**School-to-Work Deliverables Schedule**

**July 1, 2017 – June 30, 2018**

The following outlines Contractor deliverables but does not supersede any requirements specified within the School-to-Work Program Contract:

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| **Program Deliverable** | **Due or Frequency of Submission** |
| S2W Student/Agency Agreement | 30 days prior to ensure county authorization. |
| Complete initial Employment Service Plan | The month of the start date on the Student/Agency Agreement Form. Distribute to the County and IAT\* in lieu of 1st Monthly Report |
| One face-to-face contact per participant / Two per participant (Collaborative Model) | Each Month |
| Complete assessment activities | 4 months from the start date indicated on the Student/Agency Agreement Form (5 months Collaborative Model) |
| Complete the S2W Assessment Summary Form | By S2W Billing Due Date. Distribute to the County and IAT |
| Update Employment Service Plan  Complete a S2W Employment Goal Form | The month following the completion of assessment activities  By S2W Billing Due Date. Distribute to the County and IAT in lieu of Monthly Report |
| Consult with the County (and DSHS/DVR Counselor as applicable)  Provide a document of service termination to the participant, maintain in file | Upon considering discontinuance of service  Upon discontinuance of service |
| Distribute S2W Monthly Report to the County and IAT | Each month except the months submitting the initial Employment Service Plan, the S2W Assessment Summary Form, and the S2W Employment Goal Form |
| Submit all employment service information (job start, employer, wages, service termination, etc.) | Each month’s S2W billing and reporting package |
| Submit S2W Exit & CSA Request Form | As identified in S2W Exit & CSA Process (Updated Annually) |

\* The IAT is the student, primary support person, and representatives as available and applicable from the District, DSHS/DDA, DSHS/DVR and other key individuals and agencies supporting the participant to obtain a paid job in the community.