



Transitional Employment Services (TES)

Program Description

Revised: February 2008

Introduction

The Transitional Employment Services (TES) program at Peckham is a program designed to provide a supportive work environment for the individual with a disability so that he/she will be able to eventually obtain competitive employment. Participants in this program receive skills training in the production areas of apparel and automotive, as well as in the food service, custodial, business services and warehousing areas. Availability of training depends on location.

Participants are given support to help develop methods for overcoming potential barriers to competitive employment. Positive work behaviors, the development of quality work skills and the development of acceptable attendance and punctuality are issues that are continually reinforced. Other potential barriers to competitive employment often include the following:

- Lack of work history
- Economic conditions
- Language barriers
- Housing
- Transportation and/or childcare problems
- Disability-related issues

A Vocational Services Specialist (VSS) is assigned to each individual in the TES

program. The VSS helps each participant develop and follow an individualized program plan that will include specific objectives that the participant and VSS believe are important to focus on. Every six months, the participant and the VSS review the effectiveness of the plan objectives. The plan is continually updated so that it remains relevant to the participant's specific needs. As the participant becomes more job-ready for community employment, the participant and the VSS will identify job readiness activities that would be especially beneficial for the participant.

Funding for the TES program is exclusively dependent on revenues generated by sub-contract work performed by Peckham at various sites. The success of the program is dependent on Peckham's ability to secure appropriate contracts, in addition to meeting the criteria of those contracts with regard to price per piece.

The average program length for the TES program is 18-24 months. Participants are served as long as there is an identified need for program services.

Program

Entrance Criteria

At admission, participants must:

- Possess near-competitive work skills
- Have a vocationally disabling condition that has been previously documented
- Be able to take care of personal needs or have an attendant who will assist with those needs
- Have successfully completed one or more introductory programs at Peckham and have been recommended by internal transfer to the program
- Have demonstrated a need for vocational services
- Be substance-abuse free
- Have privately arranged transportation
- Voluntarily participate in the performance expectations of the program plan
- Agree to abide by the general rules and regulations of Peckham, Inc.

- Custodial only – have a clean criminal history
- Custodial only – be available to work nights

Program Elements

Case Management

A VSS is assigned to assist each person served in the TES program. The VSS assists each participant in:

- Development and implementation of the individualized program plan
- Provides regular feedback to the participant concerning progress with program plan objectives
- Resource information to the participant
- Appropriate referrals for community assistance
- Assists the participant with job readiness activities as the participant becomes job-ready for competitive employment

Wages

All participants in the TES program are paid an hourly wage, at least equal to the current minimum wage. Overtime hours are paid at time and one half for hours in excess of 40 in a work week.

Benefits

Specific benefits differ depending on the contract but may include the following:

- Medical
- Dental
- Short term disability
- Life insurances
- Vision care assistance program
- Flexible benefit plan
- Paid holidays
- Paid sick leave
- Paid vacation
- Funeral leave
- Jury duty pay

All workers are covered by the Federal Social Security Act. Peckham carries insurance to cover the cost of work incurred injuries or illnesses. For further

explanation of benefits, see the TES Handbook Supplement.

Reasonable Accommodations

Peckham will modify equipment, redesign jigs and fixtures and develop other techniques, as necessary, to help a participant meet and exceed productivity rate and earnings. Other types of accommodations may include modification of the work site and commonly used surrounding areas, assistive devices, alteration of work schedules and task reassignment and/or training.

Job Seeking Skills and Placement Services

It is Peckham's intent to assist participants in the TES program secure community employment. Participants regularly meet with their VSS to review job readiness. Individualized assistance can be provided for resume preparation, locating job leads, assisting with interview preparation and follow-up.

Re-Entry Program

If a participant obtains competitive employment and then loses this

employment within 60 days due to circumstances beyond his/her control, the participant is guaranteed placement in the TES program again as soon as a suitable position is available. If the participant leaves Peckham for any other reason, he/she may reapply for services as long as Peckham's admission criteria are met.

Referral to Community Resources

If a participant could benefit from a referral to a community agency or resource because of a specific need, the VSS will provide the referral. These referral sources can include the following (this is only a partial list):

- Michigan Jobs Commission
- Capitol Area Community Services
- Community Mental Health
- National Council on Alcoholism
- Family Independence Agency
- Lansing Housing Commission
- Credit Counseling Services

Progress Review and Feedback

At three month intervals during the programming plan period, informal

meetings are held to provide pertinent feedback. Formal progress reviews are held every six months. During the progress review, the participant, his/her invitees and the VSS meet to determine program progress and readiness for competitive employment. With the assistance of a Service Planning Guide completed by the participant, a new program plan is developed with the participant. Additionally, the participant is asked to complete a Consumer Survey on an annual basis to assist the Peckham staff in refining its programs and services.

Program Process

Referral

Participants enter the TES program through in-house referral from one or more introductory programs at Peckham. Previously documented diagnostic, adjustment or occupational training needs are in place prior to transfer.

Orientation

The TES orientation consists of a transfer staffing involving the participant, the participant's invitees, the TES Vocational Services Specialist and the referring Vocational Services Specialist. At this

orientation, the participant receives program specific information and an individualized program plan is developed based on the participant's stated program goals and Service Planning Guide responses.

Note: Other guidelines incorporated in the program are:

*Standards of Operation for All Programs
Consumer Handbook and Supplement*

Person Centered Planning

Responses from the Service Planning Guide at the beginning of TES programming form the basis for the individualized program plan. In addition, the VSS will generate program case notes, collect staff feedback and use observation as tools to help monitor the participant's progress. At the end of the six month program period, a new program plan is developed with the participant and job readiness assistance is provided if the participant is job-ready.



Program Completion

Readiness to complete the program and obtain competitive employment is assessed and formally documented semi-annually. Successful program completion occurs when competitive employment is obtained. Upon leaving Peckham, the participant will be asked to complete a Consumer Survey to provide input on services provided.