CONNECTICUT
Developmental Services

One-Time Employment Incentives Guide

DDS One-Time (1X) Employment Incentives are non-annualized funds that **do not affect an individual's annual (LON) funding**. The 1X Employment Incentives are used to help an individual **transition to or maintain** Competitive Integrated Employment (CIE). Funding is requested through the 1X Employment Incentives Request.

The 1X Employment Incentives are broken into two pieces:

1. **Services** – Services/supports to gain/sustain employment.
2. **Benchmarks** – Provider payment for successful employment transition.

Services may be provided in place of the individual's primary day or at a different time. The individual job seeker has the ultimate say over the services provided and their vision of meaningful employment.

The service rate is determined by the individual's primary day service. The rate for individuals in group settings is higher to account for the individual not participating in the group while participating in 1X incentive activities (offset the group funding ratio).

$95.16 per/hour	For individuals in solely Group Day Supports such as Group Supported Employment (GSE), Group Day (DSO, DSH, EES, or EEO), or Employment Transition Services (ETS).
$80.56 per/hour	For individuals in other services such as Individualized Day Vocational or Non-Vocational (IDV or IDN), Individual Supported Employment (ISE), or a combination of ISE and Group Day.

In a rush? Check out the 1X Employment Incentives One-Pager which serves as a "**quick start**" guide to the ISE 1X Employment Incentives, linked here.

Table of Contents

Accessing the 1X Employment Incentives

All providers should work with an individual's Case Manager (CM) **before** submitting a 1X request. The process to request funds is different for contract providers and individual budget providers (POS versus non-POS).

Providers may move to a Purchase of Service (POS) contract when DDS revenue for qualified services reaches $200,000. Information on the similarities and differences between Individual Budgets and POS Contracts found here.

ALL providers must have an Authorization (CSA/VSA) before starting services.

a. Contract Providers:

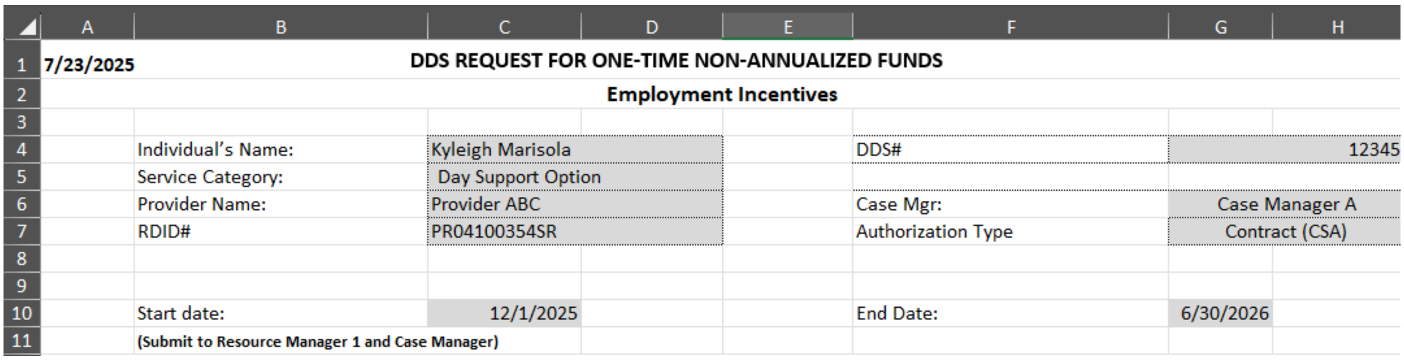
1. Provider submits a 1X request to the Resource Manager & Case Manager.
2. Once approved, the Resource Manager sends the provider a 1X Contract Service Authorization (CSA).
3. Hourly Services submitted through WebResDay.
    a. Career Plan submitted to Resource Manager for approval.
    b. Individual Wages (Working Interview) & Benchmarks submitted through invoices to Resource Manager.
4. Resource Manager approves. Payment made through authorization system.

b. Individual Budget Providers (Non-POS):

1. Provider submits a 1X Request to the Resource Manager & Case Manager.
2. Once approved, Fiscal Intermediary (FI) liaison and CM build 1X funds in the Individual Budget System and send the provider a 1X Vendor Service Authorization (VSA).
3. Provider submits deliverables.
    a. Career Plan submitted to Resource Manager for approval.
    b. All other deliverables submitted via invoice to FI.
4. FI makes the payment.

Completing the 1X Incentives Request

The Employment Incentive Request is completed in **Excel**. Providers will only fill in the gray areas that request information. The document starts with information about the individual including full name, DDS ID number, and Case Manager.



	A	B	C	D	E	F	G	H
1	7/23/2025	DDS REQUEST FOR ONE-TIME NON-ANNUALIZED FUNDS						
2		Employment Incentives						
3								
4		Individual's Name:	Kyleigh Marisola			DDS#		12345
5		Service Category:	Day Support Option					
6		Provider Name:	Provider ABC			Case Mgr:	Case Manager A	
7		RDID#	PR04100354SR			Authorization Type	Contract (CSA)	
8								
9								
10		Start date:	12/1/2025			End Date:	6/30/2026	
11		(Submit to Resource Manager 1 and Case Manager)						

Service Category	Used to indicate the individual's current service option. This will **determine the rate for 1X incentives**.
End Date	The last day of the fiscal year (6/30/20XX) or earlier if identified.
Residential or Day Identification Number (RDID)	A unique Service Location identifier (for example: PR04100354SR). RDID's are found on WebResDay or eCamris and are also provided at agency quality review meetings. More information here. *Contact your Resource Manager if you need assistance with RDIDs*
Authorization	Select the authorization type. Traditionally, POS Providers use Contract Service Authorization (CSA), Non-POS Providers use a Vendor Service Authorization (VSA), **more information here**.

HINT: Bold links go to another page in the Handbook. Regular links (not bold) go to online resources.

a. Determining Service Rate

The service rate is determined by the individual's current service option (individual's primary day). The rate for individuals in group settings is higher to account for the individual not participating in the group while participating in 1X incentive activities (offset the group funding ratio). Complete the left or right side based on the individual's primary day service.

$95.16

per/hour

Individuals only in Group Day Supports such as GSE, ETS, or Group Day (DSO or DSH).

$80.56

per/hour

Individualized services such as IDV, IDN, ISE, **or a combination** of ISE and a Group Day service.

12		*Choose the path that is appropriate to the services the individual currently receives*						
13		**Group Day Only**				**IDV/ISE/ Group Day Combo or ISE only**		
14	**Units**				**Units**			
15		Career Plan Hours (Max 10 Hrs.)				Career Plan Hours (Max 10 Hr.)		
16		hrs x $95.16/hr (Group Day)	$	-		hrs X $80.56/hr	$	-
17								
18		Completed Career Plan $1,130.51				Completed Career Plan $1,130.51		
19		**(Enter 1 unit)**	$	-		**(Enter 1 unit)**	$	-
20								
21		Working Interview Staff Hrs (Max 40)				Working Interview Staff Hrs (Max 40)		
22		hrs x $95.16/hr (Group Day)	$	-		hrs X $80.56/hr	$	-
23								
24		Individual Wages (Max 40 hrs.)				Individual Wages (Max 40 hrs.)		
25		hrs. X $21.17/hr	$	-		hrs. X $21.17/hr	$	-
26								
27		Intensive Job Placement & Training				Intensive Job Placement & Training		
28		hrs x $95.16/hr (Group Day)	$	-		hrs X $80.56/hr	$	-
29								
30					*Individual must have transitioned to*			
31					*ISE to be eligible for Benchmarks*			
32					*Prorated for scheduled hrs. below 25 hrs. per week Select "yes" or "No" for applicable Benchmarks.*			

b. Submitting the 1X Request

The final section of the 1X Request form requires providers to include a narrative response with the rationale for the request and anticipated results and timeframe. All 1X Request Forms are submitted to the individual's assigned Resource Manager (RM1) **and the individual's Case Manager**.

c. Submitting for Benchmark Payments

When an individual has transitioned to an Individual Supported Employment (ISE) placement, providers can submit for benchmark payments.

In some cases, individuals will transition to Individualized Day Vocational (IDV) for additional supports in their employment. Providers can submit for benchmarks once the individual has titrated down to ISE. In these cases, **documentation must be provided** indicating the agency helped the individual get the job and have been working on titration of supports.

Provider agencies **must submit a new 1X form to receive an authorization** for benchmark payments. Providers can submit for all anticipated benchmarks at one time by selecting "*yes*" to each anticipated benchmark. Payment will not be made until deliverables are submitted to Resource Management or the Fiscal Intermediary via invoice.

Individual must have transitioned to ISE to be eligible for Benchmarks Prorated for scheduled hrs. below 25 hrs. per week Select "yes" or "No" for applicable Benchmarks.			
	Job Start Benchmark (up to $4624)		
yes			$ 4,624.00
	3 Month Benchmark (up to $4624)		
yes			$ 4,624.00
	6 Month Benchmark (up to $4624)		
yes			$ 4,624.00
	12 Month Benchmark		
yes	(up to $4624)		$ 4,624.00
	Transition to Natural Supports		
	(up to $4624)		$ -
		Total	$ 18,496.00

More information about the deliverables and use requirements can be found in the **Benchmark Payments** section of this guide.

HINT: Bold links go to another page in the Handbook.
Regular links (not bold) go to online resources.

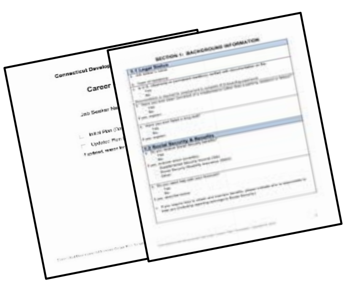
Career Plan

DDS 1X funding can be used to develop a Career Plan with the [DDS Career Plan Template]. The Career Plan is a comprehensive tool that addresses the job seeker's employment/educational history, community connections, goals, etc. to narrow down employment options. **Career plans are not necessary** if the job seeker has identified areas of interest or has a specific career path.

a. The Career Plan Template

The DDS Career Plan Template is completed electronically and is offered in both fillable PDF and Microsoft Word versions. The template can also be printed, completed on paper, and then scanned and submitted electronically.

Career Plans are broken into three sections:



1. Background Information
2. Vocational Profile
3. Action Plan

If you run out of space, attach blank pages at the end to supplement your responses. Be sure to **number and title any supplemental responses**.

b. Career Planning Resources

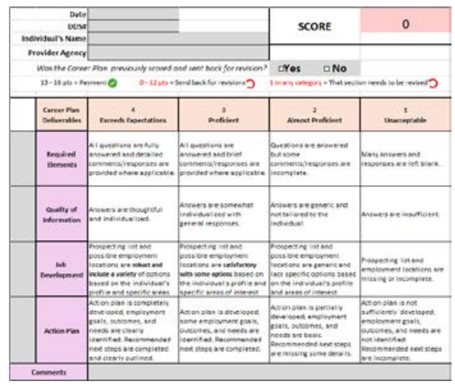
In 2012, a team of DDS stakeholders worked with the Institute for Community Inclusion (ICI) to develop best practices for career planning in Connecticut. The Career Planning Process: A Guide to Person Centered Planning in Connecticut provides an overview of the Career Planning process and the DDS Career Plan Template. This guide is a great resource to help plan and implement the career planning process.

c. Career Plan Funding

Career Plan funds can cover up to 10 hours of **face-to-face service**. This time is used to learn more about the job seeker and uncover their background, goals, and community connections.

The remaining funding is a 1X fee **paid only** after a completed Career Plan has been **reviewed and approved** by a DDS Resource Manager (RM). Providers must submit completed Career Plans via email to **BOTH** the individual's Case Manager and the agency's regional RM.

Career Plans are reviewed and approved by DDS Resource Managers prior to payment. Career Plans are approved in line with the DDS Career Plan Rubric. Career Plans that do not meet the approval thresholds will be returned to the provider agency for correction.



Date			SCORE	0
DDS#				
Individual's Name				
Provider Agency				
Was the Career Plan previously scored and sent back for revision?			☐Yes	☐No
13 - 16 pts = Payment	0 - 12 pts = Send back for revisions		1 in any category = That section needs to be revised	
Career Plan Deliverables	4 Exceeds Expectations	3 Proficient	2 Almost Proficient	1 Unacceptable
Required Elements	All questions are fully answered and detailed comments/responses are provided where applicable.	All questions are answered and brief comments/responses are provided where applicable.	Questions are answered but some comments/responses are incomplete.	Many answers and responses are left blank.
Quality of Information	Answers are thoughtful and individualized.	Answers are somewhat individualized with general responses.	Answers are generic and not tailored to the individual.	Answers are insufficient.
Job Development	Prospecting list and possible employment locations are **robust and include a variety** of options based on the individual's profile and specific areas	Prospecting list and possible employment locations are **satisfactory with some options** based on the individual's profile and specific areas of interest	Prospecting list and possible employment locations are generic and lack specific options based on the individual's profile and areas of interest	Prospecting list and employment locations are missing or incomplete.
Action Plan	Action plan is completely developed, employment goals, outcomes, and needs are clearly identified. Recommended next steps are completed and clearly outlined.	Action plan is developed, some employment goals, outcomes, and needs are identified. Recommended next steps are completed.	Action plan is partially developed, employment goals, outcomes, and needs are basic. Recommended next steps are missing some details.	Action plan is not sufficiently developed, employment goals, outcomes, and needs are not identified. Recommended next steps are incomplete.
Comments				

DDS Career Plan Rubric

Before beginning the Career Plan, providers should have the job seeker's current Individual Plan (IP), Level of Need (LON) summary, and a copy of the Automated Data System (eCamris) Client Summary Report. These documents will provide demographic, health, and safety information that the Case Manager has already collected.

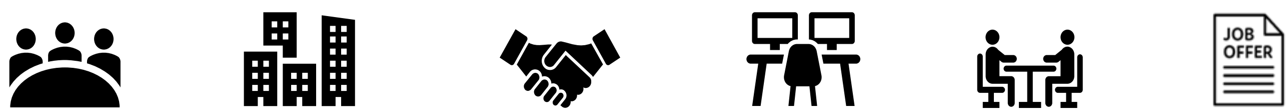
STAFF HOURS	Rate	Billing
Group Day	$95.16 (Up to 10 Hours)	WebResDay Billing
ISE/ISE Combo	$80.56 (Up to 10 Hours)	*Non-Contract Providers: Invoice/FI*

APPROVED CAREER PLAN	Rate	Billing
	$1130.51	Submit to Resource Manager (RM) *Non-Contract Providers: Submit to RM & FI*

CONNECTICUT Developmental Services

Working Interview Incentive

A "working interview" is when a job seeker works with an employer to demonstrate his/her skills and competencies and there is potential to obtain a competitive job. **Funds are available for both staff hours AND to pay an individual** minimum wage while working in a position that has a strong likelihood of leading to a job offer.



Team Meeting | **Community Employer** | **Agreement** | **Working Interview** | **Employer Meeting** | **Job Offer**

Provider agencies can use the working interview as a tool to show the strengths, skills, and abilities of a job seeker. Some employers may have doubts about hiring individuals with disabilities. Often, this is because of misconceptions or myths about individuals with disabilities being employed. Working interviews allow individuals to disprove these misconceptions and show employers what they can offer their business.

a. Amount of Funding Available:

INDIVIDUAL HOURS	Rate	Billing
	$22.38 *(Up to 40 Hours)*	Invoice/FI

STAFF HOURS	Rate	Billing
Group Day	$95.16 *(Up to 40 Hours)*	WebResDay Billing *Non-Contract Providers: Invoice/FI*
ISE/ISE Combo	$80.56 *(Up to 40 Hours)*	

Intensive Job Placement & Training

Intensive Job Placement & Training funds provide job training and support to promote a successful CIE transition. These hours are intended as additional upfront ISE hours to facilitate a smooth transition to employment.

In many cases, individuals will need additional support hours at time of job placement to learn the job tasks and become familiar with their routine. In other cases, an individual is offered a job in their working interview and is asked to start right away. Intensive Job Placement & Training hours may be appropriate if there is onboarding and training that must occur before the individual's annualized (LON) services can be adjusted.

Intensive Job Placement & Training hours can be submitted through **WebResDay.**

a. Amount of Funding Available:

STAFF HOURS	Rate	Billing
Group Day	$95.16	WebResDay Billing *Non-Contract Providers: Invoice/FI*
ISE/ISE Combo	$80.56	

Benchmark Payments

Providers that help an individual obtain a competitive integrated employment (CIE) opportunity may be eligible for a benchmark payment. These payments reward the agency for their work helping an individual achieve their self-directed employment goal.

Individuals must transition to **ISE** to be eligible for Benchmarks. Payments are up to $4,624.00 and are calculated based on the average number of hours the individual worked per week. See the table below for payment calculations.

Average (weekly) hours worked is **all paid time** including sick, vacation, and holidays.

Average Hours Worked	Payment
5 to 9.99 hours	$924.80
10 to 14.99 hours	$1,849.60
15 to 19.99 hours	$2,774.40
20 to 24.99 hours	$3,699.20
25 hours or more	$4,624.00

Providers must have an authorization before submitting for payment, more information about authorizations **here**. To receive payment, providers submit the first paystub and a new year to date (YTD) pay stub for each benchmark. The final pay stub of the calendar year is also needed for any benchmark that crosses calendar years so average hours worked can be calculated.

Benchmarks	Payment Documentation
Job Start, 3-, 6-, & 12-Month	1. Year to Date (YTD) Pay stub *Final pay stub of calendar year *(if crosses calendar years)*
Natural Supports Transition *After successful discharge*	1. Discharge documentation 2. Plan for natural supports

Hours Worked (HWK) Payments

Providers are eligible for Hours Worked (HWK) payments for each hour worked by individuals supported through ISE. **Hours worked is all paid time**, including vacation, sick, and holiday time.

This payment was developed to ensure provider payments remain stable as supports fade for individuals in a competitive integrated employment position. Providers determine hours worked for this payment in the same way hours worked is calculated for **Benchmark Payments**.

Providers must keep backup documentation for all the actual hours paid to the individual by the employer for HWK payments.

Providers are eligible to receive $6.08 per hour up to 30 hours/week.

Employment Training Incentive

Provider agencies can request funds to cover the cost of **employment training** for staff (i.e. job development, job coaching, business entrepreneurship, assets management/benefits planning) with the DDS Request for One-Time Non-Annualized Funds Attachment A, linked here.

There are two types of Employment Training Funding:

1. Reimbursement for *actual cost* of Employment Training
2. Reimbursement for *actual cost* of replacement staff

Payment will only be made upon completion/certification. Provider agencies can submit proof of certification/completion and actuals related to reimbursement to their Resource Manager.

Annual cap to be determined case by case, per request. **Trainings must be approved by the Regional Administrator.** More information about employment training can be found here.

a. Employment Training Reimbursement

Funds will only be approved to reimburse the actual cost of participant registration for employment training sessions. **Funds cannot be used** to cover costs associated with traveling to an employment training including airfare, hotel costs, etc.

b. Replacement Staff Reimbursement

If the agency needs to use additional staff to cover the duties staff attending the employment training, the provider may submit for reimbursement for the actual cost of the replacement staff.

Micro-Enterprise Funding

DDS eligible individuals who have exited school can apply for Micro-Enterprise 1X funding to start or expand their self-employment opportunity. Funding is available up to $5,000.00 and can be used toward costs associated with the micro-enterprise. This includes, but is not limited to:

Equipment **Training** **Research** **Marketing**

Funds **CANNOT** be used toward wages of employees. Funds should be used to start or grow the business and create sustainability for long-term success.

a. Application Process

Interested individuals should work with their Case Manager and service delivery team to apply. The online application can be completed by the individual or their representative. Before applying, interested individuals should review the **Micro-Enterprise 1X Application Rubric** which outlines grading criteria. Finally, a plan for supports (staff/provider/natural supports) and business plan should be completed prior to applying.

b. Application Review Process

Applications are reviewed by the DDS Micro-Enterprise Review team, which is an interdisciplinary committee of representatives across DDS. The DDS Micro-Enterprise Review Team reviews applications on a rolling basis to ensure funding is dispersed in a fair, equitable, and timely manner based on the availability of funds. Applications are graded using the DDS Micro-Enterprise 1X Rubric. The DDS Micro-Enterprise Review Team will issue a decision within 60-days.

i. Micro-Enterprise 1X Application Rubric

The DDS Micro-Enterprise 1X Rubric is used to review and approve Micro-Enterprise funding. Applications are graded based on six categories that review aspects of the business and individual plan. Each category is scored on a scale of 1-4 except for Team Support (yes/no). Applications must receive an average score of 14 to qualify for funding. The highest possible score is 20.

1. **Team Support:** *Has the individual directed the process? Has their service delivery team been consulted?*
2. **Product/Service Description:** *Does the application provide a clear description of the product/service? Does the application show insight into business ownership such as a plan to market/sell the product/service?*
3. **Use of Funds:** *Does the application give a detailed description of how funds will be used? Does this include timeframes for purchase?*
4. **Goals:** *Does the application clearly demonstrate how funds will create a pathway to competitive integrated employment (CIE) for the individual?*
5. **Community Inclusion:** *Does the application include a detailed plan for time spent integrated in the community? This includes specific plans for community events/activities/locations and interaction with customers.*
6. **Plan for Support:** *Does the application include a plan for supports that identifies specific staff/agencies/natural supports who have already agreed to support the individual with small business development?*

Emma's Pearlz

Emma's Pearlz is a small cottage business specializing in beehive-shaped cakes. Emma loves to experiment with new, seasonal options, testing them for consistency and quality. The beehive shape cake's and Emma's pearl necklace have become the business's signature. But, they say what keeps the customers coming back is Emma's smile, personality, and, most importantly, hugs!

In 2024, Emma's Pearlz was a recipient of a $5,000 micro-enterprise grant to support her business costs!

ii. Micro-Enterprise Award Letter

Individuals will be notified via email with an official Micro-Enterprise Award Letter with congratulations and steps necessary to receive funds. The Award Letter will have four attachments (A: Authorization & Agreement, B: Spending Report, C: Outcome Report, and a sample spending log).

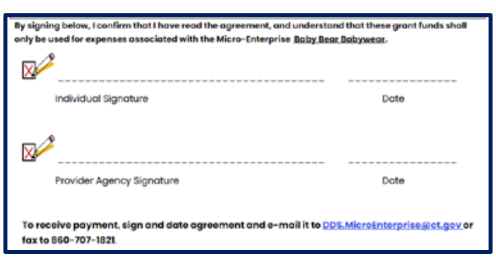
c. Fund Distribution Methods

Micro-Enterprise 1X Funding may be distributed through a qualified provider agency or self-direction. Individuals identify their desired method of fund delivery at the time of application. If the distribution method needs to be changed, the individual or team can reach out to DDS.MicroEnterprise@ct.gov. It is recommended that all interested individuals **consult a BRS Benefits Counselor**. More information about Benefits Counseling can be found here.

PLEASE NOTE: It is the awardee's responsibility to ensure tax advice, benefits counseling, and other small business support are obtained prior to accepting Micro-Enterprise Funds.

i. Provider Agencies

Individuals may choose to have a DDS qualified provider agency manage the distribution of their funds. In these cases, provider agencies will receive a copy of the Award Packet when the individual is notified via email.



By signing below, I confirm that I have read the agreement, and understand that these grant funds shall only be used for expenses associated with the Micro-Enterprise Baby Bear Babywear.

Individual Signature Date

Provider Agency Signature Date

To receive payment, sign and date agreement and e-mail it to DDS.MicroEnterprise@ct.gov or fax to 860-707-1821.

Both the individual (or their legal representative) and a provider agency representative must complete and sign the Micro-Enterprise Agreement & Authorization (Attachment A).

This document reviews the funding terms and conditions to ensure both the individual and provider understand their responsibilities. Signed/complete forms can be submitted to dds.microenterprise@ct.gov.

Providers will request funds with the DDS Request for One-Time Non-Annualized Funds Attachment A, linked here. Resource Management and/or the Fiscal Intermediary **will not distribute award funds without a signed and complete Micro-Enterprise Agreement & Authorization** form.

1. Fiscal Account Management

Effective March 1, 2025, DDS Qualified POS provider agencies are eligible to receive $400 per month for Fiscal Account Management support. Fiscal Account Management supports should be reviewed and approved by the service delivery team and **require a CSA**.

Fiscal Account Management includes, but is not limited to:

- Management of the micro-enterprise's administrative operations including legal/tax/compliance filings, payroll, expenditure reports, etc.
- Award fund and/or revenue disbursement and associated records and bookkeeping.

Fiscal Account management will be billed via WebResDay (alpha type: MIC). Providers are eligible for $400 per month ($4,800 per year) per individual for payment. More information about Fiscal Account Management support can be found in Operations Center Memo 2025-14.

Rae's of Sunshine & Love (ROSAL)

Five years ago, Rae founded a non-profit organization that created handmade fleece blankets, which were donated to cancer centers, hospitals, domestic violence shelters, and homeless shelters, providing warmth and comfort to those in need.

ROSAL adapted its model during the COVID-19 pandemic and opened a storefront in Vernon, CT to expand its impact. The shop sells blankets and gourmet snacks/products, with proceeds supporting families, children, and seniors facing financial hardships.

ii. Self-Direction

Individuals may choose to self-direct and not work through a provider agency to receive their award funds. It is highly recommended that individuals consult a Benefits Counselor to discuss potential benefits implications.

If parent or guardian will be overseeing funds on the individual's behalf, funds can be distributed through the same process as DDS Individual and Family Grants. This **does not** affect the individual's ability to apply for Individual and Family Grants and is not paid out of the same funds. Awardees will follow the same delivery process as Individual & Family Grants.

The following documentation must be signed/completed and submitted to dds.microenterprise@ct.gov before funds can be delivered:

1. Micro-Enterprise Agreement & Authorization (Attachment A)

- Individuals and/or their legal representative sign this to acknowledge that they understand and agree to the funding terms and conditions.

2. W-9 (Request for Taxpayer Identification Number & Certification)

- Individuals will receive a blank W-9. **Complete the first page,** additional pages are instructions for completing.
- Individuals and/or their legal representative complete this document with the information based on how the money will be delivered:
  - **Individual** – Complete with individual's information & Social Security Number (SSN).
  - **Parent/Guardian** – Complete with parent/guardian's information & Social Security Number (SSN).
  - **Business Account** – Complete with business information including Employer Identification Number (EIN).

d. Reporting Requirements

All individuals follow the same reporting requirements regardless of how they receive their funds. All purchases are tracked with the Micro-Enterprise Spending Log. All individuals must submit a Micro-Enterprise Spending Report (Attachment B) one year after their award approval date. Individual must follow all award reporting requirements to qualify for future funding opportunities. Individuals may not qualify for future micro-enterprise funding if they do not comply with the terms and conditions agreed to in the Micro-Enterprise Agreement & Authorization (Attachment A).

i. Micro-Enterprise Spending Log

The Micro-Enterprise Spending Log is used to track fund spending. The document must be submitted one year and one month (13-months) after the awardee receives funds. If individuals run out of space another page can be printed and attached.

Each purchase made with award funds must be tracked on the spending log. This includes the date of purchase, the total amount, store, and a list of items purchased. **The payee**, the person who received the funds, (either the provider, the individual, or their representative) will sign to confirm the information accurately represents how funds were used.

The payee is the person who received the funds

CONNECTICUT Developmental Services

Micro-Enterprise Spending Log

Individual Name: **DDS#:**
Business Name: **EIN#:**
Email: **Phone:**

Make copies of this form as needed. All copies must be submitted to DDS.MicroEnterprise@ct.gov **13-months** after funds are received.

The Payee is the person who received the check from DDS. Your signature below indicates that you have received $5,000 for costs associated with the Micro-Enterprise, that you spent the money, and have attached the appropriate documentation supporting the spending.

You agree to keep original receipts, cancelled checks, paid invoices and Micro-Enterprise Spending Log (s), if applicable, for three (3) years after receipt of award funds.

Payee Name: **Designated Payee's Signature:** ____________________ Date: ___/____/___

Date of Purchase	Total	Store	Items Purchased	Signature
10/25/2024	$44.59	Walmart	25lbs Sugar, 500 Cupcake Liners, Heavyweight Posterboard	Kayla Jones

ii. Micro-Enterprise Spending Report (Attachment B)

All awardees receive a Micro-Enterprise Spending Report (Attachment B) in their award packet. The **payee must sign and submit** the Micro-Enterprise Spending Report **one year and one month** after the funding is awarded.

The payee must sign and return the Micro-Enterprise Spending Report to confirm they received $5,000.00 from DDS to purchase items associated with the Micro-Enterprise. The Micro-Enterprise Spending Report attests that the payee spent the money in line with funding requirements and has attached the appropriate documentation supporting the spending (Micro-Enterprise Spending Logs). The Payee's signature also attests that they agree to maintain all award spending records for a period of three years.

Unused funds and/or funds used for another purpose must be returned to DDS before additional Micro-Enterprise funding can be considered.

Awardees who self-directed must return funds in a check or money order made payable to: **Treasurer, State of Connecticut** and mail to: **DDS Family Grant Program Attn: Jean Stack** - 25 Creamery Rd. Cheshire, CT 06410.

Awardees who worked with a provider will return unspent funds through the provider agency's recoupment process with DDS. After submitting reporting requirements, Resource Management and DDS Fiscal will initiate recoupment.

iii. Attachment C – Micro-Enterprise Outcome Report

Awardees must complete an Attachment C: Micro-Enterprise Outcome Report **one year and one month** after the funding is awarded. The Outcome Report is used to collect information on how grant funds affected the Micro-Enterprise and the successes and challenges faced over the year.

Frequently Asked Questions (FAQ)

Service Initiation

1. **What happens if an individual finds employment for less than five days a week but really needs five days a week of supports?**

   Individual can participate in part-time group day supports and part-time supported employment if the services are **not** occurring at the same time (providers cannot bill for these two services at the same time). As of 10/1/2022, the cap on ISE hours has been removed. An individual will be able to utilize their Day funding for ISE or a combination of ISE and other Day supports – **up to their LON amount**. For more information, see Operation_Center_Memo_FY23-24.

---

2. **Who can I contact if I have questions?**

   DDS Qualified Providers: should contact their Resource Manager for Incentive questions and Case Manager for questions regarding an individual's supports.

   DDS Case Managers: should contact their supervisor. If assistance is still needed, contact the Employment & Day Services team.

   All other stakeholders: Contact the Employment & Day Services team.

---

3. **What is the difference between the 1X Employment Incentives for ISE and Customized Employment?**

   The 1X Employment Incentives for ISE and Customized Employment are separate service models. Both services are non-annualized funding, meaning they do not affect an individual's annual budget. Please review the Individual Supported Employment (ISE) VS. Customized Employment (CE) Non-Annualized funding comparison document linked here. This document reviews the differences between these services as well as the responsibilities of each stakeholder in each service.

---

4. What is the RDID and where can I find it?

The RDID is a unique Service Location identifier that is 12 characters long (for example: PR04100354SR). RDIDs can be found on WebResDay or eCamris and is also provided at agency quality review meetings. **Contact your Resource Manager if you need assistance with RDIDs**.

---

5. How are 1X's billed if a provider agency doesn't have ISE on their contract?

If the agency is a Qualified Day Services provider agency but does not have ISE on their Master Contract, the services can be paid through the Individual Budget System as a 1X instead of with annual funding through WebResDay. The provider will submit invoices to the FI to receive payment. In addition, the provider's Master Contract should be amended to add ISE. This takes approximately two months to finalize.

Career Plans

6. How often can an agency complete a career plan for an individual?

A Career Plan should only be completed if we need to learn more about the job seeker's interests and are looking for new career paths. **A Career Plan is not necessary** if the individual has an idea about the type of job, field, etc. they are interested in pursuing. In this case, agencies should skip Career Plans and go directly to either Working Interviews or Intensive Job Placement/Training.

There should be justification for a Career Plan, especially if one was recently completed.

---

7. **Is a Career Plan needed if the individual already has a goal in mind?**

No! A Career Plan is not necessary if the individual already has a goal/area of interest and is only looking for job-development. A Career Plan should only be completed if we need to learn more about the job seeker's interests.

8. **Does the individual need to sign the Career Plan?**

The best practice is to have the individual sign their Career Plan if they can. If not, a team representative such as their guardian should sign to ensure the team process was followed before submission.

9. **Can a Career Plan be completed in an individual's home?**

It is best practice for Career Plan activities to occur in a community setting, not in the home. However, there are some circumstances where the individual requests activities in the home due to medical/safety reasons. Career Plan activities can occur in the home in these cases. However, it should be noted that 1X ISE activities to accomplish the Career Plan goals should occur in the community and will require the individual to leave their home. A plan should be in place to address the medical/safety needs and ensure the individual is confident participating in employment activities in the community.

Working Interviews

10. What is the difference between a DDS Working Interview and BRS Trial Work Experience (TWE)

A **DDS Working Interview** is a time limited-service option with a goal of Competitive Integrated Employment (CIE). DDS individuals are paid by DDS to work for a business for up to 40 hours to show off their skills before hire.

A **BRS Trial Work Experience (TWE)** is a short-term work sampling designed to assess the jobseeker's capabilities and develop strategies to overcome any obstacles. Trial Work On-site Evaluation includes observing & documenting the job seeker's performance and recommendations including a TWE Comprehensive Report detailing performance.

---

11. Who is eligible for a working interview?

There is no specific service individuals must be in to attempt a working interview. Individuals in any DDS Day/Employment service option may benefit from a working interview if:

1. The individual is interested in working
2. A working interview may lead to a competitive integrated employment opportunity that meet's the individual's self-directed goals

---

Intensive Job Placement & Training

12. Can soft skills training provided during the job search phase count toward the approved Intensive Job Placement & Training hours?

Yes, time limited intensive job placement and training 1X hours may be used to provide soft-skills training that cannot be addressed in the individual's primary day setting.

Benchmarks

13. How are the benchmarks handled for individuals who have part time employment before the 1X process and now have another part time employment opportunity obtained through the 1X process?

Some individuals may be employed part time and want to explore an additional part time employment opportunity. If this is the case, providers can use the 1X process to help the individual obtain another part time opportunity. Providers will use the rate for IDV/ISE/ISE Combo when submitting the 1X Employment Incentives Request.

Providers will qualify for benchmark payments for the new employment opportunity only. When submitting for the benchmark payment, providers will only submit hours worked at the new employment opportunity that was obtained through the 1X process. **Hours worked at the original employment setting cannot be included** in the benchmark payment if the job placement was not achieved through the 1X process.

---

14. When submitting time for benchmark payments, does hours worked include sick and vacation time?

Yes! Hours worked includes **all paid time** including sick, vacation, and holidays.

---

15. How are the benchmarks handled for individuals who are in seasonal employment? If they work seasonally for one summer and then return the following summer, are they eligible for benchmarks each year?

If employment is seasonal, the benchmarks are only applicable the first year. The provider cannot apply for benchmarks a second time when the individual returns to that position the next year/season the opportunity is in place.

16. Can providers submit all anticipated benchmarks at one time?

Yes, providers can submit for all anticipated benchmarks at one time. **Individuals must have transitioned to an Individual Supported Employment (ISE) placement before providers can submit for benchmark payments**. A new 1X form must be submitted. Payment will not be made until deliverables are submitted to Resource Management or the Fiscal Intermediaries via invoice. More information about this process **here**.

17. I am having a hard time getting paystubs from an individual, do I need to submit paystubs to receive benchmark payments?

Provider agencies must submit the first paystub for the job-start benchmark and year-to-date paystubs for all other benchmark payments. Copies or pictures of paystubs are acceptable as long as they are clear and readable.

If providers are having a difficult time collecting paystubs, they should reach out to the individual's Case Manager. Deliverables for benchmark payments were simplified in 2022, providers no longer need to submit every paystub. Instead, providers can submit the first paystub for the job start benchmark and then a new year-to-date paystub for each corresponding benchmark. In some cases, provider agencies have created arrangements with the employer to get a copy of paystubs directly from the employer with consent of the individual.

18. Can a provider submit for benchmark payments if they found an individual a job through traditional ISE not with the ISE 1X incentives?

Yes, if a provider agency helped an individual in ISE get a competitive job and continues to provide ISE supports for this individual, the provider can submit for benchmark payments.

19. Our agency developed a job for an individual two years ago and they have been supported in this opportunity through Individualized Day Vocational (IDV). They are now at a place where they need less on the job supports and can transition to an ISE placement. Can our agency apply for benchmarks?

Yes! Some individuals will be placed in IDV because they need additional supports. Providers qualify for benchmark payments once an individual has titrated supports enough to transition to Individual Supported Employment (ISE). The provider must submit documentation that they helped the individual get the job and have supported the individual while they titrated down supports on the job and are now supporting the individual in an ISE placement.

---

20. When do benchmark calculations start?

Benchmark payments amounts are determined by the individual's hours worked authenticated by paystub. The individual's actual job start date (first paid working day) is the first date.

---

20. Does a provider qualify for benchmark if the individual is employed and supported in an Individualized Day Vocational (IDV) service?

Individuals need to be in ISE for the provider to qualify for benchmarks. There are cases where individuals have begun in IDV, and the provider has worked to titrate down supports and submitted a benchmark once the individual has transitioned to ISE (even after several years as long as they have documentation).

---

21. Are benchmark payments all or nothing? Can a provider submit for the 3-monht benchmark if they missed the job-start benchmark?

It is not an all or nothing situation, agencies can submit for whichever benchmarks they qualify for. In some cases, the individual starts at too little hours (less than 5) to qualify for job start but they have enough hours by month 3 to submit for a benchmark.

Hours Worked Payments

22. Is there an end date to hours worked HWK payments?

No, there is no established end date for the hours worked payment.

Employment Training Incentives

23. Can the Employment Training Incentive be used to cover travel costs to an employment training/conference?

No. The Employment Training Incentives **cannot be used** to cover the cost of travel, lodging, etc. associated with an employment training or conference. The incentive can only be used to cover the actual cost of participant registration for employment training sessions or to reimburse providers for the additional cost of replacement staff used to cover staff who are at an employment training/conference.

---

24. How is payment made for the Employment Training Incentive? Is payment made directly to the training provider, or does the agency cover the cost and get reimbursed?

If a CSA/VSA is in place, providers will cover the cost of the training and submit for reimbursement. Provider agencies will use the 1X Form Attachment A and must submit any applicable documentation (receipts, information on course) to be approved for payment.

Micro-Enterprise 1X Funding

25. Can a DDS individual who already owns their own business apply?

Yes, an DDS qualified individual with waivered services may apply for Micro-Enterprise Funding if they already own a micro-business and want to expand.

---

26. If an individual was awarded an Innovative Employment Opportunity (IEO) grant, can they apply for this opportunity?

Individuals who were previously awarded an Innovative Employment Opportunity (IEO) grant are not excluded from this funding opportunity. However, individuals who were awarded an IEO grant will be required to answer additional questions including any requested documentation on IEO grant spending.

---

27. How are individuals supported in their Micro-Enterprise?

Individuals can use their annualized funding to work with a provider agency or self-direct HCBS services to receive supports with their micro-enterprise:

1. Supported Employment (ISE)
2. Individualized Day Vocational (IDV)

In addition, individuals may choose to work with a POS provider agency for **Micro-Enterprise Fiscal Account Management**.

Questions?

Individuals & Families: Contact your Case Manager

Provider Agencies: Contact your Resource Manager

Case Managers & DDS Staff: Contact your supervisor and/or the Employment & Day Services Team.