

LETTER OF INTEREST GUIDELINES SUPPORTED EMPLOYMENT PROGRAM (SEP)

Tri-Counties Regional Center (TCRC) is accepting applications for the following Purchase of Service (POS):

Service Code / Type: Service Code 950 – Supported Employment-Group Services
Service Code 952 – Supported Employment-Individual Services

Reimbursement: Up to the current DDS rate of \$30.82 per hour

Location: Ventura, Santa Barbara, and San Luis Obispo Counties

Service Description:

Supportive employment services are aimed at finding competitive work in a community integrated work setting for persons with intellectual disabilities who need ongoing support services to learn and perform the work. Supported employment placements can be individual placements or group placements. Support is usually provided by a job coach who meets regularly with the individual on the job to help him or her learn the necessary skills and behaviors to work independently. As the individual gains mastery of the job, the support services are gradually phased out.

General Requirements:

- Applicant must have experience working with individuals with intellectual disabilities
- Applicant must meet the requirements of all applicable Title 17 regulations
- Applicant must be a non-profit organization
- Applicant must agree to apply for Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation
- Applicant must be concurrently certified as a Supported Employment Provider with the Department of Rehabilitation

Interested Parties Shall Submit:

- Resume or curriculum vitae
- Summary service description (2-4 pages maximum) which addresses:
 - 1) Program philosophy and goals
 - 2) Job descriptions for job developer and job coach
 - 3) Staff qualifications for job developer and job coach
 - 4) Geographic area to be served
 - 5) Description of population served