

How to Guide: Pre-employment Transition Services (PRE-ETS)

How to Apply

If you are a transition age student with a disability and are interested in learning how to acquire employment skills and training, you can apply for services through the Pre-Employment Transition Services (Pre-ETS) program.

- You can apply yourself. Download and complete the fillable Pre-Employment Transition Services Request for Services and Information Release. The form can be found here:
 - Website: https://www.dcf.ks.gov/services/RS/Documents/RS%20Forms/Request_Verification_fillable.pdf
 - You and a parent or legal guardian will need to sign the form.
 - You will send the completed form to your local Vocational Rehabilitation office.
 - Find the contact information for your local VR office here:
 - Website: <https://www.dcf.ks.gov/services/Pages/MapVR.aspx>
 - Call: The Customer Service line in Topeka (1-866-213-9079)
 - You may be referred to Pre-ETS by teachers or a transition teacher at your school.
 - If you are working with staff at an Assistive Technology Access Site, they may refer you to Pre-ETS.
 - The local Pre-ETS Transition Specialist will be assigned to your case once the application has been submitted. The Pre-ETS Transition Specialist will contact you to schedule an appointment.

Information Needed

- The application form you submit allows the Pre-ETS Transition Specialist to ask the school to share information. This will see if you are eligible for Pre-ETS. They will check any documents you and your school can provide. Examples include:
 - An Individualized Education Plan (IEP)
 - A 504 Plan

- Medical reports regarding your disability
- Grades or transcripts from high school or technical school
- Reports from other professionals who have provided services to you
- **Use of assistive technology:** If you currently use any assistive technology, explain how it might be helpful at work.
- **Job Experience:** If you have job experience, it's helpful to explain how your disability prevents you from getting a job, doing tasks that are required at a job, and keeping a job.
- **Other:** If your local Pre-ETS Transition Specialist is not familiar with a type of job that interests you, you may need to provide more information. Examples could include, what tasks you have to do in that job and/or explain how a specific piece of technology would help you do the work.

Helpful Tips

- **Keep your appointments.** Always keep your appointments and let your Pre-ETS Transition Specialist know the best way to reach you and your parents. Let them know if your phone, email, or address changes.
 - Sometimes Pre-ETS Transition Specialists will contact a teacher if that helps you.
- **Share your interests and ask questions.**
 - Think about your strengths. What are your “superpowers?” What do you do best? What do you like doing?
 - Think about areas where you might need support to be successful.
 - Share your ideas with your Pre-ETS Transition Specialist and teachers helping with your transition planning. The more everyone knows about your abilities and goals, the better they can help.
 - You might take a vocational interest test or inventory to help learn more about your interests, abilities, and skills. There might be jobs you don't know about.
- **Share your ideas about technology.** If you know of an assistive technology device that might help you participate in transition activities, tell your Pre-ETS Transition Specialist. Be open to trying different devices to figure out what works best.
- **Ask for an AT assessment.** Ask your Pre-ETS Transition Specialist to approve an assistive technology evaluation for you. This lets you try assistive technology devices that could help with work, training, or learning skills you need for the job you want.

- o You may need to work with vocational rehabilitation (VR) services to get an assessment and have assistive technology devices authorized and bought for your use so you can participate in Pre-ETS services. Your Pre-ETS Transition Specialist will help you with this.
- **Get services and devices approved first.** *All services and assistive technology devices must be listed and authorized on a VR Individualized Plan for Employment (IPE) **before** they are provided. If you or your parents buy a device before it's approved, VR and KRS will not pay for them.*
- **Learn to use your AT.** Ask for training so you know how to use and take care of new assistive technology devices. Your Pre-ETS Transition Specialist can arrange for training or technical assistance for you. It might have to be listed on a VR Individualized Plan for Employment (IPE).
- **Cost and approval.** Assistive technology device that cost over \$1,999 will require your VR counselor to get approval from the Program Administrator or Central Office.
 - o If the vendor for an assistive technology device is not on the State Contract list, you may need to get 3 bids for the device. The AT Specialist who did your AT Evaluation will help get the bids, but this will take a little longer.