

## INSTRUCTIONS FOR SCHOOL DISTRICT PERSONNEL PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) CONTRACTS

Vocational Rehabilitation and Blind Services (VRBS) in providing **Pre-Employment Transition Services** or **Pre-ETS** for students with disabilities. The purpose of the funding is to better prepare enrolled students with disabilities to achieve college and career success by starting earlier and working collaboratively.

### What's in it for my school?

Each high school can potentially access up to \$18,000 per quarter depending on the number of services provided to eligible students with disabilities.

### Who qualifies?

Students with a disability who are age 14-21 and who are enrolled in high school qualify.

### What are Pre-ETS?

The funds enable each school to enhance their services for students with disabilities in the five areas of Pre-ETS which include:

1. Job Exploration Counseling
2. Work-Based Learning Experiences
3. Counseling on Opportunities for Enrollment in Comprehensive Transition or Post-Secondary Education
4. Workplace Readiness Training
5. Instruction in Self-Advocacy

### What are the requirements?

If you are interested in contracting with our agency to provide Pre-ETS, please take the following steps:

- 1) ) Complete a Pre-ETS School Contract with your necessary information. We will assign a contract number when we receive the contract.
- 2) Complete a Pre-ETS School Scope of Work Plan outlining the details regarding the services you will provide. You can use the sample form or your own template. It is acceptable to use the same proposal each year.
- 3) Return a signed Pre-ETS School Contract and Scope of Work Plan to the Pre-ETS Specialist assigned to your school. You will also need to include Insurance Verification showing coverage for workers' compensation, commercial general liability and automobile liability.

4) The Pre-ETS Bureau will review the Contract information, Scope of Work Plan and Insurance Verification. Upon approval, the materials will be forwarded to our Central Office.

5) If changes are needed in the Scope of Work Plan, we will communicate with you and offer suggestions.

6) You will get an email from the State of Montana eMACS system inviting you to register after you submit the contract materials. The State has begun using the eMACS system for contract management. All State vendors (including current vendors) will need to be registered on the eMACS vendor portal. Please complete the registration process. The Contract will be entered into the eMACS Total Contract Manager (TCM) system. The approval and signing process will be done through TCM with DocuSign.

Contracts will be awarded based on the availability of funding, the submitted Work Plans and VRBS efforts to provide services throughout the state. Training and guidance is available if you need help in completing the Contract or Scope of Work Plan. The "Ideas for Pre-ETS" guide is attached as a reference as well.

Please feel free to contact your local Pre-ETS Specialist if you have any questions. We would love to partner with you in providing Pre-Employment Transition Services to students with disabilities.