

# DDDS

## NON-ANNUALIZED FUNDING

Connecticut Department of Developmental Services  
Employment & Day Services

# Who is a Good Candidate?

**Any DDS eligible individual** interested in competitive integrated employment (CIE) regardless of their current service type.



# OPERATIONAL CHANGES: 22-23 Fiscal Year

1. **New/reorganized** rate structure
2. **Increased** rates
3. **Increased** benchmark payments
4. **Additional** benchmark payment
5. **Decreased** administrative burden for DDS & providers
6. **Simplified** deliverables



# 1X Employment Incentive Process

1. Career Plan
2. Working Interview
3. Intensive Job Placement & Training

*Transition to ISE for  
benchmark payments*

4. Benchmark Payments

Choose the path that is appropriate to the services the individual currently receives

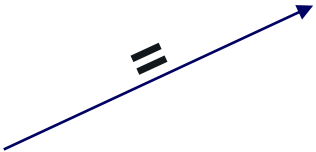
Group Day Only		IDV/ISE/ Group Day Combo or ISE only
<b>Units</b>		<b>Units</b>
Career Plan Hours (Max 10 Hrs.)		Career Plan Hours (Max 10 Hr.)
hrs x \$83.32/hr (Group Day)	\$ -	hrs X \$70.52/hr
		\$ -
Completed Career Plan \$1,005.97 (Enter 1 unit)	\$ -	Completed Career Plan \$1,005.97 (Enter 1 unit)
		\$ -
Working Interview Staff Hrs (Max 40)		Working Interview Staff Hrs (Max 40)
hrs x \$83.32/hr (Group Day)	\$ -	hrs X \$70.52/hr
		\$ -
Individual Wages (Max 40 hrs.)		Individual Wages (Max 40 hrs.)
hrs. X \$20.96/hr	\$ -	hrs. X \$20.96/hr
		\$ -
Intensive Job Placement & Training		Intensive Job Placement & Training
hrs x \$83.32/hr (Group Day)	\$ -	hrs X \$70.52/hr
		\$ -
		<i>Individual must have transitioned to ISE to be eligible for Benchmarks</i>
		<i>Prorated for scheduled hrs. below 25 hrs. per week</i>
		<i>Select "yes" or "No" for applicable Benchmarks.</i>
		Job Start Benchmark (up to \$4102)
		\$ -
		3 Month Benchmark (up to \$4102)
		\$ -
		6 Month Benchmark (up to \$4102)
		\$ -
		12 Month Benchmark (up to \$4102)
		\$ -
		Transition to Natural Supports (up to \$4102)
		\$ -
<b>Total</b>	<b>\$ -</b>	<b>Total</b>
		<b>\$ -</b>

1X Employment Incentives Request available [here](#).

1X Employment Incentives Request available [here](#).

# RATES

ISE Hourly Rate



**\$83.32/hr.**

for individuals in a Group Day Service including GSE, DSH, ETS.

**\$70.52/hr.**

for individuals in IDV, IDN, ISE + Group Day Combo, or ISE only.


Group Day Only			IDV/ISE/ Group Day Combo or ISE only		
Units			Units		
Career Plan Hours (Max 10 Hrs.)			Career Plan Hours (Max 10 Hr.)		
hrs x \$83.32/hr (Group Day)	\$	-	hrs X \$70.52/hr	\$	-
Completed Career Plan \$1,005.97			Completed Career Plan \$1,005.97		
(Enter 1 unit)	\$	-	(Enter 1 unit)	\$	-
Working Interview Staff Hrs (Max 40)			Working Interview Staff Hrs (Max 40)		
hrs x \$83.32/hr (Group Day)	\$	-	hrs X \$70.52/hr	\$	-
Individual Wages (Max 40 hrs.)			Individual Wages (Max 40 hrs.)		
hrs. X \$20.96/hr	\$	-	hrs. X \$20.96/hr	\$	-
Intensive Job Placement & Training			Intensive Job Placement & Training		
hrs x \$83.32/hr (Group Day)	\$	-	hrs X \$70.52/hr	\$	-

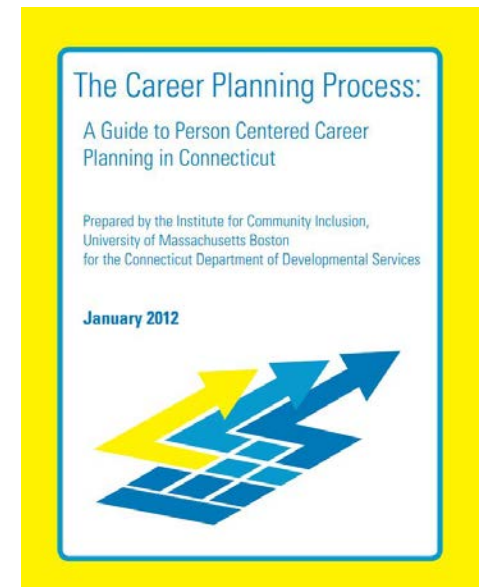
Face to  
Face

# CAREER PLAN

Up to **10 hours** of activities to explore an individual's work preferences, develop interview skills, and learn about other employment opportunities while continuing their current program.

Providers are eligible for a one-time payment of \$1005.97 for a Completed Career Plan that has been reviewed and **approved by DDS RM.**

 **Note:** A career plan does not need to be completed in every case:  
Especially if an individual has already identified employment sectors of interest.



## Resources:

[Career Plan Template \(ct.gov\)](#)

[Career Plan Guide \(ct.gov\)](#)

# CAREER PLAN TEMPLATE

## BACKGROUND INFORMATION

- Legal Status
- References
- Advocacy Skills
- Transportation
- Education, Training, & Academic Skills
- Work/Life Experience
- Potential Employment Funding/Resources
- Paid Competitive Employment History
- Benefits Social Security

## VOCATIONAL INFORMATION

- Skills, Gifts, Strengths & Preferences
- Natural Supports
- Accommodations
- Work Skills & Behaviors
- Communication Skills
- Possible employment locations near home
- Work Environment Preferences
- Transportation/Safety Awareness
- Physical Skills & Related Information

# WORKING INTERVIEW INCENTIVE

Funds to pay staff and the individual while working in a position that has a strong likelihood of leading to a job offer.



Up to **40 hours** of funding available for staff hours

Individual's wages during a working interview can be reimbursed up to 40 hours.

- \$20.96/hr. rate for Individual Wages (**Up to 40 Hours**)

**PROVIDERS:** Individual wages must be submitted via invoice (not applicable for WRD billing)



The individual must be paid at least minimum wage.



# INTENSIVE JOB PLACEMENT & TRAINING

Funds are to be used to provide additional hours of job training and support to promote a successful transition to employment.



# Benchmarks

Individuals **must have transitioned to ISE** to be eligible for Benchmark Payments.

Providers have **5** opportunities for benchmark payments:

1. Job Start
2. 3-Month
3. 6-Month
4. 12-Month
5. Transition to Natural Supports **New!**



Benchmark payments up to  
**\$4,102 EACH**

# BENCHMARKS 2

Hours worked includes all paid time: sick, vacation, and holidays

Benchmarks are prorated if the **average hours worked** is less than 25 hours per week.

**Increased!**

Hours Worked	Payment
5 to 9.00 hours	\$820.40
10 to 14.99 hours	\$1,640.80
15 to 19.99 hours	\$2,461.20
20 to 24.99 hours	\$3,281.60
25 + hours	\$4,102.00

End of year paystub must be submitted if the benchmark crosses calendar years.

# HOW DO PROVIDERS REQUEST FUNDING?

## Contract Providers

1. Provider submits a 1X request to Region's RM
2. Once approved, RM sends the provider a 1X Contract Service Authorization (CSA)
3. Provider submits deliverables
  - a. Hourly Services submitted through [WebResDay](#)
  - b. Career Plan submitted to RM for approval
  - c. Benchmarks & Working Interview Individual Wages submitted through invoices to RM.
4. RM authorizes payment
5. Payment is made through authorization system

## Individual Budget Providers

- 1- Provider submits a 1X Request to Region's RM
- 2- Once approved, 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 RM for approval
  - b. All other deliverables submitted via invoice to the FI
- 4- FI makes the payment.

# 1X Employment Incentive Resources

- [ISE Brochure](#)
- [1X Quick Start Guide](#)
- [1X Employment Incentives Guide for ISE](#)
- [BRS Benefits Counseling](#)
- [ISE vs CE Fact Sheet](#)

?	1X ISE Incentives	CE
<b>What is it?</b>	A service to assist individuals to obtain, maintain and retain Competitive Integrated Employment	An alternative method of finding competitive integrated employment for individuals with significant intellectual or developmental disabilities. <b>Focuses on the strengths, skills and abilities of the individuals and the unmet needs of employers.</b> Highly structured, person-centered process, carried out over time in 3 phases
<b>What is the goal?</b>	Competitive Integrated Employment	Competitive Integrated Employment
<b>Approach:</b>	<b>Find an existing job for the individual</b>	<b>Make or carve out a customized job for the individual</b>
<b>Who should use it?</b>	Any DDS eligible individual interested in competitive integrated employment (CIE) regardless of their current service type.	CE is a good strategy for those who need <b>more intensive support</b> than typical individualized or group models and who may need to utilize more intensive discovery strategies for career and job direction.  CE is effective for individuals with complexities that make it difficult to utilize traditional job search strategies.
<b>What is the funding source?</b>	Non-annualized funds	Non-annualized funds
<b>Do providers need certification?</b>	No	Yes, staff must have <a href="#">Customized Employment Certification</a> .
<b>What are the different components?</b>	<ul style="list-style-type: none"> <li>• <b>Career Plan (up to 10hrs.)</b> Explores an individual's work preferences, develop interview skills, and learn about other employment opportunities while continuing their current program.</li> <li>• <b>Working Interview</b> Funds to pay an individual while working in</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Job Discovery (up to 40hrs.) - intensive</b> Time spent between the job seeker and CE Certified Staff Member to gain a more in-depth understanding of the job seeker's interests, likes, dislikes, knowledge, strengths, skills, and abilities. <b>Team approach</b> includes family, friends, and significant individuals to job seeker. Average timeframe</li> </ol>

ISE vs CE Fact Sheet



State of Connecticut  
Department of Developmental Services

## One-Time Employment Incentives Guide for ISE

DDS One-Time Employment Incentives are non-annualized funds that **do not affect an individual's annual funding**. The 1X Employment Incentives are used to assist individuals in transitioning to, retaining, or sustaining competitive integrated employment. The 1X Employment Incentives Request Form is linked [here](#).

The 1X Employment Incentives are broken into two pieces:

1. **Services** – Services and supports used to help an individual gain competitive integrated employment.
2. **Benchmarks** – Payments made to providers as a reward for successful employment transition.

The services that make up the first part of the one-time employment incentives are offered in two separate rate structures dependent on the individual's current service option:

**\$81.25** per hour For individuals in solely Group Day Supports such as Group Supported Employment (GSE), Group Day (DSO or DSH), or Employment Transition Services (ETS).

**\$68.76** per hour For individuals in other services such as Individualized Day Vocational (IDV) or Individualized Day Non-Vocational (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 One-Time Employment Incentives, linked [here](#).

### Table of Contents

1. Career Plan	2
2. Working Interview Incentive	2
3. Intensive Job Placement & Training	3
4. Benchmark Payments	3
Employment Training Incentive	4
Accessing the 1X Employment Incentives	4
Completing the 1X Employment Incentives Request Form	5
Frequently Asked Questions (FAQ)	6

1X Employment Incentives Guide for ISE

# EMPLOYMENT INCENTIVES - OVERVIEW

	WebResDay Billing	Submit to RM	WebResDay Billing	Submit Invoice "Actuals"	WebResDay Billing
PATH	CAREER PLAN		WORKING INTERVIEW		INTENSIVE JOB PLACEMENT & TRAINING
	HOURS	COMPLETED PLAN	STAFF WAGES	INDIVIDUAL WAGES	
IDV, IDN, ISE+Group Day Combo, ISE Only	\$70.52/hr.	\$1,005.97	\$70.52/hr. (Max 40)	\$20.96/hr. (Max 40)	\$70.52/hr. (IDV)*
Group Day (DSO, DSH, GSE, ETS)	\$83.32/hr.	\$1,005.97	\$83.32/hr. (Max 40)	\$20.96/hr. (Max 40)	\$83.32/hr.

1. Job Start Benchmark
2. 3-Month Benchmark
3. 6-Month Benchmark
4. 1-Year Benchmark
5. Transition to Natural Supports Benchmark

**Max of \$4,102**

# Questions?

Trever Medeiros Rogers

Central Office

Tel: (860) 406-3404

[trever.rogers@ct.gov](mailto:trever.rogers@ct.gov)

Darrell Spears Jr.

North Region

Tel: (203) 574-8814

[darrell.spears@ct.gov](mailto:darrell.spears@ct.gov)

Brian Gresko

South Region

Tel: (203) 294-5181

[brian.gresko@ct.gov](mailto:brian.gresko@ct.gov)

Catherine 'Kate' DeStefano

West Region

Tel: (203) | 816-5184

[catherine.destefano@ct.gov](mailto:catherine.destefano@ct.gov)

Amber Carter

Director of Employment & Day Services

Tel: (860) 418-6006 | [amber.carter@ct.gov](mailto:amber.carter@ct.gov)