

Customized Employment Services Provider Referral Form

Approved by DDS CE Review Team: Yes No **Approval Date:**

CE referrals are reviewed and approved by the DDS CE Review Team to manage capacity limitations and any waitlist.

Date of Referral:

DDS #:

Case Manager Name:

Email:

Phone:

Job Seeker's Name:

Email:

Home Phone:

Cell:

Communication Needs: Monolingual-Spanish ASL English Other

Explain:

Legal Representative's Name:

Phone:

Provider Agency:

Provider Staff (who accepted referral):

SERVICE REQUEST (Check all that Apply)

Job Discovery

Job Development, Negotiation, & Placement

**Separate Referral form for Post-Employment Supports: Job Coaching and Extended Services*

Work Exposure/History or Resume attached? Yes No

Other Partner Agency/Agencies (Ex: Therapist, Transportation Provider, State Agencies, etc.):

★ **Pro Tip:** CE is a service delivery team approach.

Identifying significant individuals and partner agencies now will aid the Discovery Process!

Primary Disability:

Secondary Disability:

Functional Limitations:

Mobility	Work Tolerance	Work Skills	Communication
Self-Care	Self-Direction	Interpersonal Skills	

The following topics have been discussed prior to referral:

- Employment is a priority.
- Success requires participant involvement and availability for service planning.
- Participation of family, friends and other natural supports is an essential component.
- Sufficient time for Discovery is essential for a qualitative Discovery Profile and CE Plan.
- Job Development is completed by the consumer and the job developer together.
- Known and potential accommodations to participate in CE have been discussed.

Pertinent information:

Both the Job Seeker Information Agreement and this form, the Customized Employment Provider Referral, should be submitted to DDS.CustomizedEmployment@ct.gov and the Resource Manager assigned to the provider accepting the referral.