

U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE
SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, D.C. 20202

INFORMATION MEMORANDUM
RSA-IM-92-12
RSM-525
DATE: January 16, 1992

ADDRESSES: State Vocational Rehabilitation Agencies (General)
State Vocational Rehabilitation Agencies (Blind)
RSA Senior Management Team

SUBJECT: Guidelines for Cooperative Agreements Among State Employment Services
Agencies, State Job Training Partnership Act Entities, Vocational Rehabilitation
Agencies and Governors' Committees on Employment of People with Disabilities

CONTENT: Attached are revised guidelines for cooperative agreements between State
Vocational Rehabilitation agencies and the above named entities. These
guidelines were developed jointly by the Rehabilitation Services Administration
(RSA), the U.S. Department of Labor (DOL), The President's Committee on
Employment of People with Disabilities (PCEPD) and the Council of State
Administrators of Vocational Rehabilitation (CSAVR).

These guidelines will also be sent to the State Employment Service and Job
Training Partnership Act (JTPA) entities by DOL and to each State's Governor's
Committee on Employment of People with Disabilities by PCEPD.

In using these guidelines, I urge you to contact these entities to develop renewed
cooperative programming relationship agreements to increase the effectiveness of
service delivery to people with disabilities.

Upon completion of your revised agreements, please send a copy to the Regional
Commissioner in your Region.

Commissioner of Rehabilitation Services

Attachment

GUIDELINES FOR COOPERATIVE AGREEMENTS AMONG
STATE EMPLOYMENT SERVICE AGENCIES, STATE JOB TRAINING
PARTNERSHIP ACT ENTITIES, VOCATIONAL REHABILITATION AGENCIES AND
GOVERNORS' COMMITTEES ON EMPLOYMENT OF PEOPLE WITH DISABILITIES

INTRODUCTION:

Participants describe each agency's mission and purpose accompanied by a statement of commitment to collaborate in serving individuals with disabilities.

STATEMENT OF PHILOSOPHY AND PURPOSE:

Participants indicate the purpose of the cooperative agreement. Each agency outlines areas to be coordinated to ensure maximum benefits and services to individuals with disabilities.

LEGAL BASIS:

Participants cite legal basis for agreements, if applicable, including the Wagner-Peyser Act, as amended, the Rehabilitation Act of 1973, as amended, the Job Training Partnership Act (JTPA) (Public Law 97-300), as amended, as well as appropriate State statutes. All participants agree to comply with requirements set forth by the Americans With Disabilities Act in the areas of pre-employment screening, interviewing, selective criteria and other general terms of employment.

ROLE OF EACH AGENCY:

Participants list services of each organization and agency priorities.

AREAS OF COOPERATION:

Liaison Representatives

In this section, each agency indicates by title a liaison representative whose functions will be to: (1) develop procedures for implementation of the cooperative agreement; (2) appraise the effectiveness of the working relationships among the agencies; (3) seek methods to improve services provided to individuals with disabilities; (4) promote the establishment of regular visits among local office personnel; (5) promote planned interagency conferences and training programs; (6) assist in interpreting the role of each agency to employers, civic leaders, and public and voluntary agencies; (7) assist in preparing interpretative materials to explain available services to individuals with disabilities and the staffs of all agencies; (8) assist in developing interagency conferences/training programs to enhance interagency collaboration; (9) assist participants to the agreement to exchange information regarding employer hiring policies/practices, employment trends and opportunities; (10) develop procedures for coordination of employer contacts; and (11) develop systems to maintain effective affirmative action programs.

Referral Procedures

Participating agencies commit to cooperating in processing referrals by: (1) jointly determining vocational objectives, if appropriate; (2) providing job solicitations and referrals to employers; (3) notifying each agency's personnel of significant developments in individual case situations, including action taken on referrals; (4) referring individuals with disabilities, if appropriate, to the State vocational rehabilitation agency for services; (5) referring individuals with disabilities, if appropriate, to the State Employment Service office for employment counseling and placement services; and (6) exchanging information through telephone calls, written communication or personal calls on issues such as the applicant's failure to report for an interview, failure to report to employer or prospective employers, failure to report for medical examination, etc.

Pre-Employment Assessment And Testing

Participants indicate arrangements through which the State Employment Service office provides test results to the State vocational rehabilitation agency and arrangements through which the State vocational rehabilitation agency provides employment service counselors and selective placement specialists interpretations of test results obtained by vocational rehabilitation personnel.

Training and Employment

In this section, outline JTPA's relationship to participants to the cooperative agreement. Explain that JTPA promotes services to individuals who have barriers to labor market participation including individuals with disabilities. Identify job training and placement relationships among JTPA, State vocational rehabilitation, and Employment Service. Include descriptions of cooperative and collaborative actions to be undertaken with regard to services to persons with disabilities.

Joint Community Relationships

Participating agencies identify plans for coordinated programs for promoting public understanding about the contributions persons with disabilities make in relation to community life. Indicate that State vocational rehabilitation agencies, the State Employment Service offices, and JTPA, in cooperation with the Governor's Committee on Employment of People with Disabilities, will develop policies and procedures to facilitate the placement in employment of individuals with disabilities, including individuals with severe disabilities.

RESOURCES:

Job Accounting Network (JAN)

In this section, participants to the cooperative agreement describe the JAN service of the President's Committee on Employment of People with Disabilities. The toll free telephone number for questions regarding accommodating individuals with disabilities in the work place is 1-800-JAN-7234.

National Occupational Information Coordinating Committee (NOICC)
State Occupational Information Coordinating Committee (SOICC)

In this section, participants identify methods to utilize occupational and labor market information produced through SOICC and NOICC. SOICC can improve coordination and communication among developers and users of occupational information. Their information systems include computerized databases on occupational and educational information and computer-based systems on occupations and training opportunities. Cooperating agencies are encouraged to stress currency and timeliness in sharing this information.

Targeted Jobs Tax Credits

In this section, outline commitments for State vocational rehabilitation agencies and State Employment Service offices to work cooperatively in certifying job candidates in relation to completing, in a timely fashion, the required paperwork for tax credit services to employers.

TERMINATION

In this section, note that the agreement may be terminated by participants by giving a 30 day notice.

SUPERSESION

In this section, note that the cooperative agreement supersedes any previous agreement among the participating entities.

SIGNATURES:

Participants provide a closing section for signatures of the Directors of all participating agencies.