# PART C, CHAPTER 12.2.d: JOBTIPS STUDENT

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| **Policy Number** | **Authority** | **Scope**  | **Effective Date** |
| Part C, Chapter 12.2.d | N/A | All TWC-VR staff | 9/3/2024 |

## PURPOSE

In accordance with the authority (Federal and State) listed above, this policy is issued by the Texas Workforce Commission Vocational Rehabilitation Division (TWC-VR). Adherence to these rules and regulations issued under the Rehabilitation Act of 1973, as amended by Title IV of the Workforce Innovation and Opportunity Act (WIOA), supports Texans with disabilities in gaining, maintaining, and advancing in competitive integrated employment (CIE).

Specifically, the purpose of this policy and these procedures is to ensure adherence to the provision of Work Readiness Services provided by JobTIPS Student online program.

## DEFINITIONS

Informed Choice: The means by which a customer chooses their rehabilitation path, from options based on their needs and circumstances and the TWC-VR rules, as it relates to choosing work readiness training services and the providers of those services.

## POLICY

### General Overview

JobTIPS Student is an online program that offers real-world examples as well as assistance to help teens and adults transition to the workplace.

The JobTIPS Student online program—

* Includes videos and pictures demonstrating what to do and what not to do in a variety of situations; the videos and pictures support the program content;
* Contains printable materials, including worksheets, cue cards, summaries, visual schedules, graphic organizers, and assessments that facilitate practice opportunities to master and generalize important job-related skills;
* Instructs the student as to the steps to take and provides the rationale behind each behavioral and social exchange to help the customer learn to understand another individual's perspective and thereby understand the reasons for the thoughts and actions of others;
* Uses step-by-step instructions and extensive visual and interactive supports to break down employment situations into specific actions and behaviors; and
* Provides learning resources, guided exercises, graphic organizers, role-playing scenario cards, video tutorials, and visual prompts to help students with any learning style.

### Students with Disabilities (SWD)

JobTIPS Student is available to all TWC-VR customers, including SWD. For SWD, these services fall under Pre-Employment Transition Services (Pre-ETS).

### Additional Policy Considerations

* Comparable Services and Benefits: JobTIPS Student is exempt from the requirement to secure comparable services and benefits prior to TWC-VR expending funds.
* Customer Participation in the Cost of Services: JobTIPS Student is exempt from applying Basic Living Requirements (BLR) and, therefore, the customer is not required to participate in the cost of services.
* Recipients of Social Security Disability Benefits: Recipients of Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), due to the customer’s disability, are exempt from the requirement to participate in the cost of TWC-VR services regardless of income.
* Exceptions to Policy: When necessary to meet the VR needs of a customer, TWC-VR staff members may request exceptions to policies and procedures through their chain of management up to the Deputy Division Director of Field Services Delivery, or designee. However, exceptions to policies and procedures based on Federal and State laws, statutes, and rules or regulations are not allowable.

## PROCEDURES

### Determining the Need for JobTIPS Student

The VR Counselor may purchase a license for JobTIPS Student to support a customer in the job search when a self-directed online option meets their needs and abilities. JobTIPS Student online program core sections include the following:

* Determining Interest: Provides an opportunity to explore interests by examining the types of social and environmental demands associated with certain jobs by taking an interest quiz and by reading job descriptions;
* Finding a Job: Guides the customer through the process of finding a job, from networking to conducting internet searches and navigating job fairs;
* Getting the Job: Provides detailed instructions on how to obtain references and how to complete résumés, cover letters, applications, and how to prepare for the interview process; and
* Keeping the Job: Guides the customer through the demands associated with keeping a job, such as how to appropriately communicate, socialize, and cope in the work environment.

## APPROVALS & CONSULTATIONS

There are no approvals or consultations for this policy and these procedures.

**REVIEW**

The Policy Planning and Statewide Initiatives Team, or designee, is responsible for reviewing this policy and these procedures and will update the Document History log if necessary.

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| **Date** | **Type** | **Change Description** |
| 9/3/2024 | New | VRSM Policy and Procedure Rewrite |