



Kendall County Special Education Cooperative

201 Garden Street * Yorkville, IL 60560-9024

630-553-5833 * Fax: 630-553-5872

www.kcsec.org

PROGRAM DESCRIPTION: The Kendall County Special Education Workforce Investment Act Program teaches youth with disabilities the skills necessary to find and maintain employment. Youth are taught work skills in the community with a hands-on approach. Students who choose to go to college are taught self-advocacy skills and receive help with accessing student support systems in the community college setting.

STAFF STRUCTURE: Program includes 1 Case Manager and 1 full time job coach and one part time job coach

CONTACT INFORMATION: Please contact Linda McKee or Pam Schweitzer at 630-553-5833 for more information about the KCSEC WIA Program.

HOW IT WORKS:

The Kendall County Special Education Workforce Investment Act Program provides services to youth with disabilities who have barriers to employment. We assist with the youths' transition from high school to post secondary education or the world of work. To qualify, youth must be a current high school senior with a disability. Since the students have a disability; they qualify as a household one.

The KCSEC WIA staff work with high school special education teachers and counselors in Kendall County High Schools to identify students who qualify for the program. Program staff describes the program and benefits to the parents and youth. Program staff facilitates the application process. The application process includes a formal Youth application, obtaining of necessary documents (birth certificate, social security card, proof of residency, etc.) and school enrollment verification. The youth are also required to complete a TABE (*Test of Adult Basic Skills*). The TABE results provide the Case Manager with a grade equivalent for adult basic skills. It will be considered a barrier (basic skills deficient) if the youth scores below a 9th grade level. Case Managers then complete an ISS (Individual Service Strategy) for each applicant. The completed applications along with the eligibility materials are forwarded for KCDEE for final approval and enrollment into the LWIA system.

Once enrolled, youth are assigned benchmarks quarterly. KCSEC staff provide classroom teachers with materials and methods for teaching workplace skills. WIA program staff directly work with students in their classrooms at least two times a month. During these sessions we teach youth job seeking skills. During this process youth create a job finding folder. The folder contains a sample job application, resume, cover letter, answers to common interview questions, interviewing tips, sample thank you for the interview letter, etc. to retain for future reference.



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KCSEC WIA staff assesses youth individually and develops an employment plan that best suits each students' individual needs. Depending on individual needs we set up job shadowing experiences both in their high schools and in the community, the job coach assists employers in the training of youth. The job coach teaches youth their job responsibilities and assists the supervisors with supervision until the youth has mastered the job skills and can perform them independently.

When the youth are ready for paid competitive employment; KCSEC provides job placement services. We try to match employers with youth who have abilities and interests that match employer needs. KCSEC staff continues to monitor youths' progress on the job to help the youth maintain employment.

Youth who are college bound receive assistance with school selection. A senior college planning checklist is completed. KCSEC staff provide students with help filling out financial aide forms, scholarship applications and applications to special needs support services.

Youth receive incentives for participating in their monthly meetings, maintaining employment, and for graduating from high school.

KCSEC has a contracted number of youth to serve per program fiscal year (i.e. 20 for KCDEE PY'10). The performance measures for KCSEC are 'Obtainment of Credential' and "Entering Education or Employment" for youth enrolled in the KCSEC program. The outcomes are determined by a comprehensive report after youth are exited from the program.

Follow-up services are provided for one year after exiting regular WIA programming. Youth are mailed a WIA Voice newsletter monthly. We personally contact youth once a month. We meet with youth needing employment and/or college assistance on as needed basis.

REPORTING: Case notes are due to KCDEE the 1st of every month for all student contact in the previous month. Case notes for youth in Follow-Up Services are submitted to KCDEE quarterly. Financial reports are submitted to KCDEE the 5th of every month.