

# Tuscola ISD Help Guide: Worksite Based Learning Experiences for Students with IEPs

Eligible students must have an Individualized Education Plan (IEP), are in grades 9 through 12, and/or students ages 18 to 26 in transition-specific programs.

**Requirements:** Monitored by a Certified Teacher or Substitute Teacher appropriate for the grade level.

Documentation:

- Training Agreement and Training Plan in place by count date.
- Daily attendance verified throughout the duration of the training agreement. The records must be printed and signed for the week before the count date, the count week and the five weeks following the count week. Keep records together and include a copy of Transition Plan.
- Safety instruction appropriate to the placement has been provided by the district or employer and must be documented in either the Training Agreement or the Training Plan.
- Employer completes a progress report (Employer Evaluation) for each marking period.

Insurance: Must include Agency Name and Policy Numbers

- Verification of General Liability Insurance.
- Verification of Workers' Compensation. Verify if needed: [Workers' Compensation Agency](#) – (888) 396-5041

Site Visitation:

- Visitation by a professional employee of the district designated by the superintendent to check attendance and student progress and assess the placement in terms of health, safety, and welfare of the student.
- Visitation every 30 calendar days and documented on visitation log.

## Guidelines

- Paid or unpaid training cannot generate more than 50% (0.5 FTE) of the student's school time.
- Training must provide educational benefit and introduction of new skills.
- To generate a full FTE, the WSBL Experience can only occupy 50% or less of the student's instructional time. The remaining 50% of the pupil's time must be provided by a certificated teacher employed by the district or intermediate district. A pupil who attends school less than 50% of his or her time may only be counted for time instruction is received under the direct supervision of a teacher.
- The post-secondary goals will be provided as part of the training agreement, which lists expectations and standards of attainment, job activities, time and duration of the program, wages to be paid, and related instruction, if applicable.
- A pupil may not work more than 24 hours in a week if school is in session.
- A pupil shall not be required to attend the work experience for more than 10 hours per week.

## Optional

- Release forms: In order to share a student's personally identifiable information, progress, etc., with anyone other than the parent(s)/guardian(s), the parent(s)/guardian(s) must sign a release form giving the Transition Center permission to do so.
- Weekly progress reports: Weekly progress reports will allow for proactive intervention, if necessary, to create a successful and enjoyable WSBL experience for the student.
- Monthly employer progress reports: Monthly evaluations by the employer to assess any need for changes in tasks, working hours, etc., and to assure Transition Plan goals are being met.

*\*The Michigan Records Retention and Disposal Schedule for Michigan Public Schools*  
states that all training agreements are to be kept on file until graduation (or expected graduation) +7 years.

# Tuscola ISD Help Guide: Worksite Based Learning Experiences for Students with IEPs

## Checklist for Setting up a WSBL Experience for Each Student

- Student has a Path-to-Graduation or the experience will be part of his/her personal curriculum.
- Identify employment goals in the Transition Plan and make any needed adjustments to the plan that relate to the skills needed for workplace-readiness.
- Ask where the student has an interest to work; help him/her explore available options, including arrangement of transportation, if necessary, within the Transition Plan.
- Call and/or meet with chosen employer and identify primary contact(s) (supervisor/manager).
- Identify the underwriter/agency for the Workers' Compensation and Liability Insurance of the employer, along with policy numbers.
- Complete a safety check of the employment site.
- Complete the Training Agreement/Plan prior to count day. See the guidelines below:
  - Provide safety training for the student specifically and appropriately as possible for the employment site, along with what to do and what not to do. Employment must comply with all laws including the *Youth Employment Standards Act 90 of 1978*, as amended (Additional Resources: Permitted/Restricted Activities List).
  - Plan at least 2 tasks for every 45 hours or less and change to new tasks every 45-hour period.
  - Identify time frames of work that are from 0-24 hours per week and at a time when the teacher or a staff member designated by the Board of Education is available.
  - Transition time and attendance completed for or by each student, signed by the employer weekly, and filed by the teacher with the Training Agreement/Plan and Transition Plan.
- Schedule visits every 30 days and keep track on the Visitation Documentation Log.
- Make phone calls at least weekly or as needed to check in and/or make changes.
- Keep track of placements on the Semester Placement Summary form and send to your Transition Coordinator before the end of the school year.
- Document weekly or monthly progress notes if possible and have the employer complete an Employer Evaluation form monthly, but at least at the end of each marking period.
- Change to a new employer and/or experience based on needs, tasks, and hours as needed. If a new WSBL experience is with the same employer, it must be materially different than the last.
- If you need assistance setting up a WSBL experience for a student, contact your Transition Coordinator, Transition Center staff or your Local Education Agency Coordinator.

# Tuscola ISD Help Guide: Worksite Based Learning Experiences for Students with IEPs

## Additional Information and Resources

Youth Worker Initiative: Extreme Safety for Teen Workers

[https://www.michigan.gov/lara/0,4601,7-154-11407\\_30928-153319--,00.html](https://www.michigan.gov/lara/0,4601,7-154-11407_30928-153319--,00.html)

Lost Youth

[www.youtube.com/watch?v=Mlkvyjsxz9A](http://www.youtube.com/watch?v=Mlkvyjsxz9A)

Youth Rules! - What Teens Are Saying (videos)

<https://www.youthrules.gov/share/teens-saying/index.htm>

Safety: Youth@Work—Talking Safety Curriculum for Michigan

<https://www.cdc.gov/niosh/talkingsafety/states/mi/2015-142/default.html>

*Youth Employment Standards Act 90 of 1978*

<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-90-of-1978.pdf>

*Youth Employment Standards Act 90 of 1978, as amended (Permitted/Restricted Activities List)*

[https://www.michigan.gov/documents/mde/Informational\\_Sheets\\_Combined\\_560462\\_7.pdf](https://www.michigan.gov/documents/mde/Informational_Sheets_Combined_560462_7.pdf)

Youth Employment Standards (detailed Permitted/Restricted List, Page 8)

[https://www.michigan.gov/documents/mde/RULES\\_-\\_Youth\\_Employment\\_Standards\\_-\\_eff\\_March\\_13\\_2015\\_495589\\_7.pdf](https://www.michigan.gov/documents/mde/RULES_-_Youth_Employment_Standards_-_eff_March_13_2015_495589_7.pdf)

MDE: Work-Based Learning Manual

[https://www.michigan.gov/mde/0,4615,7-140-2629\\_53968-472911--,00.html](https://www.michigan.gov/mde/0,4615,7-140-2629_53968-472911--,00.html)

Work-Based Learning Coordinator Handbook (All students)

[https://www.michigan.gov/documents/mde/10a\\_-\\_Revised\\_School\\_Coordinator\\_Handbook\\_553845\\_7.pdf](https://www.michigan.gov/documents/mde/10a_-_Revised_School_Coordinator_Handbook_553845_7.pdf)

Work-Based Learning (Non-CTE) Program Guide

[https://www.michigan.gov/documents/mde/WBL\\_Non-CTE\\_Program\\_Booklet\\_605674\\_7.pdf](https://www.michigan.gov/documents/mde/WBL_Non-CTE_Program_Booklet_605674_7.pdf)

Pupil Accounting Manual, Section 5-L (Special Education Pupil Transition Services) &

Pupil Accounting Manual, Section 5-P (Work-Based Learning Experiences, Apprenticeships, and Internships)

[https://michigan.gov/documents/mde/2018-19\\_Pupil\\_Accounting\\_Manual\\_628112\\_7.pdf#page=139](https://michigan.gov/documents/mde/2018-19_Pupil_Accounting_Manual_628112_7.pdf#page=139)

Pupil Accounting Auditing Forms and Resources

[https://mpaaa.org/Pupil\\_Auditing\\_Forms](https://mpaaa.org/Pupil_Auditing_Forms)

State of Michigan Combined Offer of Employment and Work Permit/Age Certificate CA-6 for Minors Under 16 Years of Age (outside of school hours)

[https://www.michigan.gov/documents/mde/CA-6\\_with\\_check\\_boxes\\_449174\\_7.pdf](https://www.michigan.gov/documents/mde/CA-6_with_check_boxes_449174_7.pdf)

State of Michigan Combined Offer of Employment and Work Permit/Age Certificate CA-7 for Minors 16 and 17 Years of Age (outside of school hours)

[https://www.michigan.gov/documents/mde/CA-7Form\\_With\\_check\\_boxes\\_449176\\_7.pdf](https://www.michigan.gov/documents/mde/CA-7Form_With_check_boxes_449176_7.pdf)

# Tuscola ISD Help Guide: Worksite Based Learning Experiences for Students with IEPs

## Additional Information and Resources (cont'd)

Michigan Career Placement Association

<http://www.micareerplacement.org>

Michigan Transition Services Association

<http://www.michigantsa.com/>

Michigan Office of Career and Technical Education

<https://www.michigan.gov/mde/0,4615,7-140-2629---,00.html>

Payment of Wages and Fringe Benefits

<https://www.michigan.gov/lara/0,4601,7-154-59886---,00.html>

ADA National Network - (800) 949-4232 (Voice/TTY)

<http://www.adata.org>

Architectural Barrier Tax Deduction/Disabled Access Tax Credit - Form 8826

Work Opportunity Credit - Form 5884

<http://www.irs.gov>

Office of Disability Employment Policy

[www.dol.gov/odep](http://www.dol.gov/odep)

Equal Employment Opportunity Commission (EEOC)

[www.eeoc.gov](http://www.eeoc.gov)

Job Accommodation Network (JAN) – (800) 526-7234 (Voice) or (877) 781-9403 (TTY)

[www.askjan.org](http://www.askjan.org)

Michigan Administrative Rules for Special Education Supplemented with Selected IDEA Federal Regulations Part 3: Administration of Programs and Services R340.1733(i) Rule 33

[https://www.michigan.gov/documents/mde/MARSE\\_Supplemented\\_with\\_IDEA\\_Regs\\_379598\\_7.pdf](https://www.michigan.gov/documents/mde/MARSE_Supplemented_with_IDEA_Regs_379598_7.pdf)

U.S. Access Board

[www.access-board.gov/ada](http://www.access-board.gov/ada)

Michigan Rehabilitation Services – Tuscola County

[https://www.michigan.gov/leo/0,5863,7-336-94266\\_25392\\_40237\\_40244\\_40913\\_41068-17828--00.html](https://www.michigan.gov/leo/0,5863,7-336-94266_25392_40237_40244_40913_41068-17828--00.html)

165 Butler Street

Caro, MI 48723

989-673-7793

877-620-7938 (Toll Free)

989-673-7793 (TTY/Voice)

Online Orientation & Application [https://www.michigan.gov/leo/0,5863,7-336-94266\\_25392\\_79462---,00.html](https://www.michigan.gov/leo/0,5863,7-336-94266_25392_79462---,00.html)

(Bottom of page)