workplace.



ON-SITE JOB TRAINING – Employee learns through direct hands-on experience the actual job skills from a worker at the workplace.



WORKING INTERVIEW – A job seeker show the perspective employer and co-workers their knowledge, skills, and abilities to do the work on the work site.



CUSTOMIZED JOB DEVELOPMENT – A strategy used to create a win-win employment opportunity based on the knowledge, skills, abilities, preferences, and interests of the job seeker and needs of both the employer and job seeker.

What action steps might you do to start your **vocational planning**?



Keep track of all your experiences and education

Use in your resume

Learn your likes and dislikes

Preferences



List your supporters and potential supporters

Social Capital and references

Do a specific routine activity to meet the need of someone other than your-self

Can translate to being **dependable** and **reliable**

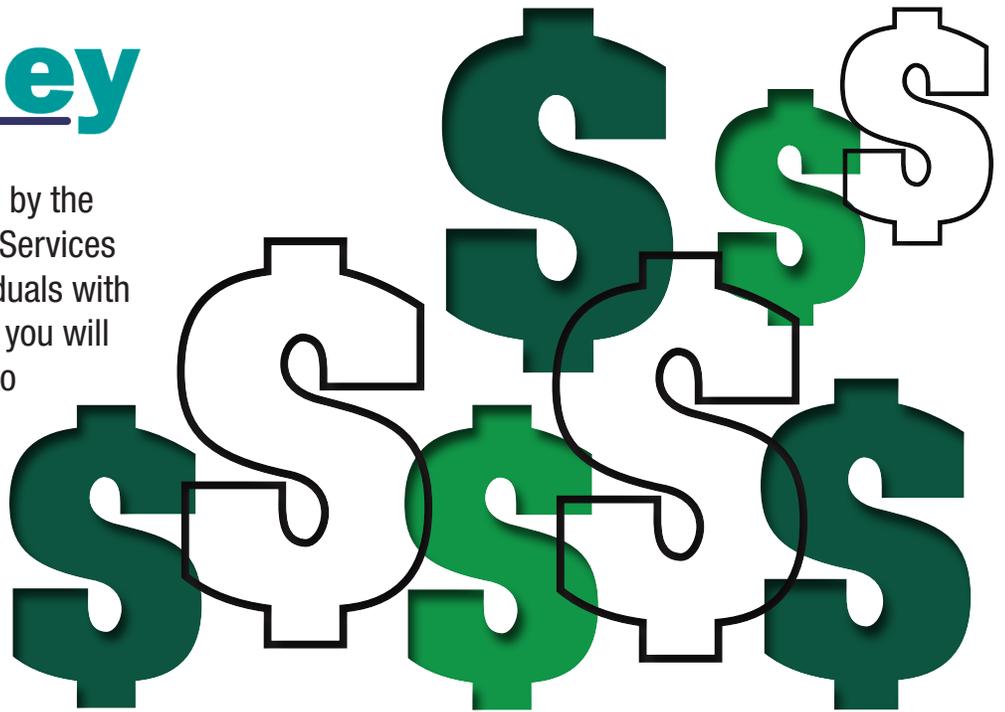


Try new activities

Can translate to being **flexible**, **team player**, and **willing to learn**



The My Money Program created by the Florida Department of Financial Services to provide information for individuals with developmental disabilities. Here you will find information and resources to describe how work may impact different public benefit programs. Public benefit programs may be available by your local, state, or federal government.




CASH BENEFITS

Social Security Disability Insurance (SSDI)

Social Security Disability Insurance (SSDI) provides benefits to disabled or blind individuals who are “insured” by workers’ contributions to the Social Security trust fund. These contributions are the Federal Insurance Contributions Act (FICA) social security tax paid on their earnings or those of their spouses or parents.

Supplemental Security Income (SSI)

The Supplemental Security Income Program (SSI) makes cash assistance payments to aged, blind and disabled persons (including children under age 18) who have limited income and resources. The Federal government funds SSI from general tax revenues.

Beneficiary

Person who is eligible for a benefit paid by Social Security Administration such as Supplemental Security Income (SSI) or other types of benefits.

Representative Payee

A person or organization who manages a beneficiary’s SSI or Social Security who is incapable of managing or directing the management of his or her benefits.



You are encouraged to visit the *Social Security Administration* for the full details and most current information about SSDI and SSI Benefit Programs. Information found here is a brief overview.

SOCIAL SECURITY WORK INCENTIVES

Trial Work Period

The Social Security Administration (SSA) has provided a Trial Work Period for those receiving disability benefits as incentive to return to work. The trial work period lasts for a total of nine months. During a trial work period, you will continue to receive Social Security Disability (SSD) payments as usual.



Impairment Related Work Expense (IRWE)

Expenses related to a working Beneficiary's disability necessary to support their ability to maintain their job. A couple of examples of IRWE's may include additional expense for specialized transportation support necessary because of the working Beneficiary's disability and or expense to purchase personal care assistance necessary because of the working Beneficiary's disability.

Plan to Achieve Self-Support (PASS)

PASS is a provision for a SSI beneficiary to set aside income or resources to be able to pursue a work goal and return to work.



You are encouraged to visit the *Social Security Administration* for the full details and most current information about Social Security work incentives. Information found here is a brief overview.

HEALTH SUPPORTS BENEFITS



MEDICAID

Medicaid provides medical health insurance coverage to low-income individuals and families. The state and federal government share the cost of the Medicaid program.

Medicaid services in Florida are administered by the *Agency for Health Care Administration*.

Medicaid eligibility in Florida is determined either by the Department of Children and Families (DCF) or the Social Security Administration (for SSI recipients).

DCF determines Medicaid eligibility for:

- *Parents and caretakers relatives of children*
- Children
- Pregnant women
- Former Foster Care Individuals
- Non-citizens with medical emergencies
- Aged or individuals with disabilities not currently receiving Supplemental Security Income (SSI)

Individuals may apply for assistance online at: <http://www.myflorida.com/accessflorida/>



MEDICARE

State programs administered by Centers for Medicare and Medicaid Services (CMS) Parts help pay premiums, prescription drug coverage, deductibles, coinsurance, copayment costs.

Patients eligible to enroll in one or more parts of the program:

- Individuals under the age of 65 who have certain disabilities
- *Individuals aged 65 and older*

Part A Coverage

- Some home health care
- Inpatient hospital care
- Hospice care
- Inpatient care in a Skilled Nursing Facility after a covered hospital stay

Find additional specific details about Part A coverage [here](#).

Part B Coverage helps pay for:

- Physician services
- Durable Medical Equipment, orthotics, prosthetics, and supplies
- Home health for patients without Part A
- Hospital outpatient services
- Laboratory and diagnostic services

- Audiologists
- Clinical psychologists
- Clinical social workers
- Independently Practicing Physical therapists
- Independently Practicing Occupational therapists
- Independently Practicing Speech-language pathologists
- Other preventive services listed here

Find additional specific details about Part B coverage [here](#).

Part C Coverage

- Medicare Advantage Plan (MA)- Private insurance companies Medicare approves to offer Part A and Part B services and may provide prescription drug coverage and other supplemental benefits

Part D Coverage

- Prescription drug benefit run by private insurance companies. Additional coverage option with a monthly premium if not already covered through a Medicare Advantage Plan.

Click [here](#) for more details to understand your Medicare choices

You are encouraged to visit the *Center for Medicare and Medicaid services* site for the full details and most current information about Medicare and Medicaid coverage. Information found here is a brief overview.

Florida Resources

Agency for Persons with Disabilities (APD)

APD in partnership with local communities and private providers supports persons with developmental and intellectual disabilities (IDD/DD) and their families. APD also provides assistance in identifying the needs of people with IDD/DD to live, learn, and work in their communities.

Bureau of Exceptional Education and Student Services (BEESS)

BEESS administers programs for students with disabilities. Additionally, BEESS coordinates student services throughout the state and participates in multiple inter-agency efforts designed to strengthen the quality and variety of services available to students with special needs.

Disability: IN (Formerly BLN)

The primary purpose of the Disability: IN (Formerly BLN) is to promote diversity policies that include people with disabilities and hiring practices that target candidates with disabilities.

Center for Autism and Related Disabilities (CARD)

CARD provides support and assistance with the goal of optimizing the potential of people with autism and related disabilities.

Center for Independent Living (CIL)

CIL's are consumer-controlled, community-based, cross-disability, nonresidential, private, nonprofit organization designed and operated within a local community by persons who have disabilities to provide an array of independent living services.

Disability Employment Awareness Month (DEAM)

DEAM/DMD is part of a national event highlighting career paths and participating businesses to students, job seekers, and veterans with disabilities through hands-on career exploration, on-site job shadowing and ongoing mentoring potentially leading to internship and employment opportunities.

Disability Rights Florida (DRF)

DRF advances the quality of life, dignity, equality, self-determination, and freedom of choice of persons with disabilities through collaboration, education, advocacy, as well as legal and legislative strategies.

Division of Vocational Rehabilitation

Florida Department of Education (VR)

VR is a federal-state program that helps people who have physical or mental disabilities get or keep a job. VR is committed to helping people with disabilities find meaningful careers and enhance their independence. Read more details about their many programs.

Florida Association of People Supporting

Employment First (FL APSE)

FL APSE is a chapter of the only national organization with an exclusive focus on integrated employment and career advancement opportunities for individuals with disabilities.

Employment First Florida

The Florida Developmental Disabilities Council (FDDC) partnership with National Association of State Directors of Developmental Disabilities Council (NASDDDS) and Institute for Community Inclusion (ICI) to understand the national perspective of Employment First efforts and develop an Employment First initiative in Florida.

National Resources

Equal Employment Opportunity Commission (EEOC)

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

Job Accommodation Network (JAN)

Provides individualized technical assistance, consulting, and mentoring services to individuals with disabilities, families, and service providers including referrals, accommodations, and self-employment/small business development expertise.

National Collaborative on Workforce and Disability for Youth (NCWD for Youth)

Navigating the road to work making the connection between youth with disabilities and employment.

National Gateway to Self-Determination

A national consortium and clearinghouse for resources, training, and information on promoting self-determination.

Think College! College Options for People with Intellectual Disabilities

A national organization dedicated to developing, expanding, and improving inclusive higher education options for people with intellectual disabilities. They have collected some resources from around the web for families who want more information about transition planning and participating in postsecondary education.

SOCIAL SECURITY ADMINISTRATION BENEFICIARIES INFORMATION/RESOURCES

Supplemental Security Income (SSI) Guide

Social Security Disability Insurance (SSDI) Guide

How Work Affects Your Benefits

Working While Disabled: How We Can Help

Social Security Work Incentives

Ticket to Work

Social Security for Kids and Families

Social Security Benefits for Children

Social Security Administration Red Book

Inclusion Works for All

The Florida Center for Inclusive Communities is committed to assuring that people with disabilities have the supports needed to design and achieve lives of quality and meaning. Such lives are characterized by opportunity, inclusion, and participation.

Supports for people with disabilities should be provided in a manner that recognizes people's inherent competence; reflects the personal preferences of each individual; conveys that the person receiving services is a valued, respected community participant; and assists individuals to achieve self-determined lives of mastery, satisfaction, and meaning. Such supports can only be provided in community settings (Center for Parents Information and Resources). The support of individuals with disabilities in the community includes all aspects of participation, support, and social belonging including:



Housing



Recreation and Leisure Activities



Employment



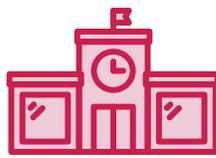
Health Care Services



Neighborhood, Community, and Civic



Organizations



Early Childhood, Elementary, Secondary, and Post-Secondary Education



Faith Communities



Social Relationships



Transportation



All Other Aspects of Community Living

The ability to include individuals with disabilities within all aspects of community life is directly related to the value we place on inclusion and the commitment to provide adequate supports. In translating this value to practice, the relevant question is not "Can inclusion happen?", but "What supports are needed to ensure inclusion happens?"



What Works?

Across the country there are numerous demonstrations of how to use supports to ensure community inclusion and the effective outcomes for individuals with disabilities. These demonstrations include evidence that:

Self-Determination Works!

The Center for Outcome Analysis evaluated the Robert Wood Johnson Foundation's National Initiative on Self-Determination for People with Developmental Disabilities in 19 states.

The study used this central hypothesis: If people gain control, their lives will improve, and costs will decrease. The evaluation revealed the impact of Self-Determination:

- an increase in power and choice making for the consumer;
- improvements in quality of life including: friendships, privacy, health, safety, freedom of movement, etc., and
- a reduction in costs for services and supports <http://www.eoutcome.org/Uploads/COAUploads/PdfUpload/SD-Evidence-2015-V121.pdf>

Community Living Works!

For every person with a disability that lives within an institution, residential facility, or specialized health care setting there is a person with similar support needs who lives in the community. Across the country institutions are shutting down. Eleven states have closed all their state-run institutions.

Comprehensive community services offers individuals with disabilities greater access to social relationships, meaningful activities, community participation, and enhanced quality of life. People who move into communities from institutions show improvements in daily living skills, community participation, frequency of contact with family members and others in the community, greater choice, and greater life satisfaction.

School Inclusion Works!

Students with disabilities who are taught within the general education classroom with supports and systematic instruction achieve superior outcomes in academic, communication, social, and behavioral skills acquisition. Teachers who teach students with disabilities successfully, become more confident about their ability to teach all students as capable learners with diverse learning needs.

There are no studies that document adverse academic or social effects on students without disabilities when students with disabilities participate in the general education classroom. Students without disabilities who are educated with students who have disabilities are more positive and accepting of persons with disabilities than students who have not been exposed to students with disabilities.

Resources

- *Center for Parent Information & Resources* <https://www.parentcenterhub.org/community-building-toolkits/>
- *The Center on Human Policy* <http://thechp.syr.edu>
- *The Council on Quality and Leadership* <https://c-q-l.org/>
- *National Association of Councils on Developmental Disabilities* www.nacdd.org/
- *University of Minnesota's Research and Training Center on Community Living* <http://rtc.umn.edu/>
- *TASH* <http://www.tash.org>
- *Quality Mall* www.qualitymall.org
- *Florida Inclusion Network* www.floridainclusionnetwork.com
- *Center for Applied Special Technology* www.cast.org
- *Inclusion Resources* www.inclusion.com
- *American Institutes for Research* <https://www.air.org/topic/education>
- *youth.GOV* <https://youth.gov/youth-topics/inclusion-and-accessibility>

Glossary of Transition & Supported Employment Terms

The following are some terms used by people who support career exploration and employment planning. Please be sure to discuss your understanding of the terms being used with your team of supports to ensure everyone has the same understanding of the actions and expectations to address your employment goals.

ACCOMMODATION: Modification or adjustment to the work environment that supports a qualified person with a disability to perform the essential functions of the position; or to enjoy equal benefits and privileges of employment as other employees without disabilities in similar situation; or to be considered for a desired position he qualifies for during the application process.

ACTION PLAN: A plan developed by the job seeker and their team consisting of the goal, one or more actions to move to the goal, identifies who is responsible for each action, expected time to complete the action, and keeps record of the status or result of each action.

AMERICANS WITH DISABILITIES ACT (ADA): The ADA protects people with disabilities from discrimination in employment, government services, and public accommodations.

APD: Agency for Persons with Disabilities: The state agency supporting persons with developmental disabilities in living, learning, and working in their communities.

APPRENTICESHIP: A process of training and supervision by a skilled professional in a work setting.

ASSISTIVE TECHNOLOGY: Devices that assist people with disabilities to perform a tasks, behavior, or communication activities.

THE BUREAU OF EXCEPTIONAL EDUCATION AND STUDENT SERVICES (BEESS): BEESS administers programs for students with disabilities. Additionally, the bureau coordinates student services throughout the state and participates in multiple inter-agency efforts designed to strengthen the quality and variety of services available to students with special needs.

BENCHMARKS: The standards or points of reference used by the Division of Vocational Rehabilitation to determine the progress made towards maintaining employment. Payment of the employment support provider is match with the benchmarks.

BENEFITS PLANNING: Analysis of the effect that work and other life situation changes have on benefits, and federal and state work incentives programs. A certified work incentive consultant completes personalized benefits planning with the SSA Beneficiary.

CBTAC: Certified Business Technical Assistant Consultant: The Certified Business Technical Assistance Consultant is a program of Florida Vocational Rehabilitation, in partnership with The Center for Social Capital (part of Griffin-Hammis Associates) for vendors wishing to offer self-employment business planning development support to individuals with disabilities.

CBI: Community Based Instruction: Vocational instruction and hands-on experiences provided to the student in the community instead of on the school campus.

CUSTOMIZED EMPLOYMENT: An employment planning process based on the strengths and interest of a job candidate and the identified business needs of an employer in a way that meets the needs of both.

CWIC: Community Work Incentive Coordinator: Trained expert that provides in-depth counseling about benefits and the effect of work on SSI and SSDI benefits. Focused on helping beneficiaries who desire to work understand their federal and state work incentives programs.

DEAM: Disability Employment Awareness Month: a national campaign that raises awareness about disability employment issues, held through the month of October each year.

DISABILITY: IN (FORMERLY BLN) – BUSINESS LEADERSHIP NETWORK: A national non-profit organization comprised of business representatives that is focused on the value of including employees with disabilities in the workplace, supply chain, and marketplace.

DISABILITY NAVIGATOR: Designated employee in the One Stop Career Centers that provides support to the Center staff supporting job seekers with disabilities. Disability navigators facilitate the improvement of employment outcomes, self-sufficiency and quality of life for job seekers with disabilities.

DISCLOSURE: A person with a disability decides to share information about his disability with the hiring authority for the purpose of requesting an essential accommodation in the workplace.

DISCOVERY: A person centered planning process that involves getting to know a person before developing a plan for employment. The process includes getting to understand the person's interests, skills, preferred environments, activities, current skills, and the ideal working conditions that can support the person in achieving meaningful and rewarding employment.

DISABILITY MENTORING DAY (DMD): A nationwide effort to promote career development for job seekers with disabilities designated on a specific date in October annually.

DISABILITY RIGHTS FLORIDA (DRF): The state-wide designated protection and advocacy system for individuals with disabilities in the State of Florida

DIVISION OF VOCATIONAL REHABILITATION (DVR): Provides services that enable individuals with disabilities to find jobs or keep their job.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC):
A federal law enforcement agency that enforces laws against workplace discrimination

EMPLOYMENT FIRST: Employment of citizens with disabilities within the general workforce, earning minimum wage or higher with benefits. Typical work experience options and possibilities are available to teens and adults with disabilities. Employment is the first and preferred option when exploring goals and a life path for citizens with disabilities, regardless of the severity of disability and assistance required. People with disabilities are included in the general recruitment and hiring efforts as standard practice.

FLORIDA ASSOCIATION OF PEOPLE SUPPORTING EMPLOYMENT FIRST (FLAPSE): The Florida state chapter of APSE, the only national, non-profit membership organization dedicated to Employment First, a vision that all people with disabilities have a right to competitive employment in an inclusive workforce.
<https://apse.org/chapter/florida/>

FLORIDA SELF-ADVOCACY CENTRAL: FSACentral is a bridge connecting self-advocates with vital communication, education, and events intended to encourage and support their self-advocacy efforts, their families, and all persons with disabilities across the state of Florida. FSACentral is the news and information arm of Florida Self-Advocates Network'd (FL SAND). <https://www.fsacentral.org/>

FLORIDA SELF-ADVOCATES NETWORK'D (FL SAND): FL SAND is a statewide association of self-advocates led by self-advocates that exists to support advocacy efforts at the local, grassroots level and to provide a united voice for statewide issues and topics that are important to self-advocates and all persons with disabilities in Florida. <https://www.flsand.org/>

FOLLOW ALONG PHASE: The time of support provided to a person to keep and maintain their job.

INDIVIDUALIZED EDUCATION PROGRAM (IEP): A plan that outlines school support and academic goals that are specific to the student, as mandated by IDEA. This plan is revisited annually – at a minimum – or whenever requested by any member, including the parent. The school system is required to provide all services written into the plan.

INTERNSHIP: Fixed limited time period spent within industry to gain practical experience for a position and job duties in the workplace.

INDIVIDUAL PLAN FOR EMPLOYMENT (IPE): Written plan prepared to identify the actions of supports and services implemented to reach the employment goals.

JOB COACH: A person who supports job seekers and employees with disabilities to prepare for, find, and keep employment. The job coach may also provide training and education to employers and others in a workplace related to staff development, awareness, and support to effectively work with co-workers with disabilities. A job coach may also be refer to as an Employment Consultant.

EMPLOYMENT CONSULTANT: A person who support job seekers and employees with disabilities prepare for, find, and keep employment; provides training and education to employers/hiring authorities/ and others in a workplace related to staff development, awareness, and support to effectively work with co-workers with disabilities. An employment consultant may also be refer to as a Job Coach.

MENTEE: Student and or job seeker with disabilities being advise, train, or counsel by a mentor.

MENTOR: Someone who teaches and provides help and advice to a new employee, intern, or trainee.

ON THE JOB TRAINING (OJT): Job training that allows a person to understand the demands of the job at the actual work site.

ONE STOP CAREER CENTER: Employment services and support for both job seekers and employers that offer seamless access to services under a variety of employment, training, and education programs

PHASE ONE: The first stage in the process of employment services and supports to job seekers with developmental disabilities for finding, getting, and learning the job.

PLAN FOR ACHIEVING SELF SUPPORT (PASS): Plan to help reduce the impact of earned income on Supplemental Security Income (SSI). A PASS Plan allows the recipient to set aside income and or resources towards a work goal for a specified time-period.

PROFILE SUMMARY: This document details the job seeker's contributions, ideal conditions to be successful in specific work environments, and qualities, characteristics and experiences of the job seeker.

SCHOOL-BASED ENTERPRISE (SBE): A school-based enterprise is a set of entrepreneurial activities undertaken by students that provides an economic, social, and educational return to the student, school, and community.

SELF-DETERMINATION: The person have an active role in the decision-making on their current activities, future planning, and supports. The decision-making may be with and or without the support and or guidance of others.

SITUATIONAL VOCATIONAL ASSESSMENT: A tool for assisting a person with a disability to make choices about the types of jobs and work environments that they would enjoy through experiences of job tasks in a variety of actual work environments in the community.

SOCIAL CAPITAL: Relationships and social ties that can expand one's choice-making opportunities, increase one's options, and lead to a more enriched quality of life.

STUDENTS FOR APSE: A committee of the Association of People Supporting Employment First to support transition aged youth with disabilities to build capacity in the Employment First field. Members learn about jobs in their community, how to teach others that they can do it too, and have better outcomes for transition aged youth. <https://apse.org/about/committees/>

SOCIAL SECURITY ADMINISTRATION (SSA): SSA administers and oversees social security to all eligible citizens.

SOCIAL SECURITY DISABILITY INSURANCE (SSDI): SSDI provides benefits to an insured person. An "insured" disabled or blind person means a person (or their spouse or parents) who worked long enough and recently enough and paid by workers' contributions to Social Security trust fund.

SUPPLEMENTAL SECURITY INCOME (SSI): SSI makes cash assistance payment to aged, blind, and disabled persons who have limited income and resources.

SOCIAL SECURITY IMPAIRMENT RELATED WORK EXPENSES (IRWE) (OR WORK INCENTIVES): Special rules that allow individuals with disabilities to work and reduce the impact of those earnings on Social Security or Supplemental Security Income (SSI) benefits.

SUBSTANTIAL GAINFUL ACTIVITY (SGA): A level of earnings used by Social Security Administration to indicate the performance of work for pay or profit.

SUPPORT COORDINATION: Support coordination is the service of advocating, identifying, developing, coordinating and accessing supports and services on behalf of customers of the Agency for Persons with Disabilities and their families to access supports and services on their own.

SUPPORTED EMPLOYMENT: Paid competitive employment in an integrated setting with ongoing support for individuals with the most severe disabilities.

TRANSITION: A change from one state or condition to another. The term transition in schools refer to planning and preparation for life after high school.

TRIAL WORK PERIOD: The nine-month time period that an individual can earn over the SGA limit and not have earnings affect their ability to receive a disability check.

VISUAL RESUME: A graphic resume that documents through images of the job seeker engaged in activities that would be applicable to a desired job.

VOCATIONAL REHABILITATION (VR) COUNSELOR: The VR Counselor helps people with disabilities live fuller, more independent lives by assisting them in securing and maintaining gainful employment.

Journey to Employment First: *A Guide*

