



TRANSITIONAL AND EMPLOYMENT SERVICES

PROGRAM DESCRIPTIONS

WAIVERED EMPLOYMENT SERVICES:

EMPLOYMENT EXPLORATION SERVICES Community-based services that introduce people with disabilities to employment options and allow them to explore their options through work experiences.

This service helps people to make an informed choice about working in competitive, integrated employment.

EMPLOYMENT DEVELOPMENT SERVICES Individualized services that help people find competitive, integrated employment or attain self-employment.

EMPLOYMENT SUPPORT SERVICES Individualized services and supports that help people to maintain community employment in an individual or group arrangement.

VOCATIONAL REHABILITATION SERVICES(VRS) & STATE SERVICES FOR THE BLIND(SSB):

EMPLOYEE DEVELOPMENT SERVICES Assists a person in developing work skills, work habits and job retention skills required to obtain and maintain employment. Training includes activities to improve: • Productivity • Attendance • Punctuality • Ability to work with others • Ability to work under supervision • Work tolerance

PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) Services include job exploration counseling, work-based-learning experiences, workplace readiness, instruction in self-advocacy and post-secondary education counseling. This service is available to students, aged 14-21, who are eligible or “potentially eligible” for Vocational Rehabilitation Services.

ON THE JOB EVALUATION The on-the-job evaluation service provides individuals as well as their team the opportunity to evaluate the suitability of a career or occupational area of interest. The service is typically provided prior to the determination of a specific job goal.

BRIDGE TO THE FUTURE This summer training program, for those ages 14-24, provides participants with the tools they need for a successful transition from education into the world of work. Each session provides training in job search and retention, as well as soft skills to help build self-confidence and accountability. Each day, through a paid work experience, participants are provided a hands-on training with area business partners.

TRACK TO SUCCESS This training course strives to improve communication and interpersonal skills, as well as situational judgment and problem solving for each participant. Each day, through a paid work experience, participants will practice and develop the skills they have learned in class and at community employers.

PERFORMANCE BASED AGREEMENT (PBA) Support services, intended for people with disabilities or those with a mental health diagnosis, to prepare for, secure, retain, advance or regain competitive integrated employment consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choices.

CUSTOMIZED EMPLOYMENT Customized Employment at MRCI serves one person at a time. The goal of customized employment is to tailor jobs and careers to fit the individual's skills, interests, strengths, and support needs. At the same time, it meets the needs of business, or in the case of self-employment, the market for a service or product.

THE 3 PHASES OF CUSTOMIZED EMPLOYMENT AT MRCI:

- Discovery
- Job Development
- Job Support

JOB TRY OUT Short-term work experience which allows an individual the opportunity to demonstrate to an employer their capacity to effectively perform in a job related to a specific employment goal on their employment plan.

JOB SHADOW Facilitate an opportunity for an individual to observe different jobs and ask businesses questions about the skills, knowledge and abilities needed to perform the tasks involved in the job.

INTERNSHIP A time-limited opportunity available to job seekers in situations where an internship will significantly enhance skill development and future opportunity for competitive integrated employment (E.g., individuals who are ready to begin but need relevant work experience related to their educational training, individuals in a training program, recent post-secondary graduates or students currently enrolled in a post-secondary training program).

DRIVERS PERMIT/LICENSE PREPARATION AND TRAINING AS AN ACCOMODATION

To provide accommodations and supports to an individual to increase their success in passing the driver's permit test or the driver's license road test. These services are only for the additional training time or supports required by the individual due to their disability which are beyond the typical preparation and training involved in obtaining a driver's license.

JOB COACHING Provides training and consultation to the individual or the business to facilitate successful competitive integrated employment. Job coaching can be performed on or off the job site. The definition of job coaching can include any or all of the following: Job destination training; transportation coordination; job site skills training and assistance to perform work duties; training in new duties, including new employee orientation and other responsibilities that assure job retention; training and assistance with work behaviors and interpersonal skills; training to develop understanding of employment practices and business policies; assistance in changes in the work environment impacting potential for job retention; identifying, utilizing and integrating natural supports in the workplace; and exploring and seeking job advancement

POST-SECONDARY SUPPORTS Assist a student to enroll or remain enrolled in postsecondary education or training by helping them understand how to successfully transition to a postsecondary education or training program; identify postsecondary education and training options; understand how their career goals line up with education and training options; complete steps for enrolling in a postsecondary education or training program; learn about and apply for postsecondary financial aid options; learn about various supports and assistive technology used by students with disabilities at college, such as where and how to get alternative formats of textbooks; learn about information on course offerings, career options, the types of academic and occupational training needed to succeed in the workplace, and how post-secondary opportunities associated with career fields or pathways would pertain to a student who is currently enrolled to ensure they are on the right pathway; and make decisions about changing majors and/or education or training programs.

BENEFITS COACHING COACHING/REPORT Benefits Services are intended for an individual who requires assistance to understand how their benefits work in order to help them with their career planning. Benefit Services under two categories. Benefit Coaching and Benefits Planning. MRCI will examine an individual's benefits, such as cash assistance benefits, Social Security and other Federal, State and local benefits, health care benefits such as Medicare and Medical Assistance.

JOB SEEKING SKILLS TRAINING

Provide counseling and/or training to a student regarding the techniques to prepare for, secure, retain, advance in, or regain competitive integrated employment. This includes assisting students in preparing resumes and job applications, developing job interviewing skills, providing training on how to address a business' perceptual barriers and prepare to meet a business' expectations, assisting the students to become knowledgeable about job duties, personnel benefits, rates of pay, employment policies and practices, and the job location prior to job acceptance.

PUBLIC TRANSPORTATION TRAINING

To arrange and provide opportunities for an individual to explore public transportation options and learn how to access and safely use public transportation. This service may include training on reading schedules, assistance filling out para-transit applications, contacting transportation providers to arrange service, and how to access disability accommodations, and physical skill practice time on public transportation.

JOB SHADOW

Facilitate an opportunity for a student to observe different jobs and ask businesses questions about the skills, knowledge, and abilities needed to perform the tasks involved in the job.

WORK EXPERIENCE SERVICES

Facilitate a work experience intended for the student to understand the nature of work and build soft skills. Only the student and the business report on how the experience went.

As applicable, this service includes:

1. First meeting and develop work experience placement plan
2. Set up the work experience.
3. Orient the student to the work experience (e.g., who their supervisors are, to understand their schedule, make sure they understand their work duties, finalize transportation to and from the work experience, ensure they have their uniform, ensure they know the expectations of the work experience.)
4. Follow-up/check-in with student and employer for the duration of the work experience; follow-up frequency to be determined based on the individual's needs and discussed with the individual, the counselor, and the provider.

WORK EXPERIENCE WITH WAGES

Pay the wages and personnel costs of a short-term work experience intended for the student to understand the nature of work and build soft skills. The community partner is the employer of record and thus the wages are paid by the community partner. Only the student and the business report on how the experience went.

INFORMATIONAL INTERVIEW Facilitate an informal conversation for an individual with someone working in a career area/job that interests the individual, who will give them information and advice. It is not a job interview, and the objective is not to find job openings

Admission Criteria: Entrants into Transition Services must meet the general entrance criteria established for MRCI and participate in the planning process.

1. The planning process begins with an intake interview with MRCI's Intake team, the client, their referring agency representative, family members or significant other of their choice. The purpose of this meeting is to review relevant referral information, explore the interests of the client, and discuss strengths and potential limitations and to make an initial plan of what jobs will be targeted. The MRCI Intake team may vary by location, but usually includes an MRCI Staff Representative that will work with the client. The client should leave the intake meeting with an understanding of the service they are entering and a preliminary idea of the types of program/work areas to be explored.
2. If being referred for an assessment, the assessment areas are formulated after the client completes his/hers Person Centered Planning to assess their strengths, interests, work related behaviors, learning styles, ability to work with others, stamina, grooming and hygiene, job seeking skills, work quality/productivity, individual support needs and the need for communication, cultural and technological accommodations. The length of the planning assessment and the number of jobs assessed is dependent on individual needs of the client. The preparation of a vocational goal and plan to meet the goal are developed by the client and their MRCI Staff representative. A written vocational planning report is developed and shared with the client and their team at the end of the planning assessment. The planning report addresses:
 - ✓ Job sites that were assessed.
 - ✓ A general discussion of the experience the client had on the various situational assessments including their strengths and needs, as well as the prognosis of their success in achieving their desired vocational goals.
 - ✓ Specific employment outcomes identified by the assessment.
 - ✓ Specific training needs of the client.
 - ✓ A list of recommended local jobs that would be within the preference and ability of the client.
 - ✓ Needs for job modification and or technology needs that would better facilitate the success on a job.
 - ✓ Identified barriers to employment and recommended services to address the barriers.
 - ✓ Identified community resources to address barriers and enhance future plans.
 - ✓ Specific cultural accommodations if appropriate.
5. Exit Criteria:-A person exits the Transition Service when they have completed the assessment/placement process and have held a planning meeting with their MRCI staff representative and planning team to discuss the results and future plans. A program referral will be completed if the client and his/her team decide that another program through MRCI would be beneficial in assisting the client with their goals. A "Reason for Program Change" case note on the client's program screen in IBV is added to insure all team members are updated on client's progress with the program.

Extended Employment

A PLAN TO HELP YOU

You succeed in your job and career goals by planning your supports. Supports are services from MRCI or others that help you keep your job, help you find another job, or help your employer keep you working. At least once each year, you and your MRCI Representative will write a plan that includes your choices of job goals and work setting, and what MRCI will do to help you reach your goals. This is your Support Plan. You can request a meeting at any time when you want changes made to your Support Plan. The purpose of the meeting is to find out if you want a different job goal, or if you need different support services.

Family members, friends or others may help you to reach your goals. You can have them at your Support Plan meeting. You or your MRCI Representative might also invite a social worker, supervisor, or anyone who could be helpful in making your plan. Notices about your meeting, talk during the meeting and your written Support Plan will need to be in the primary language read or spoken by you or the person who can legally speak for you. If you need Braille, large print, or another language to understand your Support Plan, your MRCI representative will provide this for you.

A Support Goal or Objective Should Say:

- What you want or need to do
- What supports are necessary to do it
- How it will get done
- Who is responsible for doing it
- When, or by when
- How you will know that it is done

Some examples of support services might be:

- Coaching on how to do your work well and learn new skills on the job.
- Keeping in touch with you to know how you are doing and what you need.
- Helping you to do your work safely.
- Changing your workplace so you can do or improve your work better, like changes in the height or position of your chair, or changes in work schedule or rest breaks, or changes to your computer.
- Helping you to learn how to speak up for yourself and say what you need at your job.
- Training for other people at your workplace so they can help you learn your job and carry it out.
- Arranging for services that you might need, but you are not provided at MRCI.
- Help with learning skills you need to be a successful worker, such as grooming, handling money, or using the bus.
- Making sure that the people who helped you write your Support Plan stay in touch with you and MRCI.
- Helping you to learn how to search for work, and to get and keep a job.
- Finding a job that fits your skills, interests, and support needs and choosing the work settings you like best.
- Other, similar services that are in your Support Plan and are needed for you to keep your job, improve your performance, or find new or better employment.

Be sure to include all supports needed in your Support Plan. If MRCI cannot give you the support services that you need to reach your job goal, your plan should say how and when you will get it, and what MRCI will do to help you to get that service.

What Work Do You Want to Do?

The most important parts of your Plan are your job and career goals. Rehabilitation Services—Extended Employment (a part of the State of Minnesota) and other agencies pay MRCI for the supports they provide in the following types of work. You should be able to choose different kinds of jobs in these work settings or work in more than one work setting. Include your choice of job and work setting in your Support Plan.

In **Supported Employment**, your job is in the community with supports from your employer and from MRCI. Your pay, benefits, and work conditions are the same as workers without disabilities who are doing the same kind of work. Someone from MRCI will meet with you at least twice a month to provide supports, learn how you are doing, or find out how you like your job. The kind of job you do depends on your skills, interests, abilities, which employers are cooperative, and what jobs are available. **MRCI needs documentation of employer paid wages monthly through the submission of your paystubs.**

***MRCI DOES NOT SUBMIT EMPLOYER PAID WAGE INFORMATION TO SOCIAL SECURITY OR OTHER AGENCIES EXCEPT THE EXTENDED EMPLOYMENT GRANT. IT IS YOUR RESPONSIBILITY TO SEND YOUR EMPLOYER PAID PAY STUBS TO THE AGENCIES NEEDING THIS INFORMATION.**

What If I Don't Agree?

Signing your Support Plan means you agree with your job and support goals, that you understand and agree with the supports you will be getting, and that you will do what is needed to reach you goals. You may take your Plan home for a few days to think about what it says. Unless you want to make changes, sign your Plan and return it to your MRCI Representative.

You have a right to disagree with your Support Plan and you may want to make changes. You can discuss any changes to your plan at any time with your MRCI representative. Your plan will be discussed with you annually. Your MRCI representative is here to help you understand what supports you need to succeed. If you aren't satisfied with the plan that you and your representative create, you should discuss changes with your MRCI representative. After discussing changes to your plan and you still do not agree with your plan, or the supports needed, or goal created you have the right to proceed with a complaint or grievance in the policy outlined in this handbook. There are several steps and time limits for making a complaint. You can have a friend or advocate help you to follow the policy, and they can attend any meetings with you. You have a right to see your records at any time.

If you have followed MRCI's policy for making a grievance—except for binding arbitration—and still are not satisfied, you can appeal in writing to:

**Minnesota Department of Economic Development Rehabilitation Services
Vocational Rehabilitation Services – Ext Employment**

First National Bank Building

332 Minnesota Street Suite E200

St Paul MN 55101

Voice: 651-259-7376

TTY: 651-296-3900

Support Plan Checklist

Be sure your Support Plan answers the following questions and that the answers are true for you. You are the most important person in deciding what should be in the Support Plan.

- What do you enjoy doing or not doing? In what places do you like or not like to be? With what kinds of people do you work best? What do you do well in any area of your life?
- What kind of work would you like to do?
- How many hours a week do you want to work? How much do you want to be paid? Do you need your job to help pay your medical bills? Will getting paid over a certain amount affect other benefits you get?
- Do you want to work as part of a group of people with disabilities or as an individual? If your goals say you want some of each of these, does your Plan say how many hours a week of each you want?
- Does your Support Plan have the reasons that a work crew or individually is the best choice? The reasons have to be yours, not MRCI's.
- When do you want to reach your different goals? Your Support Plan can include dates for job goals you have right now and dates for job goals you have in the future.
- What will your job, pay, benefits and support services be like when you reach your goals on this plan?
- What supports will MRCI give you to get and keep work? You and your family, friends, current or past teachers, your boss or co-workers can share their ideas about kinds of support that are helpful to you. Would you like MRCI to involve your boss and co-workers in helping you learn your work as soon as you start a new job? If you do, it should be included in your Support Plan.
- Would a special piece of equipment help you find a job or improve your work? Does your Support Plan say who will help you with each of the kinds of help you need? When will the help start? How long will the help last?
- If MRCI is unable to give you the help you need to reach your job goals, does your Support Plan say how MRCI will get you the help or equipment you need and how long that will take?
- Does your Plan have the names of the people that met with you and MRCI to help write your Support Plan and how they know you? Ask MRCI for information about different kinds of work they support including how much you would earn, worker benefits, the kinds of jobs you would be doing and how this compares with other workers in similar jobs and people you can contact to get more information.
- Does your Plan include your signature or that of the person who is your legal representative? You may take your Plan home for a few days to think about what it says. If you do not want to make any changes, sign your Plan and return it to MRCI. If you want to make some changes, meet with MRCI again.

PERSONNEL POLICIES AND PROCEDURES

PURPOSE

These statements of personnel policies and procedures have been prepared as guidelines to identify your responsibilities and to clarify benefits available to you. They are intended to assure fairness in personnel practices and promote a good working relationship with MRCI and community employers.

ATTENDANCE

General Attendance

In many cases, different people will have different schedules. It is important that you come to your program/employment every day as scheduled. If you need to be gone due to vacation or illness, contact your MRCI staff representative. Whenever possible, please try to schedule appointments outside of your program/employment hours. If you need to schedule an appointment during program/employment hours, please contact your MRCI staff representative to inform him or her of the time that you will need to leave and who will be picking you up.

Interrupted Status

In cases where you require extended time away from the program due to a health issue or other circumstances, you or your referral source should contact your MRCI staff representative, MRCI staff representative will place your program on *Interrupted status* for up to six months. If you are not able to return after six months has passed, MRCI will close your case and entry back into the program will require another referral. One 30-day extension beyond the six-month *Interrupted status* is possible, if requested in writing and approved by MRCI Program Director.

Intermittent Attendance

If you are not on *Interrupted Status* and do not attend at least 90% of scheduled days during a 90-day period, MRCI reserves the right to implement measures, up to and including termination of services, as MRCI will not be able to meet programming expectations and help you achieve your goals if attendance is not consistent. Your MRCI staff representative's first approach may include a Performance Improvement Plan and/or hosting a client team meeting to discuss and implement strategies to improve attendance.

Lunches and Break

You will need to bring a lunch from home. Please provide adequate cold packs or insulation as needed. Staff are available to assist you in setting up your lunch. All lunches should come properly prepared from home. A break is typically provided during the day. Any break longer than 20 minutes will be unpaid.

Visiting

MRCI strives to assist all clients with their program goals. Visitors may become a distraction to achieving these goals. MRCI requires prior approval from the client's MRCI staff representative before visiting with a program participant. All visitations should be scheduled during lunch or break time.

Transportation

Transportation arrangements will be made prior to the start of services. Transportation is available through public transportation or contract services. In some instances, MRCI transportation may be available during direct service time between program participant and MRCI Staff Representative. All MRCI vehicles will be inspected and transporting during program activities is provided.

Therapy and Service Animals

Any animals including therapy animals brought to the program must be in good health and have current rabies shots and tags. All participants will be informed prior to a visit from an animal.

Retirement

No individual shall be required to retire because of age.

Weather Related Emergency Procedures

On occasion, MRCI may close because of weather conditions. Please review weather related procedures with your MRCI Staff representative for the procedure you need to follow if you will not be coming to your program for weather related reasons.

If MRCI closes due to weather related conditions, your MRCI Staff Representative will contact you to cancel or possibly reschedule your programming.

Wages

MRCI complies with all provisions of the Fair Labor Standards Act.

If you are in a program that MRCI pays the wages, payroll checks will be issued every two weeks. Effective January 1st, 2024, MRCI is required to provide safe and sick leave to all employees. You will accrue a minimum of one hour or earned safe and sick time for every 30 hours worked, to a maximum of 48 hours in a year.

MRCI contracts an outside vendor, **ADP Services** for their payroll. MRCI uses two methods for payroll reimbursement. Direct deposit or the A-line card. Additional paperwork is required to sign up for either of these payroll options. Please talk to your MRCI Staff Representative for assistance. All payroll information can be acquired through the ADP website. Instructions for registering with ADP Services are as follows:

workforcenow.adp.com Click
Register Here” Registration
Code: MYMRCI-01
Enter

- a. First Name
- b. Last Name
- c. Last 4 numbers of your Social Security number
- d. Birth Month and Day
- e. Confirm

At this point there should be a message, “Hello (Your Name). If this is you, register now Click “Register Now”.

On new page, Enter in:

- f. Personal email address
- g. Username
- h. Password
- i. 3 security questions and answers
- j. "Register Now"

Setup is complete. Go to: workforcenow.adp.com and login to access pay statements.

Payroll Deductions: If it is required by law, the following will be deducted from the paycheck:

- Federal Income Tax
- State Income Tax
- Social Security Tax
- Medicare

Other payroll deductions for which you give your written consent

MRCI highly recommends all employees to use the paperless options within the ADP website. Instructions for this are as follows:

Login to ADP by going to: www.workforce.adp.com.

Enter your username and password.

Go to: Myself > Pay > Pay Statements

1. On the Pay Statements page, click **Go Paperless**.
2. Select **Access my pay statements online only** and click **Next**.
3. Read the information, click **I Agree**. Then click **Next**.
4. Enter the confirmation number and click **Next**.
5. Verify your email address and click **Done**.

Benefits

All staff and program participants at MRCI are covered by general liability, auto liability, excess liability, workers' compensation, and employer's liability

Sick and Safe Leave

Effective January 1, 2024, any individual paid by MRCI will receive 1 hour of Sick and Safe Leave for every 30 hours they are paid by MRCI. The State of Minnesota Sick and Safe law states sick and safe time is capped at 48 hours for first year of employment and 80 hours cap for every year after. Sick and Safe Leave must be submitted and recorded in increments of one-quarter hour or more. The Sick and Safe Leave balance will remain active up to 180 days after leaving a MRCI paid program and must be used during the paid program time. An individual can request Safe and Sick leave by contacting their MRCI Staff Representative and completing the necessary document.

The use of Sick and Safe Leave can be used for the following reasons:

1. mental or physical illness, treatment, or preventive care.
2. a family member's mental or physical illness, treatment, or preventive care.
3. absence due to domestic abuse, sexual assault or stalking of the individual or a family member.

4. when determined by a health authority or health care professional that the individual or a family member is at risk of infecting others with a communicable disease.
 5. closure of the individual's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency.
- Individuals may use sick and safe leave for the following family members:
1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent).
 2. their spouse or registered domestic partner.
 3. their sibling, stepsibling, or foster sibling.
 4. their biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child.
 5. their grandchild, foster grandchild, or step-grandchild.
 6. their grandparent or step-grandparent.
 7. a child of a sibling of the individual.
 8. a sibling of the parents of the individual.
 9. a child-in-law or sibling-in-law.
 10. any of the family members (1 through 9 above) of an individual's spouse or registered domestic partner.
 11. any other individual related by blood or whose close association with the individual is the equivalent of a family relationship.
 12. up to one individual annually designated by the individual.

Holiday

MRCI wants to ensure services are provided with adequate supports and allows for the MRCI representative to be available if supports are needed. All MRCI paid work experiences will follow MRCI's holiday schedule.

Workers' Compensation

All MRCI paid individuals are covered by Workers' Compensation Insurance as required by Minnesota Law. The cost of this insurance is paid by MRCI.

Every accident, however minor, must be reported to your MRCI Staff Representative immediately so that we can file a report with the insurance company, if necessary.

Safety, Clothing and Conduct Rules

Any safety concerns you may have should be given to your MRCI Staff Representative.

MRCI reserves the right to take actions that it deems appropriate to provide a safe and reasonable work environment. MRCI has expectations of program participant behavior during program hours including appropriate response to supervision and direction, cooperation with supervisors and peers and following MRCI policies and procedures. Participants will conduct themselves following the standards set forth in this program participant handbook. Misconduct, such as possession of a weapon, being under the influence of alcohol or drugs, fighting, theft, abusive language, inappropriate sexual behavior, etc. will result in disciplinary action including immediate suspension. MRCI reserves the right to call upon law enforcement authorities, if necessary. Disciplinary actions will be determined by the severity of the misconduct. Every disciplinary problem is different, and the seriousness of the problem will determine the course of action to be taken. MRCI maintains safety as a high priority. **Participants working on specific jobs may have additional protocols pertaining to those jobs. Those protocols will be reviewed with each individual prior to working on that job.**

Employment Code of Conduct

The following are expectations for when you are present in your MRCI program:

- I will follow MRCI and my employer's Dress Code Policies.
- I will follow MRCI and my employer's Attendance and Time Off Request Policies.
- I will be respectful and follow MRCI and my employer's expectations and policies.
- I will not borrow, share or sell money or other personal property with others.
- I will not take anything that does not belong to me including other's personal items or the employer's equipment. I understand that the consequences of stealing could include termination of the job site and/or legal consequences.
- I will not use foul and/or abusive language or gestures.
- I will not engage in fighting (physically or verbally) with co-workers, supervisors, or anyone I encounter at the job site.
- I will not wear inappropriate or revealing clothing as determined by MRCI or my employer. I will not engage in fighting (physically or verbally) with co-workers, supervisors or anyone at my job site.
- I will not drink alcohol or use illegal drugs prior to arriving at work or while I am at work. I will not engage in inappropriate sexual behaviors or sexual harassment.
- I will not bring weapons to work.
- I will follow MRCI and my employer's policy regarding electronic devices.
- I will do my best to complete a task according to the employer's expectations.

Clothing and Hygiene

Clothing that is not permitted includes: hats (of any kind), halter tops, tops with spaghetti straps or strapless tops or dresses, tank tops, crop tops pajama pants, yoga pants, athletic shorts or short shorts or miniskirts (skirt hems must be right above the knee) Clothing that includes offensive language, sarcastic or offensive gestures, graphics, advertising alcoholic beverages, drugs, offensive or obscene behavior is not permitted.

Daily personal hygiene is required. Odor from lack of cleanliness may require requests to change clothes or bathe. No excessive scent will be allowed.

Open toed shoes are not allowed. No Croc-type shoes/flip-flops or beach footwear. Shoes must always be worn during the day. Appropriate and safe footwear is required.

All clothing must be clean. No torn, cut, or ripped clothing. No ill-fitting, (loose or tight), chains, lanyards or unsafe loose items including oversized jewelry or scarves.

Disciplinary Action

Discipline issues will be addressed in a specific individual plan. The consequences will not necessarily follow a specific warning system.

The plan will reflect the intensity of the person's actions. One option may be to suspend an individual until the team can meet and agree upon a new plan. Your MRCI representative, along with the interdisciplinary team, will agree on specific consequences for certain actions. Our emphasis is on person centered planning and positive behavior support. Disciplinary procedures will be implemented in such a way as not to embarrass individuals or the public.

Client Assistance Project

ABOUT THE PROJECT

Federal legislation requires that each State receiving funds under the Rehabilitation Act of 1973 designate a Client Assistance Project to ensure the clients and potential clients of State and Local rehabilitation programs receive the services and benefits available to them under the Act. The Mid Minnesota Legal Aid is the designated Client Assistance Project for Southern and Central Minnesota. Information regarding this can be found at:
<https://mn.gov/disability- MN>.

**Client Assistance Project
Mid Minnesota Legal Aid
111 N. Fifth St Ste 100
Minneapolis, MN 55403
Phone: 612-332-1441 (Metro)
1-800-292-4150 (Statewide)**

MINNESOTA STATEWIDE ADVOCACY SERVICES

Provided within 6 months of hire and yearly thereafter in accordance with WIOA regulations. Last updated: 03/2018

1. Social Security-Disability Determination
PO Box 64709
St. Paul MN 55164
877-457-1734
www.ssa.gov

Types of Training: Web site offers information on Applying for SS or disability. The Ticket to Work

2. Autism Society
2380 Wycliff St #102
St. Paul MN 55114
651-647-1083
www.ausm.org

Types of Training: Web site offers information on a Variety of classes, camps and services including advocacy, counseling, therapists, social skills and Support groups.

3. Minnesota Department of Employment and Economic Development
332 Minnesota St Suite E200
St. Paul MN 55101
952-838-9000
www.mn.gov/deed

Types of Training: Website offers help for job Seekers to find employment, help businesses, find workers and help anyone at any stage to explore And plan careers.

4. Brain Injury Association of America
2277 Mn-36 #200
Roseville MN 55113
612-378-2742
www.biusa.org

Types of Training: Website offers information and referral. The Minnesota contact is:
braininjuryinfo@biusa.ortc@umn.edu

5. U of M Institute on Community Integration
Rachel Freeman, Ph.D.
Patee Hall 110A, 150 Pillsbury Dr DE
Minneapolis MN 55455
541-979-3409
Freem039@umn.edu

Types of Training: Offers training on person-centered thinking and planning and other community integration topics.

6. MN Dept. of Human Services
1295444 Lafayette Rd
St. Paul MN 55155
651-431-2000
www.DHS.info@state.mn.us

Types of Training: Website <https://mn.gov/dhs>. The Minnesota Department of Human Services strives to help people live as independently as possible so they can continue to be a part of the communities in which they live.

7. State Services for the Blind
A2200 University Ave W #240
St. Paul MN 55114
651-259-7114
www.mn.gov/deed

Types of Training: Training and advocacy for services for individuals who are blind.

8. Minnesota Helpinfo
1-800-333-2433

Types of Training: Navigating assistance with Minnesota's 10,000+ support agencies.

9. MN Disability Law Center
111 N. Fifth St Ste 100
Minneapolis MN 55403
612-332-1441
www.mylegalaid.org

Provides professional legal help to Minnesotans with disabilities and others who traditionally lack access to the American justice system and cannot afford the services of a private attorney.

10. The Senior LinkAge Line
1-800-333-2433

Minnesota Board on Aging's free statewide information and assistance service. The service is provided by six area agencies on aging that cover all 87 counties of Minn. And helps connect you to local services.