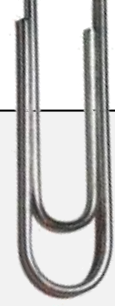


# Community Employment Application





## *Greetings Rehabilitation Professionals,*

*The enclosed application materials are designed to assist vocational rehabilitation counselors and other rehabilitation professionals to refer persons with disabilities they are serving to be considered for community-based employment within ServiceSource.*

*Our mission is to deliver exceptional services to individuals with disabilities through innovative and valued employment, training, habilitation, housing, and support services.*

*It is our intent to work closely with you through each step of the referral and placement process so that we can jointly facilitate a successful employment experience for persons served.*

*We look forward to working with you!*

*Sincerely,  
ServiceSource Staff*



## **About Us**

ServiceSource is a 501(c)(3) nonprofit organization headquartered in Oakton, Virginia, which serves more than 27,000 people with disabilities annually and directly employs more than 1,200 people with disabilities. We offer a range of programs to support people with disabilities, and in addition we provide direct employment opportunities for people with disabilities on commercial and government contracts. ServiceSource affirmatively hires persons with significant disabilities into employment in the following lines of business:

*Administrative  
Support*

*Food  
Services*

*Mail Center  
Management*

*Total Facilities  
Management*

*Document  
Management*

## 3 Easy Steps to Apply

- ✓ **Step 1:** Call your nearest ServiceSource contact. Refer to the list below. Our Program Outreach Specialists are pleased to assist applicants in completing these steps:

**Aurora/Colorado Springs, Colorado**

Thomas Pantoja  
(719) 510-2328  
[Co-Jobs@servicesource.org](mailto:Co-Jobs@servicesource.org)

**Boyers, Pennsylvania**

Gonzie Gray  
(571) 455-8541  
[Boyers-jobs@servicesource.org](mailto:Boyers-jobs@servicesource.org)

**Fort Worth, Texas**

Gonzie Gray  
(571) 455-8541  
[Tx-jobs@servicesource.org](mailto:Tx-jobs@servicesource.org)

**Newport News/Fort Eustis, Virginia**

Brittany Fitzgerald  
(757) 503-1222  
[FtEustis-jobs@servicesource.org](mailto:FtEustis-jobs@servicesource.org)

**North Carolina/Kentucky**

Jennifer DeVlieger  
(910) 826-4699 ext. 4699  
[Jobs-NCKY@servicesource.org](mailto:Jobs-NCKY@servicesource.org)

**Northern Virginia, Washington, DC, Maryland**

Tierra Greene  
(703) 970-3697  
[VAMDDC-Jobs@servicesource.org](mailto:VAMDDC-Jobs@servicesource.org)

**Quantico, Virginia**

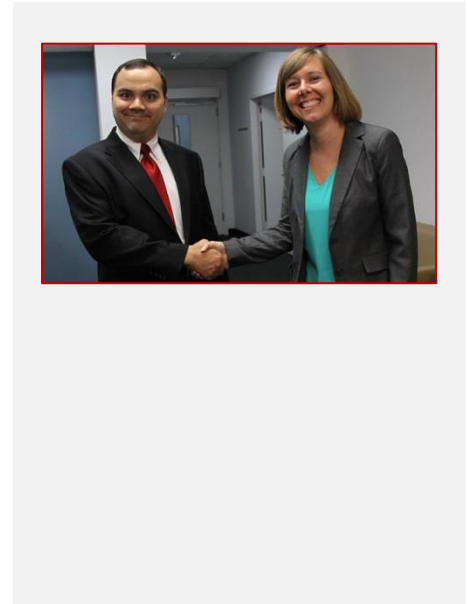
Lisa Singleton  
(571) 455-0195  
[Jobs-VA-FoodService@servicesource.org](mailto:Jobs-VA-FoodService@servicesource.org)

**St. Louis, Missouri**

Courtney Woodworth  
(314) 932-2807  
[Stl-jobs@servicesource.org](mailto:Stl-jobs@servicesource.org)

**Clearfield, Tooele, and Brigham City, Utah**

Sundi Warden  
(385) 423-3926  
[Ut-Jobs@servicesource.org](mailto:Ut-Jobs@servicesource.org)



- ✓ **Step 2:** Submit completed **Community Employment Application** (*page 4 and 5 enclosed*) and **Resume** to a local ServiceSource contact

- ✓ **Step 3:** Submit **Documentation of Disability** to a local ServiceSource contact (*see sample template enclosed on Page 6*)

## Introductory Data Sheet

Name:			
Address:			Home Phone:
Email Address:			Cell Phone:
Social Security Number:	Date of Birth:	Primary Language:	Secondary Language:

<b>Referring Agency:</b>	Referring Agency Contact Person:
Referral Agency Address:	Referring Agency Contact Phone:
	Referring Agency Contact Email Address:
Reason for Referral:	

For statistical purposes only. Please check all that apply:

<b>Sex:</b>	<b>Ethnicity:</b>	<b>Legal Status:</b>	<b>Veteran Status:</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other _____	<input type="checkbox"/> Are you a US citizen? <input type="checkbox"/> Are you a permanent resident of US? <input type="checkbox"/> Can you work legally in the US?	<input type="checkbox"/> Are you a veteran? If yes: <input type="checkbox"/> Did you serve in Vietnam? <input type="checkbox"/> Did you serve in Iraq or Afghanistan? <input type="checkbox"/> Do you have a service connected disability?

<b>Guardianship Status:</b>	<b>Allergies / Physical Restrictions:</b>
Do you have a legal guardian? ___ Yes ___ No  Legal guardian refers to a court adjudicated legal guardian	_____ _____ _____ _____

<b>Emergency Contact:</b>
Name: _____
Address: _____ <small>Street City State Zip</small>
Phone (H): _____ Phone (C): _____ Phone (W): _____
Email: _____
Type of contact: _____ Parent _____ Sibling _____ Therapist _____ Support Coordinator / Case Manager _____ Doctor _____ Other: Please specify: _____

# Comprehensive Release Form

Name required for release to be valid  
 All Releases below pertain to (List Participant Name): \_\_\_\_\_

Participant or Applicant Name

## RELEASE OF INFORMATION

I, (above named participant), hereby authorize ServiceSource, Inc. to release information to /or obtain information from:  
 (Check all that apply)

- Provider(s) of Funding: \_\_\_\_\_ [ verbal /  written]
- Residential Provider [ verbal /  written]
- Doctor [ verbal /  written]
- Social Security [ verbal /  written]
- Family Members/Friends (please specify): \_\_\_\_\_ [ verbal /  written]
- Compliance Surveyors (CARF, State DD or BH Agency, State Medicaid Agency, SourceAmerica, AbilityOne Commission, DOL, and other federal compliance agencies)
- Other \_\_\_\_\_ [ verbal /  written]
- Other \_\_\_\_\_ [ verbal /  written]
- Other \_\_\_\_\_ [ verbal /  written]

I understand that the information will be used for professional purposes only and will be limited to the following information:  
 (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Vocational Evaluation    | <input type="checkbox"/> Medical Reports  |
| <input type="checkbox"/> Psychological Reports    | <input type="checkbox"/> Social History   |
| <input type="checkbox"/> Individual Program Plans | <input type="checkbox"/> Progress Reports |
| <input type="checkbox"/> Other, specify: _____    |   |

### **This purpose of this release is to:**

- Coordinate vocational/rehabilitation program
- Verification of employment (salary, dates of employment, title, social security number)
- Verify compliance with regulatory Requirements
- Other, specify: \_\_\_\_\_

\_\_\_\_\_  
 Participant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Court Appointment Legal Guardian

\_\_\_\_\_  
 Date

ALL RELEASES VALID FOR ONE YEAR FROM DATE SIGNED UNLESS RESCINDED BY PARTICIPANT

Form revised 5/19/17



## Government Contracts Division - Non-Sponsored Employment Program Parameters (GCD Unfunded)

Program content	Parameter
Supervision	Supervision levels vary. ServiceSource cannot provide supervision off site and will not accept liability for individuals choosing to leave a Community Employment ServiceSource site.
Program Environment	Employment locations are frequently located in a federal facility. Each employment location employs people with a variety of support needs.
Physical requirements	The work environment and tasks will vary based on the employment setting. Individuals should review the job description in its entirety, with their support team as necessary, to ensure the individual is able to meet the physical demands of the job with or without accommodations. If accommodations are needed the individual should work with the Human Resources department, with support from the team as needed. Positions may also require an individual to have a security clearance. Performing employment related tasks may involve individuals to interact with other employees and customers.
Medical Supervision	ServiceSource does not provide any professional medical personnel (i.e. physician, nurse, physician's assistant, EMT, other) or services. Selected ServiceSource staff are trained in First Aid and CPR
Wages	Wages of ServiceSource employees are paid in accordance with the Department of Labor and other applicable regulations.
Voluntary nature of the program	Participation in this program is voluntary and individuals can choose to end services at any time. The wishes of an individual to leave the premises of the job site are not restricted.
Transportation	In general, ServiceSource does not provide transportation to and from the workplace, nor supervision when individuals are arriving at or departing from the workplace.
<p><b>General Program Admission/Retention Criteria</b></p> <ol style="list-style-type: none"> <li>The individual requests placement in the program.</li> <li>The individual must be eighteen (18) years of age or older. Individuals under eighteen (18) years of age will be reviewed on a case-by-case basis.</li> <li>The Individual must have a documented disability.</li> <li>As determined by the referral and internal screening process, participation in the program is desired, beneficial, and appropriate for the individual.</li> <li>Information and documentation necessary to start services may vary according to program.</li> <li>The individual should be in stable medical condition for the program or work environment. ServiceSource may attempt to verify that the individual is free of communicable disease and is not in a crisis state.</li> <li>The individual should not be considered a clear and continuing danger to self or others, or disruptive to the program or work environment.</li> <li>The individual requesting services and, as appropriate, family member(s) or a designated representative must participate as members of the Interdisciplinary Team (IDT) and cooperate in the development and implementation of the program plan.</li> <li>The individual must be willing and able to abide by all policies, regulations and safety practices of the work environment.</li> <li>The individual must be able to follow oral, written, and/or demonstrated instructions within the supervisory or support level available.</li> <li>The individual must be able to care for personal needs or have personal care assistance provided.</li> <li>The individual must have transportation to and from the work or program site.</li> <li>The individual must be unable to obtain and/or maintain competitive employment without programmatic support.</li> <li>The individual is expected to maintain a 75% attendance rate, unless otherwise dictated by an individual support plan or work environment.</li> </ol>	
<p>I understand the program parameters presented above.</p>   <p>_____</p> <p>Individual Signature and Date</p>	

**Documentation of Disability - SAMPLE FORM**

This sample is provided to demonstrate form content. Completed documentation must be submitted on **letterhead of licensed medical or mental health professional.**

Note: State VR Eligibility Determination form or documentation from the Veterans Administration may be submitted in lieu of a written letter by a licensed medical or mental health professional.

LETTERHEAD HERE

Date:

To: ServiceSource

RE: Documentation of Disability

Individual's name: \_\_\_\_\_

Please be advised that the above individual has a diagnosis of:

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This diagnosis has an impact on the following:

Area	Check all that apply	Assistance or accommodation which may be needed (How is the person impacted due to their disability?)
Self Care		
Self Direction		
Work Skills		
Work Tolerance		
Communication		
Mobility		

\_\_\_\_\_  
Print Name and Title (Physician, Psychiatrist, or other specialist)

\_\_\_\_\_  
Signature and Title

\*Persons considered eligible for ServiceSource's community employment program must have a severe physical or mental disability (residual, limiting condition resulting from an injury disease, or congenital condition).

## **Frequently Asked Questions Concerning Participation in ServiceSource Community Employment**

### **How are wages determined for direct labor positions on ServiceSource community based contracts?**

The majority of ServiceSource contracts employing persons with and without disabilities are federal contracts governed by the Service Contract Act (SCA). In some cases, the additional overlay of a Collective Bargaining Agreement (CBA) is in place. Wages for all direct labor positions within contracts governed by the SCA are established by the Department of Labor's (DOL) federal wage determination. Wage determinations are reviewed periodically by the DOL. Most wage determinations are updated annually. Where a CBA is in place, the CBA becomes the method of wage and benefit determination.

ServiceSource pays the full DOL determined wage rate for all direct labor positions and does NOT pay commensurate wages (pay for productivity).

### **Why must an individual provide information from a medical doctor or other specialist concerning their disability to be considered for employment?**

As a qualified nonprofit agency operating within the AbilityOne program, ServiceSource affirmatively hires persons with significant disabilities. For the majority of direct labor positions, ServiceSource will obtain documentation of a significant disability as per the JWOD Act. The specific requirement is as follows:

*“A written report signed by a licensed physician, psychiatrist, or qualified psychologist, reflecting the nature and extent of the disability or disabilities that cause such person to qualify as a person with a severe disability, or a certification of the disability or disabilities by a state or local government entity.”*

### **Are there any other considerations for participation in a direct labor employment position?**

ServiceSource will perform ongoing Individual Eligibility Evaluations designed to determine an individual's capability and desire to obtain and retain competitive employment outside of the ServiceSource direct labor employment. If an individual is determined to be capable and desirous of competitive employment, ServiceSource will provide outplacement support to the individual.

### **Are there supports in place that are provided to individuals with disabilities working within direct labor positions?**

Yes, all employees are paired with ServiceSource Vocational Rehabilitation staff responsible for providing support and advocacy and arranging outplacement assistance as requested. Some program sites have additional supports of a skills trainer to provide individualized training assistance that supervisory staff may not be able to address.