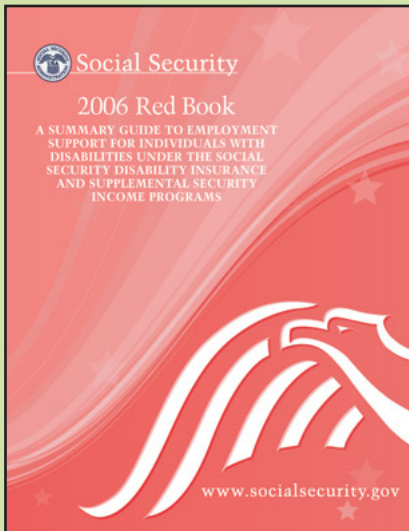


# Monday Bulletin on Services to Youth

To Coordinate... To Enhance... To Serve... Through Communication...



## New SSA Red Book

Social Security's Red Book serves as a general reference source about the employment-related provisions of Social Security Disability Insurance (SSDI) and the Supplemental Security Income (SSI) Programs for educators, advocates, rehabilitation professionals, and counselors who serve people with disabilities. This year's version features a summary of changes for 2006 and provides this updated information in a one-page, easy-to-read handout.

Online versions are available in English and Spanish at <http://www.socialsecurity.gov/disabilityresearch/redbook.htm>

Order the Red Book in alternative formats by calling (800) 772-1213 [Voice] or (800) 325-0778 [TTY].

-Monday Morning in Washington, DC

## GUIDEPOSTS FOR SUCCESS: EMPLOYERS

*The following article is from the National Collaborative on Workforce and Disability.  
Source: NCWD/Youth [www.ncwd-youth.info](http://www.ncwd-youth.info)*

The workforce development system has two primary customers: employers and job seekers. Meeting the needs of both of these consumers continues to challenge many workforce development programs. For more than two decades large and small employers have remained consistent in their expectations. Specifically, businesses want publicly funded providers of education and training services to:

- understand and respect their needs;
- provide skilled workers and support in hiring and retaining qualified job seekers; and
- coordinate efforts with and through employer led industry sector organizations and general business organizations.

This sounds simple but it is not. A plethora of disconnects exist in the way employers are engaged. One possible solution is emerging—intermediaries. In the simplest of terms, a workforce intermediary is an organization which seeks to assist the two key customers of the workforce system – job seekers and employers – through coordination and collaboration among and between agencies and providers that impact service delivery.

To better address employers' needs, supply side providers of workforce development services will need to restructure their policies, practices, and resource allocation strategies. To assist states, localities, and individual programs in this effort, NCWD/Youth has developed the Guideposts for Supporting Employers. The following framework details what the workforce development system can do to address employers' needs with regard to hiring any job applicant, as well as additional needs employers may have in hiring and retaining employees with disabilities.

The Guideposts for Supporting Employers are organized with the explicit purpose of helping workforce development policy makers and program providers reduce identified barriers. There are two categories within the framework. Table I focuses on what system designers (state and local) need to do. Table II looks at what individual programs which include a wide array of education and training institutions such as community rehabilitation centers, secondary and post secondary institutions, apprenticeship programs, and One-Stop Centers need to do.

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# Table I

## Guidepost to Support Employers

### Supporting Providers to Meet Employers' Needs

<b>Employers' need</b>	<b>Service provider competencies (micro services)</b>	<b>Community-wide intermediary support activities (macro services)</b>
<b>Supported and coordinated work of providers</b>	Marketing to prospective employers based on understanding and adhering to typical company screening processes Thorough knowledge of youth skills, interests, and aptitudes Matching youth to employer needs and circumstances	<b>Convene providers</b> <ul style="list-style-type: none"> <li>• Map and align program offerings with industry priorities and skill requirements</li> <li>• Coordinate and unify employer outreach</li> <li>• Develop and provide training to provider staff</li> <li>• Assist WIBs, VR and other contracting entities to develop vendor requirements for meeting demand side needs</li> <li>• Identify and pursue alternate and/or additional funds to support work of providers</li> </ul>
<b>Products and services that support youth in the workplace</b>	Developing and using employer support materials that are reviewed and endorsed by business partners Providing post-placement follow up	<ul style="list-style-type: none"> <li>• Develop and distribute materials/guides for working with employers</li> <li>• Develop and distribute work-based learning tools</li> </ul>
<b>Quality skill development programs</b>	Facilitating a variety of work-based options to expose youth to workplace requirements and culture Directing youth into training that prepares them for jobs in the community's predominant industries	<ul style="list-style-type: none"> <li>• Continually update information on employer skill requirements</li> <li>• Disseminate skill requirement information to providers</li> </ul>
<b>Convenient access to programs</b>	Implementing "employer friendly" processes for linking youth and employers Collaborating with other providers on employer outreach	<ul style="list-style-type: none"> <li>• Maintain directory of service providers</li> <li>• Develop and promote processes for streamlined referrals between employers and providers</li> <li>• Conduct continuous outreach to employers on services of provider network</li> </ul>
<b>Support to accommodate youth with disabilities</b>	Identifying needed job accommodations Identifying and addressing workplace accessibility issues Providing ongoing post-placement follow-up Preparing and supporting youth to understand job related disability issues (e.g., disclosure, accommodations) Conducting disability awareness training for supervisors and co-workers	<ul style="list-style-type: none"> <li>• Ensure staff throughout provider network is trained in this area</li> <li>• Promote universal access to training programs</li> <li>• Identify and disseminate to employers resources on accommodations and workplace supports</li> </ul>

**Table II**  
**Organizing the Demand Side of Employer Networks**

<b>Employer Needs</b>	<b>Working with Employer Networks</b>	<b>Community-wide Intermediary</b>
Community awareness of industry needs	In concert with WIBs, any private sector company, all industry/trade association organize industry needs profile	<ul style="list-style-type: none"> <li>• Develop profile of employers by size, type, and location;</li> <li>• Identify employment trends, including projecting skill needs;</li> <li>• Update information periodically;</li> <li>• Develop clearinghouse of skill requirements (standards) used by key local industries.</li> </ul>
Help ensure quality skill development programs exist	Provide forum for employers and as appropriate unions, and industry associations involved in/or willing to become involved in development of standards based curriculum including soft skills and program support in variety of ways	<ul style="list-style-type: none"> <li>• Convene employers as appropriate (e.g., by career clusters; occupation specific programs) for purpose of promoting materials for use in variety of education and training venues</li> <li>• Develop and maintain list of employers, and business led organizations willing to serve as advisors/supporters to education and training programs (e.g., speakers, mentors).</li> </ul>
Products and services that support youth in the workplace and convenient access to programs	In concert with WIBs, any private sector company, all industry/trade associations provide coordinated employer voice Leadership Network develop a support group that assists employers and programs alike	<ul style="list-style-type: none"> <li>• Either provide staffing to or assure staffing is provided to support group to develop agenda, products, and services that will promote increased labor market participation of persons with disabilities (e.g., training of staff in the workplace, providing speakers and mentors).</li> </ul>
User friendly information about effective programs	Establish a mechanism to develop a variety of information tools, including periodic result driven reports to employers in the community	<ul style="list-style-type: none"> <li>• Use data to plan, evaluate and improve services</li> <li>• Support development of annual community wide report card of progress</li> <li>• Support and coordinate a continuous improvement of services and supports</li> </ul>

**For research citations and further information about how to use these Guideposts for Success to build successful transitions for youth contact:**

**National Collaborative on Workforce and Disability for Youth**

1-877-871-0744

1-877-871-0665 (TTY)

[www.ncwd-youth.info](http://www.ncwd-youth.info)

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## Save the Dates • Events & Training

Date	Training or Event	Location
August 15, 2006 2:00 - 2:45 P.M. ET	<b>“JOB RESTRUCTURING/JOB NEGOTIATION” WEBCAST</b> Sponsored by T-TAP and Worksupport.com. For more information go to <a href="http://www.worksupport.com/training/viewUpcomingWebcasts.cfm">http://www.worksupport.com/training/viewUpcomingWebcasts.cfm</a>	Webcast
August 18 - 20, 2006	<b>ABILITIES EXPO</b> Exhibit floor for testing and comparing products and services offered by state of the art exhibitors. Abilities Expo also offers a full line up of FREE consumer and professional workshops. <a href="http://det.abilitiesexpo.com/iaedet/v42/index.cvn">http://det.abilitiesexpo.com/iaedet/v42/index.cvn</a>	Rock Financial Showplace Novi, MI
September 28-30, 2006	<b>2006 MALDE CONFERENCE: “RESPONSE TO INTERVENTION: MALDE’S PAST AND MICHIGAN’S FUTURE.”</b> Contact Linda Schmidt for more information and registration materials: <a href="mailto:lschmidt@corunna.k12.mi.us">lschmidt@corunna.k12.mi.us</a>	Shanty Creek Resort Bellaire, MI
October 17-18, 2006	<b>“CRITICAL ISSUES FOR ADOLESCENTS WITH AUTISM SPECTRUM DISORDER”</b> Spectrum Training Systems, Inc. Phone: (920) 749-0332 Fax: (920) 882-0736 Email: <a href="mailto:spectrumtrainingsystems@yahoo.com">spectrumtrainingsystems@yahoo.com</a> Website: <a href="http://www.spectrumtrainingsystemsinc.com">http://www.spectrumtrainingsystemsinc.com</a>	Detroit Airport Marriott Detroit, MI
October 22-24, 2006	<b>LDA FALL CONFERENCE</b> Call LDA for more info at 1-888-597-7809	Michigan State University Kellog Center E. Lansing, MI
November 15-17, 2006	<b>MICHIGAN REHABILITATION CONFERENCE “MOVING FORWARD: NAVIGATING THE ROAD AHEAD”</b> More information will be on the web at : <a href="http://www.maro.org">www.maro.org</a>	Grand Traverse Resort Traverse City, MI

### Please forward or print this bulletin for others.

E-mail your contributions or ideas for “Monday Bulletin on Services to Youth” to  
 Lynn Boza: [bozal@michigan.gov](mailto:bozal@michigan.gov) or call 517/241-3957.

Views expressed in Monday Bulletin articles are not necessarily the views of the Michigan Department of Labor & Economic Growth nor Michigan Rehabilitation Services.