

**Corbett school District
Youth Transition Program (YTP)
Budget Proposal for
2019-2020 Biennium Expenditures**

Overview

Recently, the Oregon Department of Human Services released updated guidelines for the 2019-2021 Youth Transition Program (YTP) biennium in order to provide flexible spending for unspent funds due to COVID-19. At this time, YTP flexible expenses must increase student engagement, align with each student's Vocational Rehabilitation Individual Plan for Employment (IEP), and increase opportunities for students who could qualify for Vocational Rehabilitation Services and YTP services.

The proposed flexible spending budget below would provide an opportunity for Special Education and 504 students from Corbett School District to receive Community Transition Programs including work readiness skills and training opportunities necessary for competitive employment. The proposed activities will include both foundational soft skills (e.g. customer service, transportation, team work) along with practical life skills (e.g. how to fill out a job application, roommate readiness, budgeting) to increase student's opportunities for long term employment and career opportunities.

Budget

As of Dec.2020, we have **\$48,248** in unencumbered dollars. This money must be spent by June 2021.

Proposed Activities

Occupational Safety and Health Administration (OSHA) Training

10-hour training for construction or general industry

Cost per student - \$59

Students served – 10

Total cost \$590.00

Purpose:

Designed for students who want to work in construction, building development, factory, warehouse, manufacturing, repairs, alterations in trades, health industry or CTE training. OSHA training includes:

Basic safety and health information

- Personal protective equipment knowledge
- OSHA inspection guidelines
- Worker's rights and employer responsibilities

CANITY: Customer Service Training Videos

Self-paced video modules

Students served -75 slots used for multiple students.

*No expiration date to administer training to students

Total cost - \$1500.00

Purpose:

Students will be able to watch short videos covering the fundamentals of customer service.

Students can work through the videos at their own pace and repeat as often as needed.

Students will gain a deeper concept of customer service through each video.

Youth Transition Program (YTP) Specialists can monitor student engagement and measurable outcomes through on-line quiz results to determine retention rate.

The CANITY videos cover:

- Interview skills
- Hospitality situations
- Safety at the workplace
- Dealing with difficult customers
- Phone skills
- Workplace behavior

This will be offered to students as a Pre ETS through Youth Transition Programs (YTP) at Corbett.

Soft Skills High, a career readiness certification program

An interactive online soft skills curriculum

Cost per student - \$30

Students served – 75 slots *No expiration date to administer training to students

Total cost - \$2,250

Purpose:

An interactive course designed to assist students in developing soft skills such as resilience, emotional intelligence and agility to improve their performance in the workplace and life in general.

The course includes:

- Appropriate attitude and character at the workplace

- How to approach diversity and culture within a work setting
- Effective communication with others
- How to create teamwork and critical thinking skills
- Developing time management and leadership
- Work appearance and etiquette

This will be offered to students as a Pre ETS through Youth Transition Programs at Corbett

Pacific Drivers Education and On-Line Intro to Driving

Cost per student - \$645

Students served – 10 slots *students must have a valid permit based on the road driving lessons

Total cost - \$6,450

Purpose:

This on-line driver's education course offers 50 lessons which total over 30 hours of instruction, interactive sessions as well as quizzes and a final test. Students will have access to Point of View videos that offer a real time view of what can be expected when driving. All lessons have the goal of creating safer drivers with habits that will last a lifetime. The course includes:

- Students learn on a computer at their own pace and schedule
- Each participant will have 25 hours of online instruction – 8 chapters with 51 lessons.
- Students will learn how to be a safe driver
- Each student will receive a certificate of completion

Insightful Transition Curriculum for 8th and 9th graders.

The INSIGHTFUL Transition Curriculum is an expectation-driven **curriculum** designed to prepare young students for life through high school and beyond. The platform is flexible, allowing students to access lessons remotely or in-person. Each lesson was developed by educators and experts, all with the purpose of helping students thrive and make a clear path, and plan, through high school.

Cost per student \$10.00

Student served 50

Total Cost \$500.00

Purpose: To assess students interests and needs and make a clear high school path for students. It is designed to improve life after high school.

Additional YTP Staff time

150 additional hours for YTP Specialist and team during Dec 2020- June 30, 2021

Cost estimate \$7,500.00

Students served – Current and potentially eligible YTP students

Purpose:

- Training, administering and monitoring outcome of the CANITY program to students from Youth Transition Programs with the District
- Training, administering and monitoring outcomes of the Soft Skills High career readiness certificate program
- Providing instruction on the CANITY and Soft Skills High Program to students within CDL classrooms with teacher's approval. YTP Specialists will provide SPED case managers with outcome data to provide input and transition goal information to be added to student's IEP and progress reports.

Engage students in paid internships.

Cost per student- \$6,954.00

Students served- 4

Total Cost- \$27,816

Total Cost - \$46,606



**YTP Flexible Spending Guidance:
Considerations due to COVID-19 for
the Remainder of 2019-20 Biennium
Released: November 2020**



YES TEST

If you answer Yes to the four questions below, your expense request will be considered by VR. Please work with your YTP Technical Assistance Provider (TAP) to ensure the expense is allowable. If the expense changes any one line item in your budget by more than 10%, you will need approval from Michelle Markle - YTP Statewide Coordinator as of Nov 1, 2020.

1. Does the expense increase student engagement in Pre-ETS or Core YTP activities,
and
2. Does the expense directly align with a student's Individual Plan for Employment (IPE),
or
 bridge a student's time sensitive employment related service needs during the creation of an IPE,
or
 facilitate the provision of Pre-ETS for an individual student or a group of potentially eligible students,
and
3. Does the expense increase the opportunity for the student or group to obtain or maintain competitive, integrated employment?
and
4. Does the expense comply with your district's policies?
and
5. Do you have your administrator's approval?

ADDITIONAL CONSIDERATIONS

These considerations are encouraged in order to maintain open communication within the YTP team at each site.

- Plan for equity by considering everyone's unique needs when there are multiple schools within in the YTP site.
- Include the VR counselor/s when discussing options and making plans to learn how changes may affect their workload, timelines, budget, and other operational practices and policies.
- Remember, the cost for services should be covered by VR for students with an IPE in place.

**Table1. 19-21 Biennium COVID Flexible Spending Guidance
Specific Examples (Check with your TAP if you have additional ideas)**

Transportation	<p>If yes to each question above, then:</p> <ul style="list-style-type: none"> ● Taxi or Ride Share Fare: Yes ● Gas Card: Yes ● Bus Pass: Yes ● Drivers Permit or License Fee: Yes ● Bicycle, skateboard, other non-motorized options: Yes ● Vehicle (requiring license and tags): No
Personal Health/ Hygiene	<p>If yes to each question above, and McKinney Vento funds are otherwise allocated, then:</p> <ul style="list-style-type: none"> ● Hygiene Products: Yes ● Park pass for access to showers: If school locker rooms are not open and available, yes
Compensating Students	<p>If yes to each question above, then:</p> <ul style="list-style-type: none"> ● Gift Cards: No ● Stipends / Subminimum Wage: No ● Direct payment at minimum wage rate or greater per hour: Yes
Curriculum and Assessment	<p>If yes to each question above, then:</p> <ul style="list-style-type: none"> ● Oregon CIS license: Yes ● Age Appropriate Transition Assessments: Yes ● Transition Curriculum Materials: Yes ● Transition Focused Software Licenses: Yes
Supplies and Materials	<p>If yes to each question above, then:</p> <ul style="list-style-type: none"> ● Clothing: Only if a student is pre-IPE. Otherwise the IPE should cover this cost. ● Equipment: Only if a student, or group of students, is pre-IPE, otherwise IPE should cover this cost as long as it is related to the student's expressed vocational interest. ● YTP Program supplies: Check with your TAP
Tuition, Coursework or Certification fees	<p>If yes to each question above, then:</p> <ul style="list-style-type: none"> ● First Aid: Yes ● CPR: Yes ● State ID: Yes ● Tuition and Coursework: No, should be covered within a student's IPE
School-Based Business	<p>Specific requirements:</p> <ol style="list-style-type: none"> 1. The proportion of students with disabilities engaged in the school-based business must equate to proportion of the investment of YTP funds (e.g., districts should not use 100% YTP funds and have a majority of students without disabilities engaged in the business). 2. The site must demonstrate how any school-based business is not operating as a Mock Sheltered Workshop. Please see guidance available from Sally Simich (Sally.Simich@state.or.us).
Additional Hours for School Staff	<p>If yes to each question above, then:</p> <ul style="list-style-type: none"> ● Additional hours, at the rate outlined within each site's collective bargaining agreement, are allowable for any school employee who is contributing to the planning, development, and/or delivery of your Youth Transition Program.