



Workforce Innovation and Opportunity Act (WIOA) Section 511 – Subminimum Wage LEA Documentation of Transition Services Requirements

This documentation applies to students known to the LEA to be seeking subminimum wage employment upon exiting high school.

LEAs must provide ADS/BRS with documentation of completed transition services or activities, which includes:

- Student’s name and date of birth;
- Description of the transition services or activities completed under the IDEA, as indicated in the student’s IEP and attach the most recent IEP, and date of IEP;
- Name of Service Provider (i.e., Name of Public School or District, Transition/Vocational Service Provider (TVSP), Out of District Placement);
- Date of completion (special education exit date);
- Name and signature of educational personnel documenting completion, and date of signature;
- Name and signature of educational personnel transmitting documentation to ADS/BRS, and date of transmission; and
- Method by which document was transmitted to ADS/BRS.
- Attestation that the LEA has received written consent to disclose this information to ADS/BRS

Timeline

The LEA must complete and submit the *WIOA Section 511 LEA Documentation of Completed Transition Services* form, with a copy of the student’s current IEP attached, to ADS/BRS **upon the students exit from high school (no later than 30 calendar days after the completion of the required activity or service)**.

When LEA personnel transmits the final documentation to ADS/BRS regarding the transition services and activities provided to the student, the LEA must provide a cover sheet that itemizes all of the documentation that has been provided to ADS/BRS regarding that student and the dates submitted. The LEA must retain a copy of all documentation provided to ADS/BRS in the student’s Special Education file.

LEAs must obtain written parental consent or the consent of the student, if 18 or older and own guardian, before disclosing confidential student information/personally identifiable information (PII) to ADS/BRS. All documentation must be transmitted to ADS/BRS in a manner that complies with confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Confidential student information/PII can be transmitted by mail and **can only** be submitted by email, if it is encrypted or there is a password protected document attached to the email. The password must be sent to the receiver in a separate email.