California Department of Education

Special Education Division

March 17, 2021

# Workability I 2020–21 Program Guidance Attachment A

## 2020–21 Workability I Remote Placements Guidance

A remote work placement refers to work that does not take place in-person, but is primarily accessed remotely (e.g., through the phone or Internet). For a remote placement to be subsidized by the WAI grant, the following elements must be present:

* An employer who provides supervision and evaluation of the student’s work.
* The work involves a product or service for someone other than the student.
* The work is the same or similar to that offered to other coworkers who are not participating in a special education program.
* There is regular communication occurring between the employer and the WAI staff.

Remote placements that fulfill the above requirements may be subsidized with WAI grant funds.

As with all placements, student safety remains a top priority. The WAI grantees shall ensure students and parents are informed about both online and workplace safety. The WAI grantees shall provide students with workplace safety resources consistent with their local policy so that they can maintain safe and succeed in a remote work environment.

## 2020–21 Workability I On-campus Placements

Traditionally, on-campus placements have been reserved for students served through the WAI grant who require additional support and training before obtaining placement in the community. In the on-campus placement setting, students are placed at their school site and receive individualized, one-to-one support and work experience. These placements typically are not to exceed five percent of the total students the grantee was funded to place in community-based placements.

Given the present circumstance of community closures as a result of COVID-19, and the scarcity of community-based placement opportunities, the CDE is providing the additional guidance for use during any upcoming time period in which community placements remain limited and will need to exceed the five percent on-campus placement. In such situations, WAI grantees may choose to offer expanded opportunities for on-campus placements to all students enrolled in WAI, including those who lack placement opportunities and could benefit from participating in an on-campus placement; and students who previously participated in unpaid experiences in on-campus placements.

If a WAI grantee chooses to offer expanded, on-campus placements, the placements may be subsidized with WAI grant funds, given that the following guidelines are met:

* The work involves a product or service for someone other than the student.
* The work is the same or similar to that offered to other coworkers who are not participating in a special education program.
* There is regular communication occurring between the employer and the WAI staff.
* On-campus placement opportunities are voluntary and available to all students enrolled in the WAI program.
* On-campus placement opportunities, whether created or aligned with existing jobs on campus, are not to be used in place of filling a vacant position within the LEA.
* The supervisor and employer of record are clearly identified.
* Students and staff participating in on-campus placements must follow the LEA’s protocols and procedures for health and safety.
* The student is supervised and their work is evaluated.

For WAI grantees who have not historically offered on-campus placements and who have created on-campus placement opportunities during an emergency situation, it is the discretion of the LEA whether or not to maintain those on-campus placement opportunities once it is safe to place students back in the community.