# **TRIAL WORK EXPERIENCE PROCESS**

1. Prior to any determination that an individual with a disability is unable to benefit from vocational rehabilitation services in terms of an employment outcome because of the severity of that individual's disability or that the individual is ineligible for vocational rehabilitation services based on the severity of their disability, the Vocational Rehabilitation (VR) counselor must conduct an exploration of the individual's abilities, capabilities, and capacity to perform in realistic work situations. This is referred to as a Trial Work Experience (TWE).
2. A TWE should only be initiated when there is significant concern by the VR counselor that the individual’s disability or disabilities is/are of such severity that there are no jobs that the individual may be reasonably expected to be successful in, even with appropriate supports. This concern may be based on previous work experiences, medical or psychological information of record, self-report, observation, or other verifiable information.
3. It is important to remember that ***all individuals are presumed*** to be able to benefit in terms of an employment outcome. This includes individuals with the most significant and/or multiple disabilities. A TWE should only be initiated in rare instances when there is a concern that there is no work environment where an individual can be successful because of the severity of their disability.
4. Prior to the initiation of any TWE, the VR counselor must review the case with the VR program administrator and receive the approval of the program administrator. This approval must be documented in the case record.
5. The VR counselor must develop a written plan to periodically assess the individual's abilities, capabilities, and capacity to perform in competitive integrated work situations through the use of trial work experiences, which must be provided in competitive integrated employment settings to the maximum extent possible, consistent with the informed choice and rehabilitation needs of the individual.
6. A TWE plan is developed using the same IPE form as an IPE developed for an individual that is found eligible for services. The TWE plan must be agreed to and signed by the individual with a disability and the VR counselor. The TWE plan must be approved by the VR Program Administrator.
7. The TWE plan must include objectives, timeframes, responsible persons, evaluation of progress timeframes, anticipated services and anticipated start and end dates for services as well as the responsibilities of the individual and the VR counselor.
8. Trial work experiences include supported employment, on-the-job training, and other experiences using realistic integrated work settings.
9. Trial work experiences must be of ***sufficient variety*** and over a ***sufficient period of time*** for the VR counselor to determine that:
10. There is sufficient evidence to conclude that the individual can benefit from the provision of vocational rehabilitation services in terms of an employment outcome; or
11. There is clear and convincing evidence that due to the severity of the individual's disability, the individual is incapable of benefitting from the provision of vocational rehabilitation services in terms of an employment outcome.
12. Sufficient variety indicates that there will be more than one work environment during a TWE if the individual is unsuccessful in the first.
13. Sufficient period of time indicates that the TWE typically occurs over multiple days and the individual is given every opportunity to learn and perform the work tasks with appropriate supports.
14. The VR counselor must provide appropriate supports, including, but not limited to, assistive technology devices and services and personal assistance services, to accommodate the rehabilitation needs of the individual during the trial work experiences.
15. If, at the end of a TWE, the individual demonstrates that they are able to benefit in terms of an employment outcome, the VR counselor should determine the individual eligible for services.
16. If the individual is unsuccessful in the TWE after all of the requirements above are included, then the VR counselor may determine the individual to be ineligible for services based on the severity of their disability. The VR counselor must provide the individual with their Rights and Responsibilities and apprise the individual of their right to appeal the decision by contacting the Client Assistance Program.