

# Externship

Externship is a tool to assist candidates in preparing themselves for employment in a competitive work environment. Externship is a training program in which the business partner provides direct hands-on training to a candidate at the employer's site, doing a job that would not displace another worker. This includes work experience, one on one training, work tryouts, etc. The CRP is the employer on record.

## VR Responsibilities for Externship Service

- 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 (IPE).
- 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 Service

- Sign the Externship agreement, return it to VR 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 VR.
- Process timely payroll payment to job candidate.
- Provide a copy of the check issued to the JC

## Job Candidate Responsibilities for Externship Service

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions that the team agreed on.
- Make sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.