

## IVRS Responsibilities for Externship

- Identify and document long-term services and funding support as part of a Supported Employment Services or an Adult Work Based Learning experience for the Individual Plan for Employment.
- Discuss Benefits Planning services with each job candidate receiving Social Security benefits and their need for ongoing support prior to case closure.
- Pre-screen for employment.
- Make arrangements with the employer ensuring the work experience is not taking over anyone's job or potential job.
- Complete a job analysis of the job.
- Complete a training plan specific to the job candidate's needs, including competency goals and the parameter details of the training (e.g. start date, work hours, work attire/uniform, etc.)
- Complete ROI for CRP and employer.
- Externships need to be referred to one of the 4 CRP participating in this program
  - Complete employment forms (W4 and I9), make copies of any supporting Federal/State issued identification and send it with the CRP referral form to the CRP
  - Complete Externship agreement
  - Complete time sheet and email to CRP for payroll processing based on CRPs payroll process
- Communicate with employer weekly with one monthly team meeting.
- Problem-solve with team to address issues hindering progress as needed.

## CRP Responsibilities for Externship

- Sign the Externship agreement, return it to IVRS and complete internal employment process prior to start date of training.
- Provide copy of CRP's proof of workers compensation insurance.
- Provide CRP's fiscal contact person's contact information to IVRS.
- Process timely payroll payment to job candidate.
- Provide a copy of the check issued to the job candidate.