# Vocational Rehabilitation Standards for Providers Manual Chapter 15: Pre-Employment Transition Services

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## 15.3 Pre-ETS Service Description

When applying for a Pre-ETS contract, the provider indicates which of the five Pre-ETS categories the provider intends to provide. An executed contract for Pre-ETS indicates which of the five Pre-ETS categories the Texas Workforce Commission (TWC) has approved for the provider.

More than one Pre-ETS category may be listed on the same contract, but individual categories must adhere to the limits in this chapter. Exceptions to these limits must be approved by the director of TWC's Vocational Rehabilitation (VR) division.

The five Pre-ETS categories are:

1. Job exploration counseling—may be provided in a classroom or community setting and include information on in-demand industry sectors and occupations, as well as nontraditional employment, labor market composition, administration of vocational interest inventories, and identification of career pathways of interest to the students. Job exploration counseling provided on an individual basis might be provided in a classroom or in the community and may include discussions on the results of the student's vocational interest inventory and the in-demand occupations, career pathways, and local labor market data that apply to the student's interests.
2. Work-based learning—may be offered in a group setting and may include a school-based program of job training and informational interviews to research potential employers, work site tours to learn about necessary job skills, job shadowing, or mentoring in the community. For information about services that allow a student to be placed in a paid or unpaid short-term experience, refer to Chapter 14: Work Experience.
3. Counseling on post-secondary opportunities—may include information on course offerings, career options, the types of academic and occupational training needed to succeed in the workplace, and postsecondary opportunities associated with career fields or pathways. Counseling may include advising students and parents or representatives on academic curricula, college application and admissions processes, completing the Free Application for Federal Student Aid (FAFSA), and providing information on or access to resources that may support a student's success in education and training, including support services for students with disabilities.
4. Workplace readiness training—may include programming to develop social and independent living skills, such as communication and interpersonal skills, financial literacy, orientation and mobility skills, job-seeking skills, understanding employer expectations for punctuality and performance, as well as other "soft" skills necessary for employment.
5. Self-advocacy—may include generalized classroom lessons in which students learn about their rights, their responsibilities, and how to request accommodations, services, and other forms of support needed during the transition from secondary to postsecondary education and employment.

Pre-ETS services are limited to the following:

* No more than 30 hours each for job exploration counseling, work-based learning, counseling on postsecondary opportunities, workplace readiness training, and self-advocacy, per state fiscal year.

When authorized by the VR counselor, the provider may provide up to the maximum number of hours per category per state fiscal year to provide the service.

When a provider has more than one approved Pre-ETS curriculum, each is considered a distinct activity. The hourly limits can be applied to each separately (up to 30 hours per Pre-ETS area per student per fiscal year). When providing more than one curriculum to a student through the same provider, the VRC must consider the benefit to the student. While repetition and exposure to different approaches to Pre-ETS are not unusual needs for students, there may be additional benefit to receiving training from a different provider in some cases.

The ratio of students to trainers must not be greater than six students to one trainer.

When completing the VR1824, Referral for Contracted Pre-ETS Services, the VR counselor indicates whether they are requesting services that are provided remotely, in a setting where the trainer and student are in the same location, or a combination of both.

It is the responsibility of the Pre-ETS trainer to ensure the approved environment(s) are used in the delivery of the services. For more information refer to VR-SFP 3.4.8 Remote Service Delivery.

Items such as uniforms, transportation, and required tools and equipment may be authorized by the VR counselor to support a student's participation in Pre-ETS training if such items are necessary and are supported by the documented employment goal. Items are considered on an item-by-item basis and may be provided only for students who have been determined to be eligible for VR services, not those who are receiving Pre-ETS as potentially eligible.

Items purchased as an incentive for individuals to attend Pre-ETS programs or trainings, such as tablets, gift cards, or other prizes, including food, may not be purchased with TWC funds. If the provider intends to provide incentives, they must be able to show that the items were purchased with funds from other sources.

No supported employment assessments or benchmarks are included in Pre-ETS.

To change a Pre-ETS Service Description, Process and Procedure, or Outcomes Required for Payment, the VR division director must approve the VR3472, Contracted Service Modification Request, before the change is implemented. For more information, refer to VR-SFP 3.4.11 Contracted Services Modification Request.

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