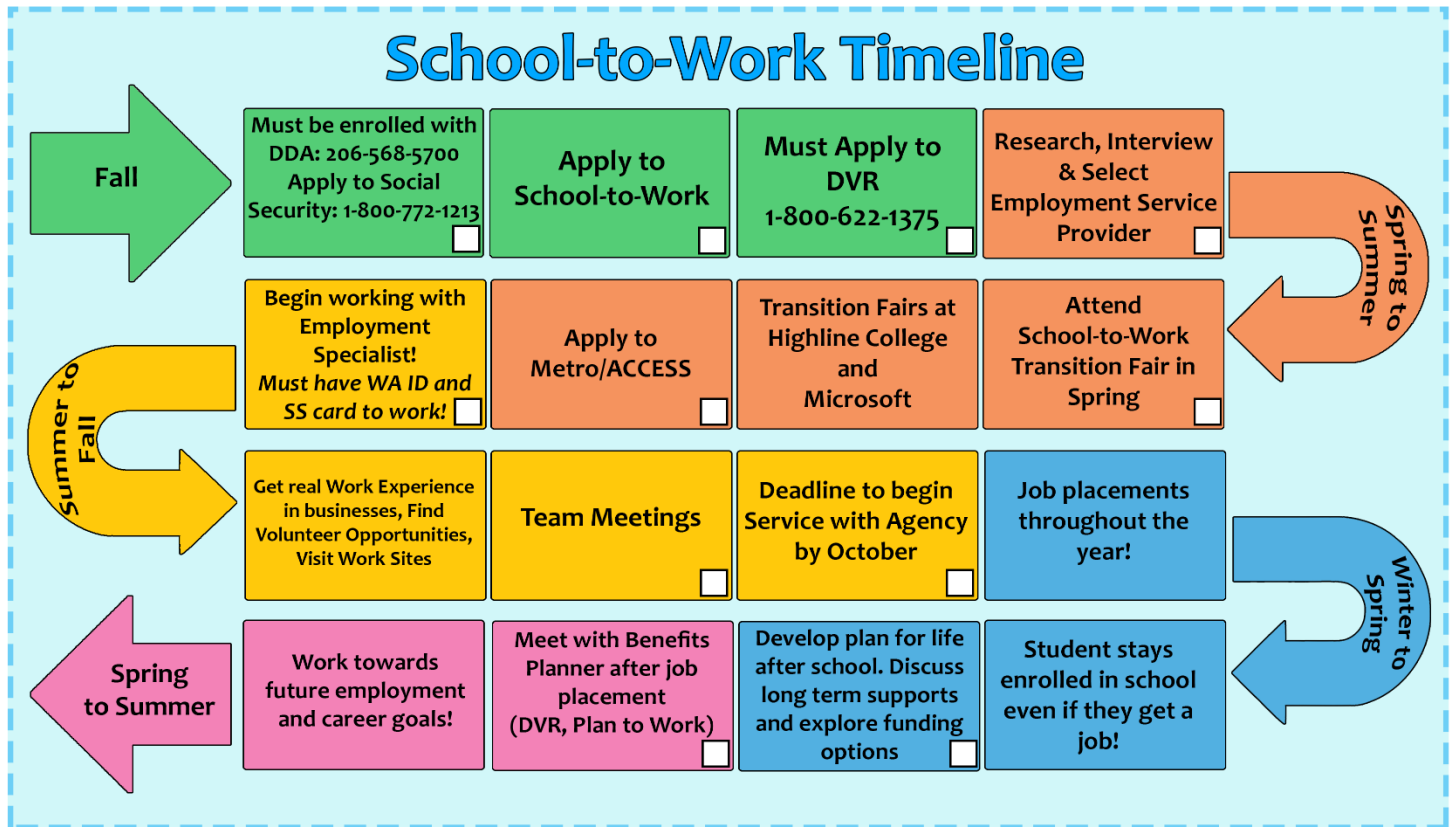


Checklist for Accessing King County School-to-Work



My School-to-Work Checklist

- ☐ **Make Sure You are Enrolled with DDA** Call Now: [206-568-5700](tel:206-568-5700)
- ☐ **Apply for Supplemental Security Income (SSI)** At Age 18 Call to make an appointment: [1-800-772-1213](tel:1-800-772-1213)
- ☐ **Complete and Submit Your School-to-Work Application by March**
- ☐ **Research, Interview & Select An Employment Service Provider**
April through June, Prior to Last Year of Transition Program
- ☐ **Apply for DVR Services** April through June, Prior to Last Year of Transition Program
- ☐ **Attend Annual Transition Fair in Spring** Prior to Last Year of Transition Program
Highline College Student Union Building or Microsoft at The Commons
- ☐ **Apply to Metro/ACCESS** Call: [206-263-3113](tel:206-263-3113) or [1-866-205-5001](tel:1-866-205-5001)
Go To: <http://metro.kingcounty.gov/tops/accessable/paratransit.html>
- ☐ **Obtain Washington State ID** Age 15 - 16
Pre-Apply: <http://www.dol.wa.gov/driverslicense/gettingidcard.html>
Go to: <https://fortress.wa.gov/dol/dolprod/dsdoffices/>
- ☐ **Begin working with Employment Specialists!** Early as July 1, Prior to Last Year of Transition Program
Develop your employment plan in cooperation with DVR, School Personnel, DDA Case Management, and Employment Service Provider. **Remember you must have a WA ID and Social Security Card before you can start working!**
- ☐ **Team Meetings** Regular meetings to review progress towards employment
- ☐ **Deadline to begin service with agency by October**
- ☐ **Develop plan for life after school** Discuss long term supports and explore funding options
- ☐ **Meet with benefits planner after job placement (DVR or Plan to Work)**

Employment System Agencies & Resources

Access to supported employment services is based on eligibility and availability of funding. No one system will be able to cover all employment related costs, and not all funding sources will be available for each individual. To have access to the greatest variety of funding, know these sources and how to apply

The Social Security Administration (SSA) offers cash benefits, medical resources, and work incentive programs for people with disabilities. Transition age students commonly apply for Supplemental Security Income (SSI) and SSI eligibility automatically qualifies a person to receive Medicaid. You can apply for SSI anytime, though parents' income and resources are considered prior to the age of 18. Many people apply the month of their 18th birthday.

Contact The Social Security Administration at: [1-800-772-1213](tel:1-800-772-1213) or <http://www.ssa.gov/>

Washington State Developmental Disabilities Administration (DDA) authorizes payment for state funding to help people keep a job needing long-term supported employment services. There is generally not enough state DDA funding to fund support for every DDA client and not everyone necessarily requires these services. Apply as early as possible. For King County, contact State DDA at [206-568-5700](tel:206-568-5700) or [1-800-314-3296](tel:1-800-314-3296) <http://www.dshs.wa.gov/ddd/services.shtml>

Special Needs Trusts are private funds set up by individuals and/or families that may be used to help offset the cost of employment supports as well as other supports and services throughout the beneficiary's life. This money can be sheltered from resource restrictions of SSI and other benefit programs. One option, for clients of Washington's DDD, is the Life Opportunities Trust managed by the Arc of Washington State.

Contact: [1-888-754-8798](tel:1-888-754-8798) or http://www.arcwa.org/endowment_trust.htm

Washington State Division of Vocational Rehabilitation (DVR) provides vocational guidance and counseling, and can help individuals develop an individual employment plan for obtaining competitive employment. DVR contracts with employment agencies; in School-to-Work DVR partners with KCDDD:

<https://fortress.wa.gov/dshs/dshsroot/dvrform/ContactUs.aspx>

Seattle: [206-273-7100](tel:206-273-7100)

Kent: [253-372-5900](tel:253-372-5900)

Bellevue: [425-590-3115](tel:425-590-3115)

N. Seattle: [206-440-2230](tel:206-440-2230)

SeaTac: [206-444-3800](tel:206-444-3800)

King County Developmental Disabilities Division (KCDDD) manages contracts with employment agencies, disperses state funds as authorized by the state, funds special projects (such as School-to-Work), pays for Employment Resource Coordination to understand how Social Security benefits relate to employment, and many other services. You are eligible for services once you become a client of Washington State DDD. Contact 206-263-9061 or <http://www.kingcounty.gov/healthservices/DDD.aspx> <http://www.kingcounty.gov/healthservices/DDD/services/employment.aspx>

Employment Service Providers: There are over 20 Employment Service Providers contracted with King County, many with years of expertise in supporting individuals with disabilities to reach their work goals. Most are also contracted with DVR. Employment Service Providers can also be referred to as Vendors, Employment Agencies, and CRPs (Community Rehabilitation Programs).