PreETS AT-A-GLANCE 2026/2027

STUDENTS/ELIGIBILITY:

- Enrolled in a secondary, postsecondary, or other recognized education program
- Ages 14 - 22 (up until the age 23)
- For paid internship, ages 16-22
- Has (a) an IEP that includes post-secondary transition planning; (b) a 504 plan; or (c) a documented disability
- Not eligible if 23 or no longer in school
- Completed Approval/Consent Form

OUTREACH, RECRUITMENT, COORDINATION, NOTIFICATION:

- Outreach materials will not be distributed without prior DSHS/DVR approval
- All outreach, recruitment, and curriculum materials and resources will include the required DSHS/DVR partnership statement and the DVR logo
- All service delivery will be coordinated with the DVR Regional Transition Consultant (overarching approval per student available)
- Assigned service areas include ESD 123, 171 (separate contracts) (pg. 23)
- Notify Donna of any incidents (injury, loss, harm) and email the Incident Report to Donna within 24 hours. She will then email it to the Program Manager within 48 hours of the incident (pg. 22-23)

OUTCOMES:

Each student receives

- Certificate of completion presented to the student, copy retained by SkillSource
- Copy of PreETS Group Service Delivery Outcome Reports
- Opportunity to complete evaluations

MONTHLY REPORTING (pgs. 34-35):

- Signed A-19-1A Invoice
- PreETS Approval Form for each participating student (signed by parent/guardian/adult student, school, and DVR)
- DVR Rosters (showing attendance)
- Timesheets
- Paystubs
- Overview of outreach and recruitment activities during the month
- Copies of Evaluations turned in by students
- 2 contracts – separate billings

GROUP WORKSHOPS

*https://www.dshs.wa.gov/dvr/pre-employment-transition-services

JOB EXPLORATION COUNSELING (See pg 24) Students explore the world of work and learn more about their interests, abilities and future goals*

POST-SECONDARY EDUC. COUNSELING (See pg 26-27) Students receive learn guidance on how to gain education and/or technical training past high school*

WORKPLACE READINESS TRAINING (See pg 28-29) Students what it takes to work in the real world, including job-related independent living skills*

SELF ADVOCACY (See pg 29-30) Students develop the skills necessary to flourish in work and everyday life*

Group workshops **GOAL:** 90 students @ 20 hrs each CD: 36 G/A: 26 / 10 OK: 18 Contractor fee = $70 per student per hour	**Reporting/Supervision Requirements:** • Staff supervision on school premises: 1 staff / 15 students (pg. 23) • Submit names to DVR at least 10 business days in advance by uploading DVR Roster to SharePoint (use 10-Business Day Calendar if needed) • All DVR Approval forms completed prior to start of training & uploaded to SharePoint • Minimum 1 hour - maximum 40 hours per category per student • Use DVR approved curriculum • Collect student signatures on the Roster approved by DVR • See OUTCOMES for additional requirements upon completion

WORK BASED LEARNING EXPERIENCES (pgs. 24-26) These are in-school or after-school unpaid activities (ages 14-22) and paid internships (ages 16-22)

Group activity (unpaid) **GOAL:** 45 students @ 6 hrs each CD: 18 G/A: 13 / 5 OK: 9 Contractor fee = $70 per student per hour	**Reporting/Supervision Requirements:** • Staff supervision in the community: 1 staff / 5 students (pg. 23) • Submit names to DVR at least 10 business days in advance by uploading DVR Roster to SharePoint • All DVR Approval forms completed prior to start of training and uploaded to SharePoint • Minimum 1 hour - maximum 30 hours per student • Collect student signatures on the Roster approved by DVR • See OUTCOMES for additional requirements upon completion
Individual paid internships **GOAL:** 45 students x 1 paid internship CD: 18 G/A: 14 / 4 OK: 9 Reimb. Wages (100 hrs max + 15%) Paid $35/hr, 80 hrs max	**Reporting/Supervision Requirements:** • Upload the WBL Agreement (and Parent Authorization if a minor) to SharePoint 10 business days in advance of the start date • Place student in a competitive, integrated, real work setting; based on student's areas of interest (not at Contractor site) • Develop contract for up to 100 hours per student • Fund=PT; activity code=PWX (ADAMS CO. Fund=PA; activity code=PWX) • Schedule = minimum 5 hours per week (maximum of 16 weeks consecutively) at minimum wage (track in ¼ hr increments) • Staff maintains accurate timesheets, conducts weekly worksite visits, observes work, and provides feedback • See OUTCOMES for additional requirements upon completion