# Board VR Requirements Chapter 1: Summer Earn and Learn (SEAL)

Revised January 21, 2021

## Introduction

TWC will execute a fee-for-service contract with Boards to deliver Summer Earn and Learn services to students with disabilities. Boards will be paid established fees based on completion of the deliverables as specified in Section [1.8.3 SEAL Services Payment Structure](https://twc.texas.gov/partners/board-vr-requirements/summer-earn-and-learn#s01-8-3). The fees are intended to pay for delivery of the service or services associated with the deliverable, including materials and supplies. This chapter describes the contract statement of work and associated deliverables and requirements. Board subcontractors providing services for the SEAL program must meet the same requirements and level of experience as required of the Board. The Board and Board contractor staff that provide services described in this chapter must comply with the requirements in the following sections.

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## 1.5 Summer Earn and Learn Services

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#### 1.5.4.2 Worksite Monitoring, Oversight

The Boards will provide ongoing worksite monitoring to ensure the participant is successful at the job and address any issues. The Boards will be responsible for keeping the VR staff informed about participant progress and/or issues on a consistent basis, while collaborating with the VR staff to resolve worksite issues or make needed changes. The Boards will be responsible for conducting at least one monitoring visit for each SEAL participant. If appropriate, monitoring visits may be conducted electronically.

Monitoring is defined as observing the SEAL participant at the worksite placement, while working. The worksite monitoring visit must be documented on the Worksite Monitoring form, and include observations and documentation of interaction with student, employer, and/or work experience trainer. Boards may not bill for the monitoring deliverable if the visit was not conducted during a time period that the participant received wages. Wage documentation must indicate that the student was present at the worksite during the monitoring visit.

Boards must coordinate with the VR participant's VR counselor to ensure that all verbal and written communications between the Board and the VR participant are conducted in the VR participant's preferred language. If the participant needs additional individualized supports, the VR staff will provide case management services to arrange, provide, and/or purchase those supports. As Boards become aware of the need for these supports, they must timely consult with the VR counselor. The VR counselor will determine if the supports are appropriate for purchase with VR funds.

VR counselors can purchase the following support goods or services for both eligible and potentially eligible students who are SEAL participants:

* American Sign Language interpreters or language translation services;
* Screen reader or screen magnification software;
* Other assistive devices and equipment needed as an auxiliary aid for a student to access or participate in SEAL; and
* Work Experience trainers to provide on-site one-on-one or group training to ensure that the participants receive needed training and meet the employer's expectations.

VR counselors must have sufficient notice to arrange for and purchase needed support goods or services.

If a potentially eligible student participating in SEAL needs additional services and supports (such as transportation assistance or equipment), the student must apply for VR services and be determined eligible by the VR counselor for VR to purchase these services.

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#### 1.5.4.11 Reporting Substance Abuse by VR Participants

If a VR participant is observed using alcohol or drugs, or any other evidence of substance abuse by the VR participant exists, the Board must:

* report the information immediately to the VR counselor; and
* document that the VR counselor was informed of the observations and other evidence.

#### 1.5.4.12 Personal Protective Equipment

In response to the COVID-19 pandemic, Boards must ensure customer compliance with CDC and OSHA safety recommendations, as well as any state or local requirements pertaining to Personal Protective Equipment (PPE). To ensure compliance with CDC recommendations, Boards may request a one-time $5 PPE fee per participant for any SEAL participant placed at a worksite in person. Boards may request the PPE fee using the Summer Earn and Learn invoice template.

## 1.6 Board Contract Standards

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## 1.8 Financials and Payment Structure

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### 1.8.3 SEAL Services Payment Structure

The Board may not collect money from a VR participant or the participant's family for any SEAL services. If VR and another resource is paying for a service for a participant, the total payment received by the Board for the service must not exceed the payment amount specified below.

**Schedule of Deliverables and Payments**

| **Deliverable** | **Payment Per Student or Participant** | **Required Supporting Documentation** |
| --- | --- | --- |
| 1. Planning, Coordination, Registration, and Reporting | $145 | [SEAL Registration List (Excel)](https://twc.texas.gov/files/partners/seal-participant-registration-sample-twc.xlsx) |
| 2. Work Readiness Training | $513.75 | [Work Readiness Training Attendance Sheet (Word)](https://twc.texas.gov/files/partners/seal-work-readiness-attendance-sample-twc.docx) |
| 3. Worksite Identification and Placement | $700 | Participant's first timesheet or payroll record following worksite placement |
| 4. Worksite Monitoring | $225 | [Worksite Monitoring Report (Word)](https://twc.texas.gov/files/partners/seal-worksite-monitoring-report-sample-twc.docx) |
| 5. Student Wages | Hourly wage rate plus required fees plus processing fee times the number of hours worked | Participant timesheet or payroll records |
| Worksite Retention | $200 | Documentation submitted for Student Wages will suffice, as long as documentation includes hours worked, start/end date of worksite placement, and wages. |
| 7. Reporting | $200 | [SEAL Program Summary Report (Word)](https://twc.texas.gov/files/partners/seal-program-summary-report-twc.docx) and [SEAL Program Summary Participant Worksite List (Excel)](https://twc.texas.gov/files/partners/seal-program-summary-lists-twc.xlsx)  [SEAL Monthly Progress Report (Word)](https://twc.texas.gov/files/students/seal-monthly-progress-report.docx) |

\*Payment for the Reporting deliverable will be based on the number of participants, which includes students who participate in Work Readiness Training and Paid Work Experience, but excludes students who register but do not participate in either activity.

### 1.8.4 Outcomes Required for Payment

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## 1.9 Required Reporting

During the SEAL program, the Boards must track the information listed below and submit the [SEAL Monthly Progress report](https://twc.texas.gov/files/students/seal-monthly-progress-report.docx) to report on the number of students registered and participating to VR. Boards should begin submitting the Monthly Progress report in May, following the Board Program Description. Boards should submit the Monthly Progress Report by the 15th of every month for the program duration.

By the 30th day following the program end date, but in no event later than September 30th following the program end date, Boards must submit a Program Summary report that includes:

* A list and count of all students registered for the SEAL program;
* A count of all students who registered but did not participate in the SEAL program;
* A list and count of VR participants who completed the Work Readiness Training;
* A list and count of VR participants who were placed in paid work experience;
* A list and count of the VR participants who successfully completed the paid work experience (at least five weeks paid work experience), and:
  + the worksite placement of each VR participant,
  + the hourly wage and weekly hours worked,
  + the length of placement (number of weeks) and total hours worked;
* A narrative section identifying and discussing specific successes, challenges, lessons learned and recommendations for future revisions or improvements to the SEAL program.

The Program Summary report must be submitted on the SEAL Program Summary templates, which include a section that summarizes worksites and worksite monitoring activities. This section of the Program Summary report should include a list and total number of worksites, number of VR participants placed per worksite, host site feedback, and any issues identified and how they were handled. The Program Summary report should be submitted electronically to [APPO@twc.state.tx.us](mailto:APPO@twc.state.tx.us).

### 1.9.1 Basic Standards for Boards Providing Services to VR Participants

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