



State of Connecticut
Department of Developmental Services

Customized Employment Services
Provider Referral Form

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

Customized Employment referrals must be reviewed and approved by the DDS CE Review Team to manage capacity limitations and the waitlist for CE Services.

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.