



INTERFAITH

HUMANITARIAN SERVICES

CONTRACTOR'S AGREEMENT

THIS SERVICE AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 2020 ("Effective Date") between _____ ("Contractor") and Interfaith Humanitarian Services INC ("Agency"). Contractor and Agency are also referred to as "party" and collectively as the "parties". Subject to and in consideration of the mutual promises, conditions, and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. APPROVED CONTRACTOR. Upon execution of this Agreement and compliance with its terms, Agency agrees that Contractor shall be added to Agency's list of approved contractors.

2. INVOICING; PAYMENT. Agency shall pay Contractor for Employment Services, at the rates specified in Contractor's Rate Schedule, attached and incorporated as Exhibit B. Agency shall have up to 30 days from the date of the invoice submission to pay the amount due thereon, or to notify Contractor in writing of a payment delay asserted in good faith as to one or more of the invoice items. Contractor understands that payment from Agency depends on payment to be received by the funding source; Florida Department of Education.

3. INDEPENDENT CONTRACTOR. Contractor shall be deemed an independent contractor with respect to any and all work performed under this Agreement. It is the express understanding and intention of the parties that no relationship of master and servant or principal and agent shall exist between Agency and the Contractor or between the Contractor and the employees, agents, or representatives of Agency, by virtue of this Agreement.

4. COMPLIANCE WITH LAWS. Agency and Contractor each agree to comply with all laws, rules, and regulations applicable to this Agreement or the performance of work hereunder.

5. CONFIDENTIALITY. The parties shall hold the terms of this Agreement and any work order issued hereunder confidential, and shall only disclose the same as required by law.

6. EXHIBITS. The following Exhibits are attached hereto and made a part of this Agreement for all purposes:



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Exhibit A – Contractor List of Services & Program Description

Exhibit B – Contractor’s Rate Schedule

Exhibit C – Amendments

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

AGENCY:

Interfaith Humanitarian Services INC

By: _____ Printed Name _____

Contractor:

By: _____ Printed Name _____



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Exhibit A – Contractor List of Services & Program Description

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Employment Services (ES)

Employment Services are service provided to VR Customers designed to assist the Customer in securing and maintaining integrated, competitive employment. The services necessary for the Customer to meet their vocational goal will vary and must be tailored to the Customer's needs.

Services provided prior to placement may include, but not limited to, activities such as:

Providing the Customer instruction on grooming, punctuality, attendance, and other job readiness skills;

providing the Customer instruction on employment related responsibilities such as payroll deduction, insurance, retirement and other benefits, and workplace safety;

developing job possibilities in the community by contacting potential employers;

assisting with Customer and locating potential employment and employers well-suited to his or her employment goals;

and assessing potential work environments and providing job-site consultation.

Jobsite services, including job retention services, may include, but are not limited to, activities such as:

Negotiating job accommodations with employers;

worksite analysis and jobsite consultation; job carving, including re-designing a current position or creating a new position to meet the needs of the employer and Customer;

assisting the customer with the development of natural supports;

assisting the Customer on the job site with a learning the new job task, understanding the job culture and industry practices, and understanding appropriate work behaviors;

training the customer on how to complete new tasks, make changes in their work schedule, adjust to a new supervisor, and manage changes and both work and none work environment;

helping the employer and coworkers understand the training methods and accommodations needed by the Customer; providing regular follow up with the employer, the Customer, have a Customer's family or other authorize representatives;

and providing other appropriate support services needed to promote continued job success.



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Pre-Placement Part I

This training is formal, structured, interactive, and must be completed prior to Job Placement. The training must consist of both lecture and hands-on activity for a minimum duration of 20 hours. Training lasting more than four (4) hours must include at least a thirty (30) minute lunch break.

Training must include, at a minimum, resume writing instruction on interviewing skills, searching for and applying for jobs online; finding and completing job applications; managing Employer initial contacts; handling conflicts; navigating public transportation; and review of Customer benefits if needed. Training must also include specific topics based on the customer's need which have been identified through discussions with the Customer. The VR Counselor may authorize an additional twenty (20) hours of training on a case-by-case basis.

Pre-Placement Part II (Optional)

Additional training hours provided on case-by-case basis.

Job Placement

Job placement services is considered met when the Customer begins working on a job in an integrated siding for competitive compensation with the job matches the stated implement outcome on the IPE as agreed upon the Customer, the VR counselor, and the provider.

Supported Employment (SE)

Supported employment services are services provided to VR Customers with the most significant disabilities designed to assist the Customer in securing and maintaining integrated, competitive employment. SE services are appropriate for Customers for whom competitive employment has been interrupted or intermittent as a result of a significant disability and who, because of the nature and severity of their disabilities, need intensive support and extended services after transition in order to maintain employment.

The providers shall provide Phase I services, which include ongoing supports needed to support and maintain the Customer and SE the services are for a period of time not to exceed twenty-four (24) months unless the Customer and the VR counselor jointly agree in writing to extend the time



needed to achieve the employment outcome identified in the Customers IPE. The VR counselor will identify at the time of referral how face to or extended services will be provided upon closure of the VR case phase 2 services are provided by another state agency, private nonprofit organization, employer, or any other appropriate resources paid for from a source other than VR. These services occur after the Customer has made the transition from VR support.

Supported employment services customarily begin with the creation of an individual career plan ICP and concludes with the SE outcome. However on occasion a VR counselor may make a referral for a Customer who is already employed but could benefit from SE services. In these cases the provider shall begin working with the Customer upon receipt and acceptance of a referral from the VR counselor.

On-the-Job Training (OJT)

On-the-Job Training or OJT is time-limited individual skill acquisition that can be learned on the job. OJT occurs in an integrated community-based setting where most of the employees do not have disabilities and the customer receiving the OJT interacts with non-disabled individuals to the same extent that non-disabled coworkers and comparable positions interact with other persons. Customers who participate in OJT experiences shall be paid no less than minimum-wage. Pre-employment transition services, such as project search, which provide unpaid work experiences to transitioning you, are exempt from the minimum wage requirements.

Career Counseling Information and Referral (CCIR)

CCIR training is designed to provide career counseling information and referrals to community services or resources for use by individuals seeking competitive integrated employment now or in the future.

Training must be provided in a manner that is understandable and facilitates decision making to assure the participant receives informed choice regarding competitive, integrated employment opportunities. It should be interactive, informal, and be provided using diverse learning strategies.. Course content shall include, at a minimum, the following topics:

- Introducing Self-Advocacy and Self-Determination in the career process



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- Identification of career interests through exploration, assessments, or activities, including identifying strengths, soft skills, and learning styles

- Introduction of Supported Employment services, including additional Customized Employment options

available from Vocational Rehabilitation

- Identification of possible accommodations and supports needed for employment success

- Information regarding the local labor market and potential jobs of interest that may be available that match participants' interests

- Review of transportation options and supports in the community

- A review of benefit information and potential work incentives

- Positive impacts from working

- A list of self-advocacy, self-determination, and peer mentoring resources available within the local community

Sample Outline:

1st Hour

Introduction of Participants

Purpose of this course

What people gain by working

2nd Hour

Introducing the role of self-advocacy in the course as well as choosing career paths

Participants complete an interest inventory either a non-reading version or an alternative version

Discussion of how their interests and strengths align with the local labor market



Identify some possible jobs of interest in their local community that match their interests and strengths

Hours 3 and 4

Would contain the rest of the elements listed below

Additional Considerations and Best Practices:

1. Host a session for parents, guardians, caretakers, and/or related providers to share the information learned and to discuss options for next steps, if applicable.
2. Include self-advocates from the local community to share their experiences in competitive integrated employment with participants.
3. Invite career-related speakers from the local community, who represent class members' identified fields of interest.

Course Size:

The size of the course should be determined by the needs of the participants. In general, a 10:1 staffing ratio should be observed. For Agency for Persons with Disabilities customers, they will need to receive the training in the recommended staffing or supervision ratios as designated of 1:1, 1:3, 1:5, or 1:10. The 14(c) entity will provide the appropriate ratios that are needed to the course Providers.

It is very important for the 14(c) entity to work closely with the CCIR Provider to ensure courses are offered in a manner that is safe and appropriate for the participants.

New Requirements for the fiscal year that starts July 1, 2017:

- Each participant completing the course must be provided a certificate of completion with the date and VR must receive a copy of it with the course roster



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- If a participant refuses to participate, a refusal letter must be completed and returned to VR.

Providers will be provided a refusal letter to use if the situation arises

Peer Mentoring

Peer Mentoring, specifically can provide valuable support for participants at critical points in their life offering a host of other benefits for both mentor and mentee. Peer mentoring is a mutual way of learning and allowing both participants to develop transferable skills that will help them throughout one's life.

Benefits of being a Mentee

- Gain practical advice, encouragement and support
- Learn from the experiences of others
- Increase your social and academic confidence
- Become more empowered to make decisions
- Develop your communication, study and personal skills
- Develop strategies for dealing with both personal, professional and academic issues
- Identify goals and establish a sense of direction
- Gain valuable insight into the next stage of their life
- Make new friends across year groups
- Benefits of being a Mentor
- Improve communication and personal skills
- Develop leadership and management qualities
- Reinforce your own study skills and knowledge of your subject(s)



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- Increase your confidence and motivation
- Engage in a volunteering opportunity, valued by employers
- Enhance one's resume
- Increase your circle of friends
- Gain recognition for your skills and experience

Benefit from a sense of fulfillment and personal growth

Domdidi Project Career Camp (DPCC)

Domdidi Project Career Camp, is designed to provide specialized, unique Pre-Employment Transition Students with disabilities who are eligible or potentially eligible to receive Vocational Rehabilitation services. Through the VR Career Camp program, providers have the flexibility to create a unique camp experience to deliver Pre-ETS, year-round, when school is out for at least three (3) consecutive days, such as during Spring, Summer, and Winter breaks.

The Provider may deliver Pre-ETS in a group setting, using approved curriculum that may include any combination of the following services:

Workplace Readiness Training: Soft-skills training, employability skills training, social/interpersonal skills (i.e. communication, problem solving, decision making, conflict resolution, empathy, professionalism, etc.) and independent living skills training related to employment (i.e. good hygiene, money management, time management, using technology and assistive technology, appropriate dress, appropriate behavior, etc.).

Self-Advocacy Training (SA): This may include, but is not limited to instruction in self-awareness, disability disclosure, requesting accommodations, understanding rights and responsibilities, and self-determination.

Work-based Learning Experiences: This may include job shadowing, informational interviews, industry tours and business field trips.



Postsecondary Educational Counseling: Counseling on opportunities for enrollment in postsecondary educational programs or comprehensive transition programs and identifying financial aid options.

Job Exploration Counseling: Instruction on the benefits of competitive integrated employment and employment options at every level of education available in the local labor market. This may include, but is not limited to, reviewing interest and ability surveys, reviewing career websites, instruction on career choices or other similar activities.



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Exhibit B – Contractor’s Rate Schedule

Service	Referral	Benchmark	Unit
Pre-Placement Part I	Per Participant	20 Hours	200
Pre-Placement Part II (Optional)	Per Participant	20 Hours	200
Job Placement	Per Participant	Placement	504.50
Job Placement	Per Participant	45-Day Job Retention	504.50
Job Placement	Per Participant	90-Day Job Retention	504.50
Supported Employment	Per Participant	ICP	589.50
Supported Employment	Per Participant	Placement	589.50
Supported Employment	Per Participant	45-Day job Retention	589.50
Supported Employment	Per Participant	90-Day Job retention	589.50
Supported Employment	Per Participant	150-Day Job Retention	589.50
OJT	Per Participant	Plan & Agreement	200
OJT	Per Participant	Reimbursement Per Hire	Any \$\$\$
OJT	Per Participant	Final Report	200
Peer Mentoring	Per Participant	Plan & Mentor Assignment	200
Peer Mentoring	Per Participant	Mentor Hourly Pay Rate	TBD
Peer Mentoring	Per Participant	Final Report	200



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CCIR	Per Class (5 Min)	4-Hours/ Per Hour	25
VRCC	Per Class (5 Min)	16 - 80 Hours/ Per Hour	35



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Exhibit C – Amendments

Amendment I – DPCC Referral

A payment of three hundred dollars \$300 will be paid per participant referred to Domdidi Project Career Camp (DPCC).

Participants must have/complete the following:

- IEP
- 504 Plan
- Mental Health Diagnosis
- Department of Juvenile TASC Assessment
- Other qualifying documented disability
- Enrolled in VR Pre-Employment Transition Services (Youth Tech - VR local office)
- Referred to DPCC
- Complete DPCC Session

VRCC Referral	Fee Schedule
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Per Participant	300
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