ServiceSource

A LEADING RESOURCE FOR PEOPLE WITH DISABILITIES

Community Employment Application

![ServiceSource - A LEADING RESOURCE FOR PEOPLE WITH DISABILITIES]
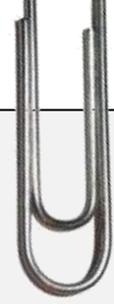
Greetings Rehabilitation Professionals,

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 17,000 people with disabilities annually and directly employs more than 1,300 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

Boyers, Pennsylvania
Julie DeLuca
(571) 969-9251
Boyers-jobs@servicesource.org

Fort Worth, Texas
ReCharde Johnson
(571) 455-8541
Tx-jobs@servicesource.org

Newport News/Fort Eustis, Virginia
Brittany Fitzgerald
(757) 503-1222
FtEustis-jobs@servicesource.org

North Carolina/Kentucky
Jennifer DeVlieger
(910) 826-4699 ext. 4699
Jobs-NCKY@servicesource.org

Northern Virginia, Washington, DC, Maryland
Tierra Greene
(703) 970-3697
VAMDDC-Jobs@servicesource.org

Northern Virginia/Quantico/Washington, DC – Food Services
Lisa Singleton
(571) 455-0195
Jobs-VA-FoodService@servicesource.org

St. Louis, Missouri
Timothy Taylor
(314) 202-9199
Stl-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:

Referring Agency:	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:

Sex:	**Ethnicity:**	**Legal Status:**	**Veteran Status:**
❑ Male ❑ Female	❑ American Indian ❑ Black ❑ Caucasian ❑ Hispanic ❑ Asian ❑ Other_____	❑ Are you a US citizen? ❑ Are you a permanent resident of US? ❑ Can you work legally in the US?	❑ Are you a veteran? If yes: ❑ Did you serve in Vietnam? ❑ Did you serve in Iraq or Afghanistan? ❑ Do you have a service connected disability?

Guardianship Status:

Do you have a legal guardian?

___Yes ___ No

Legal guardian refers to a court adjudicated legal guardian

Allergies / Physical Restrictions:

_____
_____
_____
_____

Emergency Contact:

Name: _____

Address: _____
        Street   City   State   Zip

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)

☐ Vocational Evaluation   ☐ Medical Reports
☐ Psychological Reports   ☐ Social History
☐ Individual Program Plans   ☐ Progress Reports
☐ 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

LETTERHEAD HERE

Date:

To: ServiceSource

RE: Documentation of Disability

Individual's name: _____

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

_____

_____

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.