

Transition to Employment

Agency Navigation Tool

Overview of Agency Assistance and Support



Realizing Employment First for Youth

Planning for Ongoing Support Needs

The School's Role

Before High School the youth's world exists primarily in the scope of school-age activities where services focus primarily on school life and are documented in the youth's IEP or 504 Plan. However, as the youth approaches the High School years, the focus becomes the transition to adult living and working.

This document focuses on connecting to **partner agencies** and the roles they may play in preparing for and supporting the youth in adult life. For information about the **school's role** in transition planning and support contact:

- Your school team
- State Support Team (<http://education.ohio.gov/Topics/School-Improvement/State-Support-Tefv>)
- Ohio Department of Education (<http://education.ohio.gov/Parents>)
- Parent's Guide to IDEA (<http://education.ohio.gov/Topics/Special-Education/Whose-IDEA-Is-This-A-Parent-s-Guide-to-the-Individ>)

Tools for Team Transition Planning: Ohio Employment First Transition Assessment Planning and Backwards Planning (www.ohioemploymentfirst.org)

Look Ahead to Plan for Support

Many youth with disabilities will continue to need some type of support after they leave high school to find a job, to live on their own and to take part in activities and services in their community. Some of these youth will be eligible for services from various types of agencies. The supports that are available vary from agency to agency and are dependent on the youth meeting eligibility requirements to receive service for any specific agency.

Learn about Agency Requirements

This can be a confusing time for a youth and his or her family. Adult eligibility for agency services is determined based on different standards than those used by schools when providing student services. It is important for youth and their families to begin to understand the adult world requirements as they plan for the future. Families and their teams can use the information in this document to begin to explore agencies through an 'adult lens'. The youth's transition team can contact agencies of interest to ask further questions about the eligibility process and invite agency representatives to meetings.

Connect Early

Make connections with agencies while youth are still in school. Agency representatives can then get to know the youth, contribute to the youth's future planning, and gain awareness of the types of supports and services they might need, as well as advise about the potential for eligibility for various agencies.

How to Use This Document

This document was created as a resource to provide basic information about key agencies.

This document contains:

- A list and description of the types of information that agencies often request. Families may wish to talk to team members about this information to help them to understand how to prepare applications and interviews.
- A brief overview of key agencies that includes information or resources about topics such as: eligibility requirements, intake procedures, and possible services
- Contact information and helpful websites for each state or federal agency
- Space to add local contact information for each agency
- A space for families/teams to record the information about the youth or family that is often requested by agencies

Planning for Ongoing Support Needs

Be Proactive

Youth, families, and transition teams should explore a variety of partner agencies to determine which agencies can offer support, services, and resources that will assist to move the youth along the path to employment. In most cases the agencies that can offer a youth service or resources will be determined by the agencies' eligibility criteria, available services, and the youth's adult life goals. It is important to keep these criteria in mind in order to be prepared to provide the needed information.

The information in this document may assist in the initial discussions and questions regarding agency eligibility and extent of service. Being prepared to offer needed information, as well as thinking ahead to questions to ask, will assist to navigate the individual agencies that can help a youth transition to adulthood and beyond.

Gather Information

Discuss and collect the following type of information to help agencies determine the services and supports a youth may be eligible to receive as an adult. Some information is easily provided. Other information will require some consideration.

- 1. Age:** Services may only be available to those of a certain age. Some may start while a youth is in school (age 14 or older). Some require age 18 or older.
- 2. Disability:** Some agencies require a formal diagnosis of a disability AND that the identified disability be one that the agency is able to serve
- 3. Challenges and Limitations:** Agency may require documentation of challenges caused by the disability and how those challenges impact the youth's ability to learn, work, be safe, care for personal needs, and/or participate in daily life.
- 4. Level of Need:** Agencies may have limited resources and will prioritize those individuals considered to have the greatest need to receive support and service before those whose needs are determined to be less critical
- 5. Type of Need:** The type of service needed by a youth may only be available through certain agencies or providers. Example: Employment supports, Community living support, Transportation
- 6. Financial:** Some resources are only available to people with limited income. In some cases, a youth may not be eligible for resources or supports because their or their family's income is above the allowed limit.
- 7. Availability:** Some services or resources may be limited and require individuals to be placed on waiting lists for specific services/resources
- 8. Residence:** Agency service providers may only serve specific geographic areas of the state
- 9. Youth Goals:** The youth's outcome or adult goal can help determine which agency should provide services or if an agency should provide a service. When contacting agencies, it is most important to have goals and outcomes that drive a request for service.

Who are the Agencies?

Many agencies and organizations may be a part of the youth's current and future plans, however the agencies listed below are highlighted throughout this tool.

Opportunities for Ohioans with Disabilities (OOD: BVR and BSVI)

Ohio Department of Medicaid (ODM)

Ohio Department of Developmental Disabilities (DODD)

Social Security Administration (SSA)

Ohio Department of Mental Health and Addiction Services (OhioMHAS)

Ohio Department of Job and Family Services (ODJFS)

These agencies work with many community service providers and organizations in order to support individuals with disabilities to successful employment and community living. Find out more about each of these agencies in the following pages.

What Does This Agency Do?

The function and purpose is described for each agency.

Who Is Eligible for Services?

Youth and adults must qualify for services before they can begin receiving the service. State agency mission, policies and purpose of services assist to define the requirements for the various programs. A general overview of who might be eligible for an agency's services is provided for each agency

What Services Are Available?

Ohio agencies offer many services that assist citizens to find and keep a job, afford food and shelter, receive health care, and access training and education. However, not every option is available to every person. Not every option is available all the time. And not every person needs every option! Navigating the maze of agencies and services can seem quite overwhelming at first glance! A broad description of the types of services potentially available is included for each agency.

Opportunities for Ohioans with Disabilities (OOD: BVR and BSVI)

Opportunities for Ohioans with Disabilities (OOD) is the state agency that assists Ohioans with disabilities to prepare for, obtain, and maintain community employment. OOD does this through two areas: Bureau of Vocational Rehabilitation (BVR) and Bureau of Services for the Visually Impaired (BSVI).

Who is Eligible?

Transition age students (age 14 and older) and adults with disabilities may be eligible for employment services and supports through OOD.

To be eligible for OOD services:

- The individual has a physical, cognitive and/or mental impairment
- The impairment results in a substantial impediment to employment,
- The individual an benefit from the services OOD provides in terms of an employment outcome, and
- The individual requires vocational services in order to get or keep a job

OOD utilizes an Order of Selection principle when determining who receives services. At times there have been waiting lists for services, however, OOD takes steps to reduce waitlists in order to provide services to all eligible persons after eligibility has been determined.

Individual questions of eligibility, are best answered by contacting the agency directly and completing the application process.

Service Overview

Services from OOD:

- Are focused on community employment
- Help people with disabilities to find and keep jobs
- Include Vocational Rehabilitation (VR) counselors working with a person and their team to identify a meaningful employment goal.
- Often use 'vendors' to provide services
- Are time limited

Types of services provided by OOD may include:

- Vocational evaluation or assessment
- Vocational training
- Assistance to attend an educational program
- Therapies, equipment and adaptive technology
- Work Incentives Counseling
- Job development and Job placement
- Job coaching
- Vocational guidance and planning

OOD also works in partnerships with other agencies to provide services for identified groups of people. Examples include:

- Ohio Transition Support Partnership. Designated VR Counselors are assigned to schools and Career-Technical Centers to work with transition youth and their teams.
- OOD-DODD Employment First Partnership. VR Counselors work exclusively with adults with developmental disabilities to assist them to transition from facility-based settings to community employment.

Opportunities for Ohioans with Disabilities (OOD) (BVR and BSVI)

Agency Document Names

IPE: Individualized Plan for Employment

Website Information

OOD

ood.ohio.gov

OOD Regional Offices

<http://www.ood.ohio.gov/Core-Services/BVR/Regional-Offices>

OOD Apply for Services

<http://ood.ohio.gov/Core-Services/BVR/Application-for-Services>

OOD Guide to Transition Services

<http://www.ood.ohio.gov/Portals/0/OOD%20Publications/s-2-guide-to-transition-servs-9-13.pdf>

Ohio Department of Medicaid (ODM)

Ohio Department of Medicaid is the Medicaid agency in Ohio responsible for overseeing all Medicaid programs in Ohio. Medicaid provides health care coverage to individuals that meet eligibility requirements.

Who is Eligible?

Ohio Department of Medicaid provides many health care programs for different populations, including individuals with disabilities.

To be eligible for Medicaid, the individual must:

- Be an Ohio Resident
- Is a US citizen or meet Medicaid citizenship requirements
- Have or get a social security number
- Meets certain financial eligibility requirements. Financial guidelines are impacted by individual circumstances and information.

Medicaid Buy In for Workers with Disabilities (MBI) can provide health care coverage to working Ohioans with disabilities whose income may exceed established limits set for Medicaid eligibility.

Eligibility for MBI includes:

- Annual income less than or equal to \$29,184 (or, 250% of the federal poverty level)
- Less than \$11,281 in resources
- Be 16-64

Individual questions of eligibility, are best answered by contacting the agency directly and completing the application process.

Service Overview

Medicaid provides health care coverage for those that meet financial eligibility and for those that are disabled, working and still need to buy into the Medicaid program to maintain their health coverage.

Medicaid also provides “Home and Community Based Waivers” that allow for extended support services, beyond the basic Medicaid. For some people with disabilities, the services provided through waivers may assist the person to achieve community living and employment. Some Medicaid waivers are intended to support people with developmental disabilities. These waivers are administered by DODD through County Boards of Developmental Disabilities.

These waivers include:

- Level One Waiver
- Individual Options (IO) Waiver
- SELF (Self-Empowered-Life- Funding) Waiver
- Transitions DD (TDD) Waiver

Individuals must be eligible for Medicaid to obtain one of these waivers and also have an established service or assistance need that meets the waiver guidelines. The local CBDD can assist in better understanding the level of care guidelines for the Medicaid waivers listed above.

Ohio Department of Medicaid (ODM)

Agency Document Names
Managed Care Plan

Website Information

ODM
<http://medicaid.ohio.gov>

ODJFS County Directory
http://fs.ohio.gov/County/County_Directory.pdf

Medicaid Eligibility
<http://medicaid.ohio.gov/FOROHIOANS/GetCoverage/WhoQualifies.aspx>

Apply for Medicaid
<https://benefits.ohio.gov>

Medicaid Programs
<http://medicaid.ohio.gov/FOROHIOANS/Programs.aspx>

Overview of Medicaid Waivers through DODD
<http://dodd.ohio.gov/IndividualFamilies/ServiceFunding/Pages/WaiverTypes.aspx>

Medicaid Calculator:
<https://benefits.ohio.gov/>

Medicaid Consumer Hotline
<http://medicaid.ohio.gov/FOROHIOANS/ConsumerHotline.aspx>

Ohio Department of Developmental Disabilities (DODD)

Ohio Department of Developmental Disabilities (DODD) provides support for individuals with disabilities to live, work and participate in their communities. DODD services are accessed through County Boards of Developmental Disabilities.

Who is Eligible?

To be eligible for DODD services, the individual:

- Has a developmental disability/delay
- Disability occurs before age 22
- Disability results in functional limitations

“Functional” refers to essential skills to play, work, and learn,

Eligibility for youth and adults is determined by use of COEDI and OEDI assessment tools.

The amount of support that one is eligible to receive is determined individually using a variety of assessment methods.

Some services provided through DODD require the individual to be eligible for Medicaid.

Individual questions of eligibility, are best answered by contacting the agency directly and completing the application process.

Service Overview

DODD services can provide support for:

- Employment
- Learning
- Leisure
- Living (Residential)

The local County Board of Developmental Disabilities (CBDD) provides DODD services for individuals with developmental disabilities in that county.

Services frequently discussed and included in transition planning for adulthood include:

- Employment or Vocational Supports, including:
 - Discovery
 - Employment Navigation
 - Pre-vocational services (such as job training and job shadowing)
 - Job coaching (long and short term support)
- Residential Supports
- Community Integration Services
- Case management/ coordination of services
- Therapies
- Transportation
- Respite
- Behavior support

Services are paid for in a variety of ways, such as Medicaid (Medicaid and Medicaid Waivers) and, Local County levy dollars, General Revenue funds

Some CBDD are direct service providers while others work with community agencies to provide the needed services.

Ohio Department of Developmental Disabilities (DODD)

Agency Document Names

ISP: Individualized Service Plan
IP: Individualized Plan

Website Information

DODD
dodd.ohio.gov

DODD Family Web Page

<http://dodd.ohio.gov/IndividualFamilies/Pages/default.aspx>

DODD Eligibility tools

<http://dodd.ohio.gov/CountyBoards/Eligibility/Pages/COEDI-OEDI.aspx>

Overview of Medicaid Waivers through DODD

<http://dodd.ohio.gov/IndividualFamilies/ServiceFunding/Pages/WaiverTypes.aspx>

DB101

<https://oh.db101.org>

Social Security Administration (SSA)

Social Security Administration (SSA) delivers a broad range of Social Security services to meet needs of diverse populations, including many youth and adults with disabilities.

Who is Eligible?

To be eligible for financial support through Social Security Disability Insurance (SSDI) the individual:

- Cannot work
- Has a medical condition
- Condition is expected to last at least one year or result in death.

To be eligible for financial support through Supplemental Security Income (SSI), the individual:

- Has a low income,
- Has few resources,
- Is elderly or disabled
- If disabled, may be any age

“Disabled”: Has a disability that results in significant functional limitations

“Functional Limitation”: Prevents sufficient employment to provide for living expenses

“Sufficient Employment:” Less than the Substantial Gainful Activity or SGA. In 2015, the monthly amount a person can earn (SGA):

- Blind individuals - \$1820.
- Non-blind individuals - \$1090.

For those under 18, the family income is considered when determining eligibility.

Individual questions of eligibility, are best answered by contacting the agency directly and completing the application

Service Overview

SSI includes a monthly financial allocation that may be as much as \$733/month.

Those on SSDI will eventually receive Medicare coverage.

“Work incentive” programs are also important options offered by SSA to allow individuals to work and maintain their benefits.

SSA works with employment networks to provide incentives to employ individuals with disabilities through the Ticket to Work program.

SSA supports benefits counseling through Work Incentives Planning and Assistance (WIPA) Agencies to help individuals understand the programs.

Navigating SSA can be complex, but the many programs offered by SSA can provide important support.

Social Security Administration (SSA)

Agency Document Names Benefit Verification Letter

Website Information

SSA National Website

ssa.gov

Local SSA Office Finder

<https://secure.ssa.gov/ICON/main.jsp>

SSA Online Services

<http://www.socialsecurity.gov/onlineservices/#&a0=-1>

Online Application for Disability Benefits

<http://www.socialsecurity.gov/disabilityssi/apply.html>

Ohio Department of Mental Health and Addiction Services (OhioMHAS)

Through a behavioral health system of county boards and local providers, OhioMHAS funds evidence-based prevention efforts, quality treatment and recovery supports in communities statewide.

Who is Eligible?

Eligibility for services from a community behavioral health provider will depend on the type of service or program, as well as other factors, such as:

- Type of need
- Level of income
- Age group (e.g., transition-age youth)
- County of residence

Individual questions of eligibility, are best answered by contacting the agency directly and completing the application process.

Service Overview

OhioMHAS provides funding and support in three focus areas:
PREVENTION of:

- Substance use and addiction
- Problem gambling
- Family disruption

TREATMENT through:

- Six state-run regional psychiatric hospitals
- Providing life-saving drug to reverse overdose
- Treating moms and babies born addicted
- Support of Trauma Informed Care approaches and practices
- Support for criminal justice involved projects
- Support and assistance to drug courts and other specialized docket programs

RECOVERY support through:

- Supportive housing
- Peer support initiative
- Employment services e.g. Individual Placement and Support (IPS)

Funding for community mental health services comes from federal block grants, state general revenue funds and local sources. Federal and state funds are passed on to 51 community Alcohol, Drug Addiction and Mental Health Services (ADAMHS) boards through OhioMHAS. Some boards also receive funding through local levies.

Ohio Department of Mental Health and Addiction Services (OhioMHAS)

Agency Document Names Treatment Plan

Website Information

OhioMHAS

<http://mha.ohio.gov/>
ODMHAS Local Boards <http://www.oacba.org/mappage.php>

Consumer Employment and Benefit Planning

<http://mha.ohio.gov/Default.aspx?tabid=220>

Center for Evidence-Based Practices

<http://www.centerforebp.case.edu/practices/se>

Ohio Department of Job and Family Services (ODJFS): Family Assistance

The Ohio Department of Job and Family Services offers a wide range of assistance including workforce development, unemployment compensation, cash assistance, food assistance, childcare, child and adult protective services, adoption, and child support.

Who is Eligible?

Family Assistance programs and services within ODJFS provide products and services focused on independence and productivity in order to strengthen Ohio's communities.

The wide range of assistance programs requires that the individual or family meet requirements, which vary between programs.

Eligibility for specific services may depend on some of the following:

- Type of need
- Level of Income
- Disability and type of disability
- Age
- Living Arrangement
- Employment Status

Individual questions of eligibility, are best answered by contacting the agency directly and completing the application process.

Service Overview

Service Overview

The array of programs is too large to cover in this overview. Below is sample of a few services or programs offered by ODJFS.

- Food Assistance Program. Formally known as food stamps. Nationally known as SNAP (Supplemental Nutrition Assistance Program). Provides access to healthy food for individuals and families with low-income.
- Comprehensive Case Management and Employment Program (CCMEP). Beginning July 1, 2016 provides integrated human service and workforce and training services to low-income youth and young adults ages 16 to 24 in order to improve employment and education outcomes for low-income Ohioans.

Ohio Department of Job and Family Services (ODJFS) Family Assistance

Agency Document Names

Program recipients can view their benefit history through the Ohio Department of Job and Family Services self-service portal.

Website Information

ODJFS

<http://jfs.ohio.gov/>

ODJFS Self Service Portal

<https://odjfsbenefits.ohio.gov/SelfServiceSplash.jsf>

Apply for Food/Financial Assistance

<https://odjfsbenefits.ohio.gov/SelfServiceSplash.jsf>

ODJFS County Directory

http://jfs.ohio.gov/County/County_Directory.pdf

Ohio Department of Job and Family Services (ODJFS): Workforce Development

The Ohio Department of Job and Family Services offers a wide range of assistance including workforce development, unemployment compensation, cash assistance, food assistance, childcare, child and adult protective services, adoption, and child support.

Who is Eligible?

OhioMeansJobs is a service offered to any Ohioan that is planning for, or seeking, employment. Some services are designed for people with specific needs or situations.

OMJ centers are open to everyone, including displaced workers, students, and people with disabilities. All centers offer priority service to US Veterans.

Eligibility for specific services may depend on some of the following.

- Level of Income
- Disability
- Type of Need
- Age

Individual questions of eligibility, are best answered by contacting the agency directly and completing the application process.

Service Overview

Ohio has branded the workforce system in Ohio as OhioMeansJobs.

OhioMeansJobs:

- Is designed to connect people to employment and employers, and helps employers find qualified employees.
- Provides access to Ohio's workforce resources through the Ohio Means Jobs website, and in person at the local Ohio Means Jobs centers.
- Offers free online employment and career development tools for students and adults, including those with disabilities
- Offers the Employment "Backpack" for middle and high school students to save career interests, job searches, resume, future budget, etc.
- Provides career services that include:
 - Assessments
 - Pre-employment skills training
 - Career Exploration, Job Matching & Job Placement
 - Co-Ops, Internship-Related Training, Apprenticeships
 - Education & Training for a career Licensing and Testing for Careers
 - Remedial Education & Academic Intervention
 - Assistance to attend an educational programs

Visit the OhioMeansJobs website or One Stop Center for more information about what is available. OhioMeansJobs.com

Ohio Department of Job and Family Services (ODJFS) Workforce Development

Agency Document Names

PEP: Personalized Employment Plan

Website Information

ODJFS

<http://jfs.ohio.gov/>

OhioMeansJobs (OMJ)

OhioMeansJobs.com

Local OMJ Centers

<http://www.jfs.ohio.gov/owd/wia/wiamap.stm>

ODJFS County Directory

http://jfs.ohio.gov/County/County_Directory.pdf

WIA Youth Program Contacts

<http://jfs.ohio.gov/owd/wia/Docs/WIA-Youth-Program-Contacts.pdf>

Individuals with Disabilities and Employment

<http://jfs.ohio.gov/owd/WorkforceProf/Disabilities-Job-Seekers.stm>

Opportunities for Ohioans with Disabilities (OOD) (BVR and BSVI)	Ohio Department of Medicaid (ODM)	Ohio Department of Developmental Disabilities (DODD)	Social Security Administration (SSA)	Ohio Department of Mental Health and Addiction Services (OhioMHAS)	Ohio Department of Job and Family Services (ODJFS): Family Assistance	Ohio Department of Job and Family Services (ODJFS): Office of Workforce Development (OWD)
OOD Regional Office Phone: Address: Website: Contact Name: Position: Phone: Email: Notes:	Local Medicaid Office (Local ODJFS Office) Phone: Address: Website: Contact Name: Position: Phone: Email: Notes:	County Board of DD Phone: Address: Website: Contact Name: Position: Phone: Email: Notes:	Local SSA Office Phone: Address: Website: Contact Name: Position: Phone: Email: Notes:	Local ODMHAS Board Phone: Address: Website: Contact Name: Position: Phone: Email: Notes:	Local ODJFS Center Phone: Address: Website: Contact Name: Position: Phone: Email: Notes:	Local OMJ Office Phone: Address: Website: Contact Name: Position: Phone: Email: Notes:

Prepare for Agency Contact and Communication

Before approaching agencies for assistance, it is helpful to the agency and can quicken the necessary processes if information is readily available. Use the questions below to facilitate gathering information and documentation.

<p>Age Services may only be available to a certain age group</p>	<p>When is youth's birthday?</p>
<p>Residence Agency may only serve specific geographic areas of the state</p>	<p>Where does the youth live?</p>
<p>Disability Some agencies require a formal diagnosis of a disability AND that the identified disability be one that the agency is able to serve.</p>	<p>What is the disability? Make available documentation of the diagnosis and assist the agency to recognize how the youth's diagnosis is one that the agency could serve.</p>
<p>Challenges and Limitations Agency may require documentation of challenges caused by the disability and how those challenges impact the youth's ability to learn, work, be safe, self-care, and participate in daily life.</p>	<p>Document how the diagnosis or documented disability makes employment, learning, living, etc. difficult for the youth.</p>
<p>Level of Need Agencies may prioritize those individuals considered to have the greatest need to receive support and service before those whose needs are determined to be less critical.</p>	<p>Explain how the challenges that the youth faces create barriers that the youth is not likely to overcome if support is not available.</p>
<p>Type of Need The type of service needed by a youth may only be available through certain agencies or providers.</p>	<p>Detail the type of support / service that is needed and align the request for service with the type of service the agency offers.</p>
<p>Financial Some resources are only available to people with limited income. Youth may not be eligible for resources or supports because their or their family's income is above the allowed limit.</p>	<p>Document the income and assets of the youth and family (under 18 years of age), including savings. Document expenses that the youth or family incur in order that the youth can live or work as these may be helpful when qualifying for a variety of assistance.</p>
<p>Availability Some services or resources may be limited and require individuals to be placed on waiting lists for specific services/resources.</p>	<p>Identify the types of service of support one may need long term, as an adult, to work, live and participate in the community. Ask to be placed on waiting lists for these services, even if the need seems to be years in the future.</p>
<p>Youth Goals The youth's outcome or adult goal can help determine which agency should provide services or if an agency should provide a service. When contacting agencies, it is most important to have goals and outcomes that drive a request for service.</p>	<p>Detail the adult outcomes that the youth seeks to achieve. Specially discuss employment, adult learning, living (residence) and other community participation. Explain how the requested services/supports are needed to achieve the desired adult goals.</p>