# VR-SFP Chapter 15: Pre-Employment Transition Services

Revisions effective September 1, 2020

## 15.3 Pre-ETS Service Description

When applying for a Pre-ETS contract, the provider indicates which of the five Pre-ETS categories the provider intends to provide. An executed contract for Pre-ETS indicates which of the five Pre-ETS categories the Texas Workforce Commission (TWC) has approved for the provider.

More than one Pre-ETS category may be listed on the same contract, but individual categories must adhere to the limits in this chapter. Exceptions to these limits must be approved by the director of TWC's Vocational Rehabilitation (VR) division.

The five Pre-ETS categories are:

1. Job exploration counseling—may be provided in a classroom or community setting and include information on in-demand industry sectors and occupations, as well as nontraditional employment, labor market composition, administration of vocational interest inventories, and identification of career pathways of interest to the students. Job exploration counseling provided on an individual basis might be provided in a classroom or in the community and may include discussions on the results of the student's vocational interest inventory and the in-demand occupations, career pathways, and local labor market data that apply to the student's interests.
2. Work-based learning—may be offered in a group setting and may include a school-based program of job training and informational interviews to research potential employers, work site tours to learn about necessary job skills, job shadowing, or mentoring in the community. For information about services that allow a student to be placed in a paid or unpaid short-term experience, refer to [Chapter 14: Work Experience](https://twc.texas.gov/standards-manual/vr-sfp-chapter-14).
3. Counseling on post-secondary opportunities—may include information on course offerings, career options, the types of academic and occupational training needed to succeed in the workplace, and postsecondary opportunities associated with career fields or pathways. Counseling may include advising students and parents or representatives on academic curricula, college application and admissions processes, completing the Free Application for Federal Student Aid (FAFSA), and providing information on or access to resources that may support a student's success in education and training, including support services for students with disabilities.
4. Workplace readiness training—may include programming to develop social and independent living skills, such as communication and interpersonal skills, financial literacy, orientation and mobility skills, job-seeking skills, understanding employer expectations for punctuality and performance, as well as other "soft" skills necessary for employment.
5. Self-advocacy—may include generalized classroom lessons in which students learn about their rights, their responsibilities, and how to request accommodations, services, and other forms of support needed during the transition from secondary to postsecondary education and employment.

Pre-ETS services are limited to the following:

* No more than 30 hours each for job exploration counseling, work-based learning, counseling on postsecondary opportunities, workplace readiness training, and self-advocacy, per state fiscal year.

When authorized by the VR counselor, the provider may provide up to the maximum number of hours per category per state fiscal year to provide the service.

The ratio of students to trainers must not be greater than six students to one trainer.

When completing the VR1824, Referral for Contracted Pre-ETS Services, the VR counselor indicates whether they are requesting services that are provided remotely, in a setting where the trainer and student are in the same location, or a combination of both.

It is the responsibility of the Pre-ETS trainer to ensure the approved environment(s) are used in the delivery of the services. For more information refer to VR-SFP 3.6.4.1 Remote Service Delivery.

Items such as uniforms, transportation, and required tools and equipment may be authorized by the VR counselor to support a student's participation in Pre-ETS training if such items are necessary and are supported by the documented employment goal. Items are considered on an item-by-item basis and may be provided only for students who have been determined to be eligible for VR services, not those who are receiving Pre-ETS as potentially eligible.

No supported employment assessments or benchmarks are included in Pre-ETS.

To change a Pre-ETS service description, process, procedure, or outcome required for payment, the VR division director must approve the [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html) form, before the change is implemented. For more information refer to VR-SFP 3.6.4.2 Evaluation of Service Delivery.

### 15.3.1 Similar Contracted Services

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### 15.3.2 Curriculum Requirements

Pre-ETS providers are permitted to choose their own curriculum or combine parts of different curricula containing one or more of the five Pre-ETS categories.

Each curriculum included in the training:

* must be designed for transition-age individuals, preferably with references to disabilities;
* must take into account cognitive ability and reading level, when targeting a specific disability group;
* must not be one of the curricula included in the policy on VAT published in [Chapter 13: Work Readiness Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13). If the curriculum is included in VAT, the provider must pursue a VAT contract.

When applying for a Pre-ETS contract, and any time the curriculum changes or additional information is requested, the provider must submit the [VR1825, Pre-ETS Curriculum Checklist](https://twc.texas.gov/forms/index.html), which includes:

* information about the curriculum;
* an outline of the training objectives for each curriculum being employed; and
* environment(s) in which each Pre-ETS service will be provided:
  + remotely;
  + in a setting where the trainer and student are in the same location; or
  + a combination of both.

At times, a copy of the curriculum may be requested by the State Office Transition Team reviewing the packet.

Send changes to curricula that have already been approved to the Pre-ETS mailbox at [vr.pre-ets@twc.state.tx.us](mailto:vr.pre-ets@twc.state.tx.us).

## 15.4 Process and Procedure

Once the contract has been issued, the provider must receive a valid service authorization and a [VR1824, Referral for Contracted Pre-ETS Services](https://twc.texas.gov/forms/index.html), for each student before providing services.

Services must be provided consistent with this chapter and the provider’s approved VR1825, Pre-ETS Curriculum Checklist.

An accurate invoice is paid once the VR counselor has verified the student's attendance and progress documented on the [VR1823, Pre-Employment Transition Services (Pre-ETS) Progress Report](https://twc.texas.gov/forms/index.html).

## 15.5 Outcomes Required for Payment

Providers are paid only for time attended by students. For fewer than one hour, payment is rounded to the nearest quarter hour and prorated accordingly.

When multiple students attend, the provider submits a [VR1823, Pre-ETS Progress Report](https://twc.texas.gov/forms/index.html) for each student.

The VR1823, Pre-ETS Progress Report, must include evidence that:

* the training was provided without exceeding the ratio of one trainer to six students;
* the training was provided in the environment(s) approved by the VR counselor on the VR1824, Referral for Contracted Pre-ETS Services;
* the training was provided without exceeding the approved number of hours on the service authorization;
* the student's training included only Pre-ETS categories included in the contract, for example:
  + job exploration counseling;
  + work-based learning;
  + counseling on postsecondary opportunities;
  + workplace readiness training; and/or
  + self-advocacy; and
* the customer’s satisfaction and service delivery as described in the VR-SFP can be verified through either a signature on the VR1823 or VR staff member contact with the customer.

For information on signatures refer to VR-SFP 3.11.1 Documentation and Signatures.

Payment is made when the VR counselor approves a complete, accurate, signed, and dated:

* VR1823, Pre-Employment Transition Services (Pre-ETS) Progress Report; and
* invoice.

In addition to documenting attendance on the VR1823, Pre-Employment Transition Services (Pre-ETS) Progress Report, it is highly recommended the provider maintain sign-in sheets with each student's signature in their own records.

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