# Attachment D - Pre-Employment Transition Services Terms and Conditions

1. The Contractor must provide or arrange for the provision of Pre-Employment Transition Services (Pre-ETS) to students with disabilities referred for such services who are eligible or potentially eligible for services under section 113 of the Rehabilitation Act, as amended.
	1. Pre-ETS include the following five (5) required services: job exploration counseling, work-based learning experience, postsecondary education counseling, workplace readiness training, and instruction in self-advocacy.
	2. Prior to initiating Pre-ETS, the Contractor must have received a Pre-ETS referral and Work Authorization for service. Only those services included in the Pre-ETS referral and listed on the Work Authorization may be provided. Services must only be provided within the service start and end dates listed in the authorization.
	3. Pre-ETS funds provided by VRS through this contract may only be used by the Contractor to provide or arrange for the provision of Pre-ETS for students with disabilities.
2. Invoice and Report Requirements
	1. An invoice submitted to VRS must include the following: dates of service, unique invoice number, Work authorization number, type of service, number of units, cost per unit, remit to address. An invoice must be submitted within 90 days from the end date of the Work authorization. Failure to submit an invoice within 90 days from the end of the Work authorization will be considered a material breach of contract and will result in non-payment for that service. Invoices cannot contain handwritten information. In order for VRS staff to process the invoice there must be an accompanying report. The invoice and accompanying report should be emailed to the email address printed on the specific authorization. The email address will be for the appropriate VR office.
	2. A report submitted to VRS must include the following: a description of the services provided, the actual date(s) that services were provided, the number of hours provided on each date. Documentation (phone calls, emails, report writing, case note) time is built into the fee structure and rates, and therefore is not billable. If the service is not complete a partial report can be submitted for the service(s) provided to date. The invoice and accompanying report should be emailed to the email address printed on the specific authorization. The email address will be for the appropriate VR office.
	3. For work-based learning experiences, the DEED form “Pre-ETS Work-Based Learning Invoicing Report to VRS” must be used. Contractors must not evaluate students in the work-based learning report.
3. All Pre-ETS must be delivered within a competitive integrated employment model.
4. Pre-ETS can be provided to students in a group setting as well as to individual students.
5. The Contractor is prohibited from entering into a contract or other arrangement with any entity who is a 14(c) certificate holder as defined by Section 14(c) of the Fair Labor Standards Act under the U.S. Department of Labor for purposes of operating a program in which youth with disabilities are employed at subminimum wage.
6. All persons and entities the Contractor engages under this Professional/Technical contract and pursuant to this Attachment D, including its employees and approved subcontractors, must be appropriately trained, licensed, certified and credentialed as required by law.
7. After completion or termination of the Contract, Contractor remains obligated to comply with all continuing legal and contractual obligations, duties and responsibilities including but not limited to obligations related to state and federal reporting and recipient grievances and appeals.
8. Nothing in this agreement is to be construed as reducing the obligation of the Local Educational Agency, as defined by the Individuals with Disabilities Education Act (IDEA) to provide or pay for transition services under IDEA that are also considered special education or related services and that are necessary for ensuring a free appropriate public education (FAPE) to children with disabilities.