

## Evidence-- Based Supported

### Fact Sheet #1: ACT Vocational & Educational Services

While a demonstrated desire to work is the main criteria for determining when to make a referral for Supported Employment Services, the effective coordination of ACT and SEP services will allow the individual to more successfully pursue and reach his or her employment goals. This fact sheet outlines ACT Vocational and Educational Services that will facilitate the individuals progress in the Supported Employment Program.

**Obtain Vital Documents:** In order to access services and resources and obtain any position in competitive employment, the individual will be required to submit vital documents. Obtaining these documents in advance will remove barriers in the employment process:

- Social Security Card
- Government Photo ID
- Birth Certificate
- Proof of Income
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**Transportation Support:** Utilization of transportation will be vital to facilitate participation in job development activities and eventual employment.

- Obtain reduced fare SmarTrip card: This will reduce the consumer's financial burden and allow access to transportation funds from Rehabilitation Services Administration (RSA).
- Travel training

**Obtain Useful Items:** Obtain items that will support job development and work success:

- Professional Clothing: Utilize community resources to obtain free professional clothing for job site visits and interviews (Dress for Success, Suited for Change, Career Gear, etc.)
- Cell phone
- Watch and/or alarm clock
- Calendar
- Computer (if appropriate)

**Provide Educational Services and Resources:**

- Obtain copies of GED or high school diploma transcripts, as evidence of completion may be required by some employers
- Provide support to enroll in educational opportunities and facilitate successful participation
  - Adult Basic Education courses
  - GED or high school diploma courses
  - Computer literacy courses (Byte Back, public libraries)

**Provide Vocational Services and Support:** Many ACT services will facilitate better outcomes in obtaining and maintain employment. Assisting individuals to locate and participate in volunteer opportunities will allow them to build their resume and develop vocational skills. Other ACT services will teach skills that are necessary for successful employment (developing a support network, wellness and health services, medication management, budgeting, IDDT support, and time management).

*Supporting Working Consumers:* When individuals start working, they often need increased support to manage the adjustment to work. Finding times to meet that accommodate their work schedules is vital. Other supports, in addition to the ones already mentioned, may include assistance with creating a budget that accounts for their employment income, developing self---care strategies, and exploring options for disclosing their mental health needs to their employer.