



MENU OF SERVICES

Creating innovative and genuine opportunities for people with disabilities or disadvantages at home, at work and in the community.

The resources provided through MRCI ensure person-centered choices are achieved at home, at work and in the community. With more than 70 years of experience, we are honored to work alongside you.

www.MyMRCI.org

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800.829.7110

EMPLOYMENT SERVICES



BENEFITS COACHING SERVICES



Understand how work and benefits can go together to support individual's goals, as well as the tools and resources to help individuals manage their benefits while working. This service is performed by a certified Benefits Coach who has completed the Disability HUB MN Benefits Coaching Training. It is offered for both VRS and wavier employment services.

TEAM MEETINGS WILL INCLUDE:

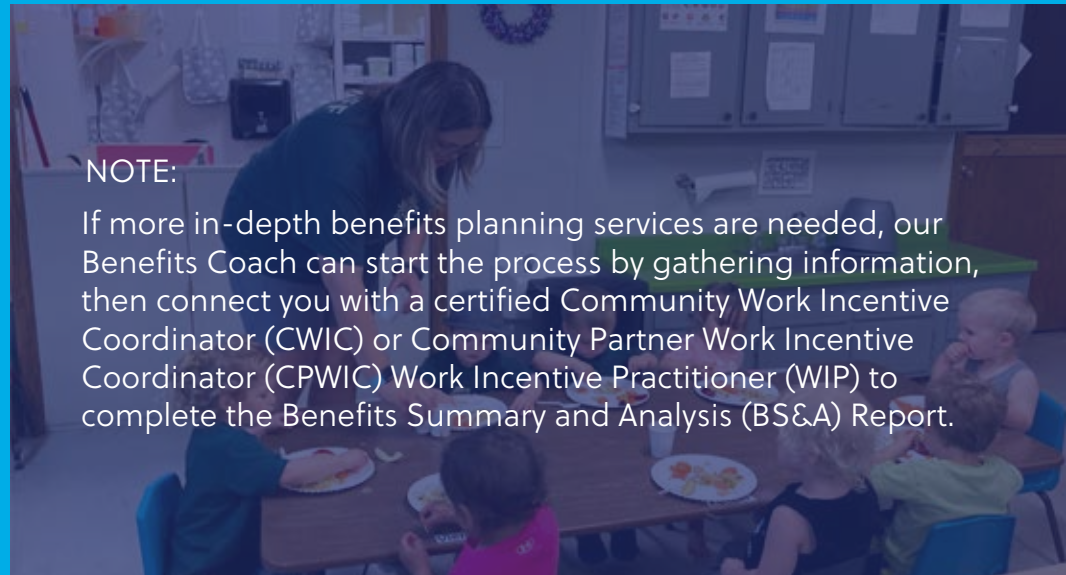
- Initial Intake meeting where the benefit coach will gather benefit information, identify concerns, and introduce the team to DB101 and My Vault
- Review meeting where the team will review and discuss the Benefit Report (if completed), review result from other My Vault activities (Estimator sessions, Start a Benefits Plan, Manage Benefits, Benefits Planning Summary), review previous or new concerns, and help coordinate goals, next steps, responsibilities, priorities, and schedules as identified in Benefits Coaching Report or other resources

ACTIVITIES MAY INCLUDE:

- Work with individual on how the individual should report earnings, new job, education to benefit agencies
- Assist individual in development of work incentives and submission to Social Security
- Work with individual to navigate changes to benefits due to work
- Help the individual navigate their benefits on the DB101 website
- Assist individual in developing their My Vault account
- Complete benefits coaching activities in DB101 My Vault (Benefits Planning Summary, Benefits Planning Decision Guide, DB101 Estimator)
- Complete Benefits Coaching Report

NOTE:

If more in-depth benefits planning services are needed, our Benefits Coach can start the process by gathering information, then connect you with a certified Community Work Incentive Coordinator (CWIC) or Community Partner Work Incentive Coordinator (CPWIC) Work Incentive Practitioner (WIP) to complete the Benefits Summary and Analysis (BS&A) Report.





CUSTOMIZED EMPLOYMENT



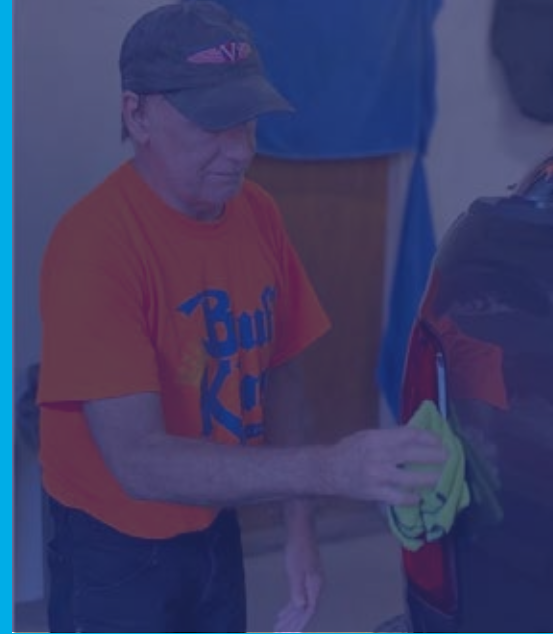
The Customized Employment Discovery process allows individuals with disabilities and employers the opportunity to negotiate job tasks and/or reassign job duties to improve overall contribution in the workplace. For employers, customized employment allows an employer to examine its specific workforce needs and fulfill those needs with an employee's specific skills.

Customized Employment Discovery Services includes the following activities: initial meeting, home visit(s), interviews with people who know the individual, identifying preferences, neighborhood information gathering, documenting life activities, theme development, theme testing, narrative reports, creating visual resume, and a summary meeting.

BRIDGE TO THE FUTURE



Bridge to the Future is a four-week program for youth with disabilities that provides the opportunity to build skills and gain experience for empowerment and success. The program includes curriculum-based training, community activities and paid work experiences for individuals with the option to learn, explore, and identify interests and abilities. Each day, individuals will practice and develop the skills they have learned in class at their work experiences.



EMPLOYEE DEVELOPMENT SERVICES



Employee Development Services provide individualized services that assist individuals seeking competitive integrated employment to develop or re-establish skills, attitudes, personal characteristics, interpersonal skills, work behaviors and functional capacities to achieve an employment outcome. These services are time-limited and are provided directly to individuals seeking competitive integrated employment. The services take place in settings that meet the definition of an integrated community site.

DRIVER'S PERMIT/ LICENSE PREPARATION AND TRAINING AS AN ACCOMMODATION



Driver's Permit/License Preparation and Training is for individuals who want to obtain their Driver's Permit or License and have disability-related needs that may not be met by a typical driver's training class. MRCI can provide additional tutoring, support, and resources at the individual's pace. Note: MRCI does not provide actual behind the wheel driving practice or testing to obtain a Driver's Permit or License.



EMPLOYMENT SUPPORT SERVICES (E1MN KEEP PHASE)



Employment Support Services are individualized services that help individuals maintain competitive integrated employment. These supports may include but not limited to, coaching and supporting acceptable workplace self-care, proper dress, personal hygiene/grooming, job training and coaching to strengthen and maintain work skills, behaviors and coworker relationships, arrangement for adaptive accommodations and assistive technology, and development and strengthening natural work supports.

EMPLOYMENT DEVELOPMENT SERVICES (E1MN PLAN PHASE)



Employment Development Services can help individuals discover their interests, strengths and prepare for a job search. This can help those who are interested in pursuing employment, but are not sure what it looks like, what they want to do, have barriers or conditions for employment or have limited experience in competitive employment.

EXTENDED EMPLOYMENT (EE)



Extended Employment (EE) provides long-term support services to individuals wanting to keep their job and/or advance in their career. These supports may include but not limited to, coaching and supporting acceptable workplace self-care, proper dress, personal hygiene and grooming, job training and coaching to strengthen and maintain necessary work skills, behaviors and coworker relationships, arrangement for adaptive accommodations and assistive technology, and development and strengthening natural work supports. The EE program is offered at no cost to individuals or employers. The requirements include providing the MRCI Representative with all pay stubs and at least two job coaching consultations.

INDIVIDUAL PLACEMENT SERVICES (IPS)



Individual Placement and Support (IPS) is an evidence-based practice that helps individuals with serious mental illness work in regular jobs related to their work preferences. IPS services emphasize a rapid search for competitive jobs consistent with the individual's goals, interests, and experience.

To work with the IPS program through MRCI individuals must have a documented mental health diagnosis, a county case manager, and be ready to start looking for a job. IPS requires documentation of the SMI/SPMI diagnosis for eligibility determination.

The IPS Program uses eight principles to guide the services that are provided, they are listed below:

1. Every individual who wants to work is eligible for IPS- Zero Exclusion
2. Competitive jobs are the goal
3. IPS Services are integrated with mental health
4. Personalized benefits planning is provided
5. The job search starts soon after a person expresses interest in working
6. Employment specialists build relationships with employers based upon their clients' work preferences
7. Individual job supports are time unlimited
8. Client preferences are honored





INTERNSHIP SERVICES



Internship Services are a time-limited opportunity available to individuals 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 work 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).

JOB COACHING (TIME-LIMITED)



Job Coaching provides support, training, and consultation to individuals and business to facilitate successful competitive integrated employment. Job coaching services may be provided to any individual needing more intensive services than the follow up services provided by the MRCI Representative during job placement. Job coaching can be performed on or off the job site.

JOB SEEKING SKILLS TRAINING



Job Seeking Skills Training provides individuals with counseling for and/or training on techniques to prepare for, secure, retain, advance in, or regain competitive integrated employment. This includes assisting an individual in preparing resumes, job applications, and developing job interviewing skills. This service includes providing training on how to address perceptual barriers of employers and prepare to meet expectations of employers, such as assisting the individual to become knowledgeable about job duties, personnel benefits, rates of pay, employment policies and practices, and the job location prior to job acceptance.

JOB SHADOW



Job Shadowing provides opportunities for individuals to observe different jobs and ask businesses questions about the skills, knowledge, and abilities needed to perform the tasks involved in the job. The MRCI Representative will support the individual to identify and create these opportunities at job sites and will debrief after the event.

JOB TRYOUT SERVICES



Job Tryout Services facilitate a working interview which allows the opportunity to demonstrate to an employer their capacity to effectively perform job tasks within an existing position with the employer. There must be a job opening at the employer with the possibility of being hired. Job Tryouts are typically 1 to 2 weeks in duration.



INFORMATIONAL INTERVIEW



An Informational Interview provides opportunities for individuals to conduct an informal conversation with someone working in a career area/job that interests the individual, with the intent that the conversation will give the individual information and advice. It is not a job interview, and the objective is not to find job openings. Support is provided to identify and set up the informational interview event with the individual, and to follow-up with debriefing.

ON-THE-JOB EVALUATION SERVICES



On-the-Job Evaluation Services provide VRS with an understanding of the individual's marketability and skills in a particular career or occupational area of interest. An On-the-Job Evaluation is primarily used prior to the determination of a specific job goal. The MRCI Representative monitors and reports on the evaluation, noting the individual's skills, interests, work tolerance, suitability of certain types of work, and the need for specific supports, coaching or training to improve the individual's employability.



PERFORMANCE BASED AGREEMENT (PBA-JOB PLACEMENT)



PBA services include but are not limited to: identifying and developing job opportunities, assisting with creating and updating resumes, completing job applications, preparing for job interviews, completing cover and thank you letters, providing on site job analysis, assisting employers to identify and eliminate barriers to competitive integrated employment.



POSTSECONDARY SUPPORTS



Post Secondary Supports assists individuals to explore post-secondary education and training options; complete steps for enrolling in a post-secondary education or training; learn about post-secondary financial options and assisting with applying for financial aid or other financing opportunities; and explore how to successfully transition to post-secondary education. This service includes assisting individuals to engage or apply for various supports and assistive technology used by students with disabilities within training, such as connecting with Accessibility (Disability) Services or other accommodation/assistive technology options.

PRE-ETS INTRODUCTORY WORK ACTIVITIES



- Career Mentorship Experience – Facilitates an opportunity for students to engage with a mentor who teaches or provides career-related guidance and advice.
- Informational Interview – Facilitates an informal conversation with someone working in a career area/job that interests the student, who will give them information/advice. It is not a job interview, and the objective is not to find job openings.
- Job Shadow – Facilitates an opportunity for students to observe different jobs and ask businesses questions about the skills, knowledge, and abilities needed to perform the tasks involved in the job.
- Service Learning – Facilitates an activity integrating meaningful community service with classroom instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.
- Workplace Tour/Field Trip – Facilitates an excursion to gain first-hand observation of specific work sites. Students learn about the business, meet employees, ask questions, and observe work in progress. Often conducted in a group.



PRE-ETS INSTRUCTION IN SELF-ADVOCACY SERVICES



Pre-ETS Instruction in Self-Advocacy Services arrange and provide opportunities for: learning about disability and its impact; learning about how to request accommodations, services, supports, and assistive technology; learning about personal rights and responsibilities; mentoring; and participating in youth leadership activities offered in educational or community settings.

PRE-ETS JOB EXPLORATION COUNSELING SERVICES



Pre-ETS Job Exploration Counseling Services works with a student to explore vocational interests, the labor market, in-demand industries and occupations, non-traditional employment options, and/or identify career pathways of interest.

PRE-ETS POST-SECONDARY EDUCATION COUNSELING SERVICES



Pre-ETS Post Secondary Education Counseling Services assists individuals to explore post-secondary education and training options; complete steps for enrolling in a post-secondary education or training; learn about post-secondary financial options and assisting with applying for financial aid or other financing opportunities; and explore how to successfully transition to post-secondary education. This service includes assisting individuals to engage or apply for various supports and assistive technology used by students with disabilities within training, such as connecting with Accessibility (Disability) Services or other accommodation/assistive technology options.



PRE-ETS WORK-BASED LEARNING COACHING



Pre-ETS Work-Base Learning Coaching provides support, training, and consultation to students and employer to facilitate a successful work-based learning experience.

PRE-ETS WORK EXPERIENCE



Pre-ETS Work Experience is intended for students to explore careers, understand the nature of work, and/or build foundational work skills. Only the student and employer evaluate how the work experience went. MRCI Representative can assist in follow up and site development.



PRE-ETS WORKPLACE READINESS TRAINING



Pre-ETS Workplace Readiness Training includes:

- **Benefits Information Services** – Assists students to understand how their benefits work in order to help the students with their career planning. This is a high-level overview and is general in nature.
- **Independent Living Services or Soft Skills Training** – Assists students to understand independent living skills, financial literacy skills, communication skills, interpersonal skills, or other soft skills necessary for employment.
- **Job Seeking Skills Training** – Provides counseling and/or training regarding the techniques to prepare for, secure, retain, advance in, or regain competitive integrated employment. This includes preparing resumes and job applications, developing 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 job location prior to job acceptance.
- **Transportation Training** – Assists students to understand how to use public transportation.



TRACK TO SUCCESS



Track to Success is an eight-week program that provides curriculum-based training and paid work experiences to individuals with disabilities. The program strives to improve communication and interpersonal skills, as well as situational judgment and problem solving for each individual. Each day, individuals will practice and develop the skills they have learned in class at their work experiences.

TRANSPORTATION TRAINING (PUBLIC TRANSPORTATION TRAINING)



Transportation Training provides opportunities for individuals 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.

WORK EXPERIENCE SERVICES



Work Experience Services are intended to assist individuals in exploring careers, understanding the nature of work, and/or build foundational work skills through being on the job. MRCI Representative can assist in follow up and site development.





DAY SERVICES

COMMUNITY DAY SERVICES




Day Support Services provide individuals the opportunity to gain skills that promote community participation. While receiving quality support, individuals are offered opportunities to learn and apply essential life skills such as: self-advocacy, independent living, health and wellness, community safety, and social skills.

EMBRACING AGING THROUGH SOCIAL ENGAGEMENT (EASE)



EASE is a program for individuals with disabilities who are typically 55 plus, seeking meaningful experiences to fill their day as an alternative to work. Our experienced staff provide guidance and support while creating an enjoyable, individualized plans to enhance community access and improve their social skills.



MRCI provides a variety of programming for individuals with disabilities who are looking for enriching activities other than employment. We have our community-based day services, virtual programming, and a program for older adults ready to "retire" from work. All programming is person-centered and carried out by trained and caring staff.

VIRTUAL DAY SERVICES



Virtual Day Services provides individuals the opportunity to gain skills that promote community participation in the safety of a virtual environment. While receiving quality support, individuals are offered opportunities to learn and apply essential life skills such as: self-advocacy, independent living, health and wellness, community safety, and social skills. A calendar of person-centered topics for personal and professional growth will be provided monthly.

★ CLIENT DIRECTED SERVICES (CDS)



MRCI Client Directed Services (CDS) is a leading provider of Financial Management Services (FMS) for the State of Minnesota. Since 1998, MRCI-CDS has worked with individuals and families to provide self-directed services throughout the state. Our Programs: CDCS, PCA CHOICE, CONSUMER SUPPORT GRANT, VETERAN-DIRECTED CARE, INDIVIDUALIZED HOME SUPPORTS, RESPITE, PRIVATE PAY, COMMUNITY FIRST SERVICES AND SUPPORTS (CFSS), CONSULTATION SERVICES

★ COUNTY EMPLOYMENT SERVICES



County Employment Services provides help with job search, training options, retention and stabilization services to families and individuals approved for the Minnesota Family Investment Program (MFIP), the Diversionary Work Program (DWP), and the Supplemental Nutrition Assistance Program (SNAP). Clients are referred from the County Financial Assistance unit with most cases being mandated to participate, in order to receive their benefits. MRCI is the primary Employment Service Provider for Blue Earth and Steele counties.

HOW TO MAKE A REFERRAL

Since 1953, MRCI has been a resource for people with disabilities. Our dedicated professionals work with each individual and their team to develop a successful plan for achieving their goals. MRCI partners with referring agencies such as: social workers, vocational rehabilitation counselors and guardians to create an individualized program. Whether an individual wants community employment, training classes, leisure activities or a combination of all, MRCI has programs developed to assist you.

Visit www.mymrci.org/referrals to begin your journey with MRCI.

CAREERS WITH US

MRCI could not accomplish the organization's mission without our dedicated employees throughout Southern Minnesota and Southern Metro regions. Aside from salary and benefits, our staff find the work rewarding.

Let us help you reach your professional and personal goals while supporting individuals with disabilities.

If you enjoy working with people, are dependable, can problem solve and have a sense of humor, MRCI might be the place for you! We typically have an array of varied open positions.

Visit www.mymrci.org/careers to be the change with MRCI.



Creating innovative and genuine opportunities for people with disabilities or disadvantages at home, at work and in the community.

FUNDING SOURCES

Look for these symbols to match each funding source to its program.

VRS

VOCATIONAL REHABILITATION SERVICES



SSB

STATE SERVICES FOR THE BLIND



WAIVER



COUNTY-PAID OPTION

