

# Individual Employment Frequently Asked Questions

## What are individual employment services?

Individual employment services are supports tailored to your individual needs, interests, abilities to promote your career development. These long-term supports help you find and maintain integrated employment at (or above) the state's minimum wage in the general workforce. Services include intake, discovery, assessment, job preparation, job marketing, and support to maintain a job.

## Who is eligible to participate in individual employment?

Individual employment is available to DDA clients 21 or older on the Basic Plus, Community Protection and Core waivers; clients receiving Roads to Community Living, Pre-Admission Screening and Resident Review clients in Skilled Nursing Facilities, and Residential Habilitation Centers clients. For more information about if you are eligible for these services, connect with your Developmental Disabilities Administration case manager.

## What can I expect from individual employment?

Your service provider will meet with you to identify your interests, skills, preferences and employment goals. You may participate in discovery activities such as community observations or trial work experiences to explore what job will be the best fit for you. Your provider will work with you, your support team and potential employers to find the best job match. Once you are in your job, supports are individualized to your needs to make sure you are successful at work. Job supports may include the creation of task lists, using assistive technology, developing natural supports with your co-workers or advocacy to learn new tasks or pursue a promotion.

## How many hours of support will I receive in individual employment services?

Your monthly individual employment service hours are determined by your annual assessment completed by your case manager from the Developmental Disabilities Administration. Monthly service hours range from 1 to 12 but more hours can be requested for your job search or to support you in your job.



*Please reach out to your DDA Case Manager to learn more about Individual Employment services.*



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## What is the outcome of individual employment services?

The goal of individual employment services is to find you a job that matches your skills, preferences and employment goal. Individual employment services seek to develop natural supports for you from your co-workers at your jobsite to encourage inclusion and connection for you at work.

## Will I always have a provider staff with me at my job?

You will always have the appropriate supports you need to be successful and safe at your job; however, your provider staff may not always be present if you don't need one-on-one support. Services are individualized so it depends on your support needs. Individual employment services will work to develop natural supports whenever possible at your job, so you are connected to your co-workers and feel included and supported at work. Your provider staff may be able to fade some or entirely from your jobsite depending on your support needs and the availability of natural supports at your job.

## Can I have individual employment and community inclusion services at the same time?

Yes, these services are available concurrently after you participate in nine months of employment services. When you are eligible, your DDA case manager will ask you if you are interested in adding on [Community Inclusion](#) services during your assessment.

## Why is individual employment important?

Individual employment is important so you have the supports you need to participate in the workforce, earn money, make friends, learn new skills and contribute to your community. Washington State is an Employment First state that has adopted a Working Age Adult policy ([DDA Policy 4.11](#)) for individuals age 21 to 62. All individuals, regardless of support needs or disability, are encouraged to explore community employment options.

## What is the benefit of participating in individual employment?

Work has been shown to increase health outcomes and decrease isolation for people. All people with developmental disabilities deserve the right to work in their communities if they want to have a job. Individual employment services help you to increase skills, seek out new opportunities, and develop meaningful relationships.



## Building Access for All



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