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## PARTIAL LIST OF EMPLOYMENT RESOURCES

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### D.C. Government Offices and Resources

#### **D.C. Department on Disability Services (DDS)**

DDS provides innovative high quality services that enable people with disabilities to lead meaningful and productive lives as vital members of their families, schools, workplaces and communities in every neighborhood in the District of Columbia. DDS is the lead District agency assisting residents with disabilities, including people with Intellectual and Developmental Disabilities and their families. DDS has two administrations: the Developmental Disabilities Administration (DDA) and the Rehabilitation Services Administration (RSA).

**Address:** 1125 15th Street, NW, Washington, DC 20005

**Website:** <http://dds.dc.gov>

**Phone:** 202-730-1700

**Email:** [dds@dc.gov](mailto:dds@dc.gov)

#### **Developmental Disabilities Administration (DDA)**

The Developmental Disabilities Administration (DDA) is the public agency responsible for the oversight and coordination of all services and supports provided to qualified persons with intellectual disabilities in the District of Columbia. DDA coordinates home and community services for over 2,000 individuals so each person can live and work in the neighborhood of his or her choosing, and promotes health, wellness and a high quality of life through service coordination and monitoring, clinical supports, and a robust quality management program.

**Address:** 1125 15th Street, NW, Washington, DC 20005

**Phone:** 202-730-1700 (voice); 202-730-1516; 202-730-1843 (fax)

**E-mail:** [dds@dc.gov](mailto:dds@dc.gov)

**Website:** <http://dds.dc.gov/DC/DDS/Developmental+Disabilities+Administration>

#### **D.C. Rehabilitation Services Administration (RSA)**

RSA provides quality comprehensive vocational rehabilitation (VR) and independent living services to eligible individuals with disabilities. RSA services, which include job counseling, development, placement, and retention, assist consumers to prepare for, obtain, and maintain competitive employment.

**Address:** 810 First Street, NE, 10th Floor, Washington, DC 20002

**Phone:** 202-442-8663; 202-442-8400 (Intake Services); 202-442-8600 (TTY/TDD)

**Website:** <http://dds.dc.gov/DC/DDS/Rehabilitation+Services+Administration>

## **D.C. Department of Employment Services - One Stop Career Centers**

D.C. Department of Employment Services (DOES) provides job seekers with a number of employment opportunities. Each center provides career counseling, career planning, resume assistance, direct job placement, classroom and on-the-job training, access to America's Job Bank (both online and via telephone), information about local and national labor markets, unemployment compensation and much more.

**Website:** <http://www.does.dc.gov/does>  
<http://www.does.dc.gov/does/cwp/view,a,1233,q,538261.asp>

**Phone:** 202-724-7000

### **Individual Career Centers:**

- **DC Works! Career Center – Northeast**  
Community College of the District of Columbia, 5171 South Dakota Avenue, NE,  
Second Floor, Washington, DC 20011  
202-576-3092; 202-576-3102 (TTY)
- **DC Works! Career Center – Northwest**  
Frank D. Reeves Municipal Center, 2000 14<sup>th</sup> Street, NW, Third Floor,  
Washington, DC 20009  
202-442-4577
- **DC Works! Career Center – Southeast**  
3720 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032  
202-741-7747
- **DC Works! Career and Information Center - CVS Pharmacy Training Facility**  
4049 South Capitol Street, SW, Washington, DC 20032  
202-645-4000; 202-645-0022 (TTY)
- **DC Works! Career and Information Center, U.S. Veterans Affairs** (veterans only)  
1722 I Street, NW, Room 335, Washington, DC 20421
- **DC Works! Career and Information Center - DOES Headquarters**  
4058 Minnesota Avenue, NE, Washington, DC 20019  
202-724-7000
- **DC Works! Career and Information Center - King Greenleaf Facility**  
201 N Street, SW, Washington, DC 20024

202-724-2050; 202-724-1409 (TTY)

- **DC Works! Career and Information Center - Business Opportunity Workforce Development Center**  
2311 Martin Luther King, Jr. Avenue, SE, Washington, DC 20020  
202-645-8625
- **Franklin Street One-Stop Career Center**  
1500 Franklin St, NE, Washington, DC 20018  
202-724-7000 (voice); 202-645-0019 (TTY)
- **Naylor Road One-Stop Career Center**  
2626 Naylor Rd, SE, Washington, DC 20020  
202-724-7000 (voice)
- **Emery One-Stop Career and Information Center**  
5701 Georgia Ave, NW, Washington, DC 20011  
202-576-5230 (voice); 202-576-5684 (fax); 202-576-5687 (TTY)

### **Mayor's Summer Employment Initiative**

Provides an array of summer enrichment experiences in a range of industries. This short-term employment and training program provides thousands of District youth, ages 14-21, with an opportunity to gain practical experience and be compensated. Youth participants are paid the federal minimum wage.

**Address:** 625 H St, NE, 1st Floor, Washington, DC 20002

**Phone:** 202-698-3492 (voice)

**Website:** <http://does.dc.gov/does/cwp/view%2Ca%2C1232%2Cq%2C537757.asp>

### **One City Hire**

One Hire is an employer-driven hiring initiative with the goal of putting District residents back to work. One City One Hire is an innovative economic development strategy that serves as a catalyst to jump-start Mayor Gray's pledge to put all unemployed District residents—in every Ward of the city—back to work.

**Address:** Department of Employment Services, 4058 Minnesota Ave., NE, Washington, DC 20019

**Phone:** 202-727-WORK/9675 (Job Seekers); 202-698-5141 (Hiring Partners)

**Website:** <http://onecityonehire.org/>

## **D.C. Community Organizations**

### **DC Partners in Transition**

DC Partners in Transition is a group of DC stakeholders who are committed to improving the ability of DC youth with special needs and disabilities to successfully transition into education, employment, and independence.

**E-mail:** [info@dctransition.org](mailto:info@dctransition.org)

**Website:** <http://www.dctransition.org/>

### **ICON Community Services**

Provides supported employment services and community living supports to end the segregation of and discrimination against people with disabilities. Provides technical assistance and community education and conducts research and demonstration projects.

**Address:** 1240 N. Pitt St, Suite LL, Alexandria, VA 22314

**Phone:** 703-548-4048 (voice) | 703-548-0198 (fax)

**E-mail:** [info@iconservices.org](mailto:info@iconservices.org)

**Website:** <http://www.iconservices.org/>

### **Job Corps**

Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible youth at least 16 years of age, Job Corps provides the all-around skills needed to succeed in a career and in life.

**Address:** 200 Constitution Ave, NW, Suite N4463, Washington, DC 20210

**Phone:** 202-693-3000 (voice) | 877-889-JOBS (TTY)

**E-mail:** [national\\_office@jobcorps.gov](mailto:national_office@jobcorps.gov)

**Website:** <http://www.jobcorps.gov/>

### **Goodwill of Greater Washington**

Goodwill of Greater Washington provides vocational services and employment to individuals with disabilities and those who are disadvantaged. Goodwill of Greater Washington is a member of the National Youth Transitions Collaborative, a community of organizations that share the goal of empowering youth and young veterans with disabilities to create a self-directed path to adulthood and employment.

**Address:** 2200 South Dakota Avenue NE, Washington, DC 20018

**Phone:** (202) 636-4225

**Website:** [www.dcgoodwill.org](http://www.dcgoodwill.org)

## **National Youth Transitions Center (NYTC)**

National Youth Transitions Center (NYTC) is a collaborative learning community to benefit youth and young veterans with disabilities. The NYTC assists youth and young veterans with disabilities in creating and living a self-directed path to adulthood and employment. Programming within the Center focuses on the following five areas: youth development and leadership, career exploration and development, family supports and advocacy, research and evaluation, and inclusion.

**Address:** 2013 H Street NW., Washington, DC 20006

**Phone:** 202-454-1220

**Website:** <http://www.thenytc.org>

## **Art Enables**

Art Enables is an arts-and-enterprise program for teens and young adults with developmental and/or mental disabilities from throughout DC. If you become an Art Enables participant: You come to the studio on scheduled days to create and market your own art under the guidance of professional artist-instructors. Your artwork is exhibited and sold in shows at the studio via retailers around the city and at galleries, markets, and special events throughout the region.

**Address:** 2204 Rhode Island Avenue, NE, Washington, DC 20002

**Phone:** 202-554-9455 (voice); 202-554-9456 (fax)

**E-mail:** [mcliniger@art-enables.org](mailto:mcliniger@art-enables.org)

**Website:** <http://www.art-enables.org/>

## **Columbia Lighthouse for the Blind**

Helps the blind or visually impaired population of the greater Washington region overcome the challenges of vision loss, enabling them to remain independent, active, and productive. Programs and services include training and consultation in assistive technology, employment marketing skills training, career placement services, comprehensive low-vision care, and a wide range of counseling and rehabilitation services.

**Address:** 1825 K St, NW, Suite 1103, Washington, DC 20006

**Phone:** 202-454-6400 (voice); 202-454-6401 (fax)

**Website:** <http://www.clb.org/>

## **Kennedy Center**

The Kennedy Center offers several types of internships and fellowships for individuals at varying stages in their arts administration careers. Programs specifically for individuals with disabilities are listed below. Information about other opportunities at the Center that are open to everyone, with or without disabilities, is available under the Kennedy Center's Arts Management programs.

**Address:** 2700 F St, NW, Washington, DC 20566  
**Phone for the Office for Accessibility:** 202-416-8727 (voice); 202-416-8728 (fax)  
**Website:** <http://www.kennedy-center.org/accessibility/career.cfm>

### **Lt. Joseph P. Kennedy Institute**

The Kennedy Institute works with teens and young adults with developmental disabilities to provide a broad array of education, therapeutic, employment, and community living programs.

**Address:** 801 Buchanan St, NE, Washington, DC 20017  
**Phone:** 202-529-7600 (voice); 202-529-2028 (fax)  
**Website:** <http://www.catholiccharitiesdc.org/page.aspx?pid=362>

### **Marriott Foundation – Bridges from School to Work**

Bridges from School to Work develops and supports mutually beneficial job placements to meet the workforce needs of local employers and the vocational goal of young people. The Foundation was established to enhance employment opportunities for young people with disabilities. It also supports to distribute goods and services to transitioning youth through the LEAP Awards program.

**Address:** 10400 Fernwood Road, Bethesda, MD 20817  
**Phone:** (301) 380-7771 (voice); (301) 380-8973 (fax); (301) 380-6600 (TTY)  
**E-mail:** [Shelby.Hill@marriott.com](mailto:Shelby.Hill@marriott.com)  
**Website:** <http://www.bridgestowork.org/>

### **Melwood**

Offers services that enable people with developmental disabilities to take part in normal community life. Career and job training programs provide work options and career goals. Melwood contract sites with the federal government provide good wages and benefits.

**Address:** 5606 Dower House Rd, Upper Marlboro, MD 20772  
**Phone:** 301-599-8000 (voice)  
**Website:** <http://www.melwood.org/>

### **Montgomery Works**

Offers a variety of job-search tools and services: resource room, workshops, trained staff, information about jobs in demand, access to job openings through Maryland Workforce Exchange, an internet-based program and other job databases.

**Address:** 11002 Veirs Mill Rd, South Office Bldg, 1st Floor, Wheaton, MD 20902  
**Phone:** 301-946-1806 (voice) | 301-933-4427 (fax); 301-962-4083 (TTY)  
**Website:** <http://www.montgomeryworks.com/>

### **National Children's Center**

Provides comprehensive and innovative services for children and adults with developmental disabilities in the District of Columbia and Maryland, including early intervention, schools, employment, adult day and residential programs.

**Address:** 6200 Second St, NW, Washington, DC 20011

**Phone:** 202-722-2300 (voice); 202-722-2383 (fax)

**Website:** <http://www.nccinc.org/>

### **National Children's Center SE Campus**

**Address:** 3400 Martin Luther King Jr. Ave, SE, Washington, DC 20032

**Phone:** 202-279-4945 (voice)

**Website:** <http://www.nccinc.org/>

### **New View, LLC**

New View, LLC establishes relationships with children, young adults, adults, and their families and/or educational support team to determine relevant, individualized, and client-centered recommendations related to education, work, self-care, and leisure. It provides therapeutic services across the lifespan to create meaningful life experiences that help to improve independence and confidence in education, work, self-care, and leisure activities. It also provides occupational therapy treatment and evaluation in addition to vocational, career guidance, and assessment.

**Address:** 966 Hungerford Dr, Suite 7, Rockville, MD 20850

**Phone:** 240-535-4036 (voice)

**E-mail:** [contact@newviewot.com](mailto:contact@newviewot.com)

**Website:** <http://www.newviewot.com/>

### **New Vision Photography Program, Inc.**

Supported employment and long-term follow-along services in the photography industry and community inclusion for adults with intellectual and developmental disabilities, introducing them to a creative world of digital photography, entrepreneurship programs, and One-Hour Photo Mini Lab training and employment.

**Address:** 680 Rhode Island Ave, NE, Suite H4, Washington, DC 20002

**Phone:** 202-269-6723 (voice) | 202-269-6724 (fax)

**E-mail:** [newvisionphoto@aol.com](mailto:newvisionphoto@aol.com)

**Website:** <http://www.newvisionphotoprogram.com/>

## **St. John's Community Services**

The mission of SJCS-DC is "Advancing community supports and opportunities for people living with disabilities". SJCS-DC is predicated on the tenets that all individuals have the inalienable rights and abilities to be viable, participating, economically and socially empowered members of society. To this end the services and operations of SJCS-DC are designed to promote the full community inclusion of individuals with disabilities through a process that is person centered and demonstrates the utmost respect, dignity and value for individuals with disabilities and their families. SJCS-DC seeks to empower individuals with disabilities and their families through the provision of training, information, experiences, and support that further their capabilities and independence. To this end SJCS-DC stresses choices and meaningful decision making by individuals with disabilities throughout service delivery planning and implementation.

**Address:** 2201 Wisconsin Ave, NW, Suite 120, Washington, DC 20007

**Phone:** 202-274-3460 (voice); 202-337-5459 (fax)

**E-mail:** [aginsberg@sics.org](mailto:aginsberg@sics.org)

**Website:** <http://www.sics.org/>

## **ART Options**

ART Options is an arts-infused program designed to support the development of vocational, social and life management skills for people with disabilities ages 16 and older in Washington, DC. Consistent with other St. John's Community Services' programs, ART Options operates in community settings in which participants enhance their personal and professional skills and prepare for and attain careers in the art field. ART Options focuses on applied, fine arts and digital design instruction, internships and jobs, public programming, museum and gallery visits, and the development of salesmanship and communications skills guided by the participant's goals.

**E-mail:** [msellers@sics.org](mailto:msellers@sics.org)

**Website:** <http://www.sics.org/pages/art-options>

## **Seeds of Tomorrow**

This is a transitional school that offers academic remediation, life skills classes, and a summer program. Job coaches, therapists, and teachers are available to work on social skills in the workplace and to supervise job experiences for resume building.

**Address:** 2041 Martin Luther King Jr. Ave, SE, Suite M1, Washington, DC 20020

**Phone:** 202-747-7530 (voice); 1-866-338-1588 (fax)

**Website:** <http://www.theseedsoftomorrow.org/>

## **SOC Enterprises, Inc.**

Assists, supports, and empowers people with disabilities to achieve employment, independence, and integration in the workplace and in the community. SOC provides a variety of labor-intensive services to meet both regional and national needs and employs almost 300



people with disabilities each year who want to learn job skills, become employed, and live as independently as possible.

**Address:** 750 South 23rd Street, Arlington, Virginia 22202

**Phone:** (703) 521-4441

**E-mail:** [kferris@socent.org](mailto:kferris@socent.org)

**Website:** <http://www.socent.org/>

### **United Cerebral Palsy of Washington, DC and Northern Virginia**

United Cerebral Palsy of Washington, DC and Northern Virginia operates a prevocational day treatment program for young adults with developmental disabilities.

**Address:** 3135 8th St, NE, Washington, DC 20017

**Phone:** 202-269-1500 (voice)

**Website:** <http://www.ucpdc.org/>

### **Youth Empowerment Resource Center**

This center sponsors community groups for teens and young adults with disabilities. It also provides information on adult disability services and trains teens and young adults to explore advocacy opportunities.

**Address:** 1010 Wisconsin Ave, NW, Suite 340, Washington, DC 20007

**Phone:** 202-338-7153 (voice)

**Website:** <http://www.youth-project.org/>

## **Federal Legislation and Resources**

### **Americans with Disabilities Act (ADA)**

The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications.

**Website:** <http://www.ada.gov/>

### **Title I of the ADA**

Title I focuses on employment. Employers must provide reasonable accommodations to protect the rights of individuals with disabilities in all aspects of employment. Possible accommodations may include restructuring jobs, altering the layout of workstations, or modifying equipment.

Employers may not discriminate in the application process, hiring, wages, benefits, and all other aspects of employment.

**Website:** <http://adata.org/Static/TitleI.html>

## **Title II of the ADA**

Title II focuses on public services. Public services, which include state and local government instrumentalities, the National Railroad Passenger Corporation (AMTRAK), and other commuter authorities, cannot deny services to people with disabilities or deny participation in programs or activities that are available to people without disabilities. In addition, public transportation systems, such as public transit buses, must be accessible to individuals with disabilities.

**Website:** <http://adata.org/Static/TitleII.html>

## **The ADA: Your Employment Rights as an Individual with a Disability**

This booklet explains the part of the ADA that prohibits job discrimination. This part of the law is enforced by the U.S. Equal Employment Opportunity Commission and State and local civil rights enforcement agencies that work with the Commission.

**Website:** <http://www.eeoc.gov/facts/ada18.html>

## **ADA National Network**

The ADA National Network provides information, guidance and training on the Americans with Disabilities Act (ADA), tailored to meet the needs of business, government and individuals at local, regional and national levels. The ADA National Network consists of ten Regional ADA National Network Centers located throughout the United States that provides personalized, local assistance to ensure that the ADA is implemented wherever possible. The Mid-Atlantic Region (DC, DE, MD, PA, VA, and WV) office is hosted at TransCen in Rockville, MD.

**Address:** 401 N. Washington Street, Suite 450, Rockville, MD 20850

**Phone:** 800-949-4232 (V/TTY); 301-217-0124 (V/TTY); 301-251-3762 (fax)

**Website:** <http://adata.org/Static/Home.html>

## **Workforce Investment Act of 1998 (WIA)**

The Workforce Investment Act (WIA) reforms the federal job training programs and creates a new comprehensive approach providing workforce investment activities through statewide and local systems. Authorized workforce investment activities provided at the local level benefit job seekers, dislocated workers, youth, incumbent workers, new entrants to the workforce, veterans, persons with disabilities, and employers. These activities promote an increase in the employment, job retention, earnings, and occupational skill attainment by participants. This

improves the quality of the workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the nation.

**Website:** <http://www.doleta.gov/usworkforce/wia/act.cfm>

The Act consists of Title I (adults, dislocated workers, and youth), Title II (adult education and literacy), Title III (workforce investment-related activities), Title IV (vocational rehabilitation), and Title V (general provisions). WIA Title I includes three main funding streams distributed to states: adult, dislocated worker, and youth.

### **Title I of the WIA**

Title I authorized the new Workforce Investment System. “State workforce investment boards will be established and States will develop five-year strategic plans. Governors will designate local ‘workforce investment areas’ and oversee local workforce investment boards. New youth councils will be set up as a subgroup of the local board to guide the development and operation of programs for youth. Customers will benefit from a ‘One-Stop’ delivery system, with career centers in their neighborhoods where they can access core employment services and be referred directly to job training, education, or other services.

Title I requires that standards for success be established for organizations that provide training services and outlines a system for determining their initial eligibility to receive funds. It establishes the funding mechanism for States and local areas, specifies participant eligibility criteria, and authorizes a broad array of services for youth, adults, and dislocated workers. It also authorizes certain statewide activities and a system of *accountability* to ensure that customer needs are met.

### **Section 188 of the WIA**

Section 188 of the Workforce Investment Act of 1998 (WIA) prohibits discrimination against applicants, employees and participants in WIA Title I-financially assisted programs and activities, and programs that are part of the One-Stop system, on the ground of age. In addition, WIA prohibits discrimination on the grounds of race, color, religion, sex, national origin, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIA Title I-financially assisted program or activity. Section 188 of WIA is enforced by the Civil Rights Center.”

**Website:** <http://www.dol.gov/oasam/regs/statutes/sec188.htm>

### **Title IV of the WIA (Vocational Rehabilitation Program)**

State rehabilitation agencies are responsible for statewide vocational rehabilitation programs. Services are provided to people with disabilities based on Individualized Plan for Employment (IPE). Transition services for youth are an allowable activity. In accordance with a state plan

approved by the federal government, vocational rehabilitation services are provided through local offices of state agencies and through community-based organizations, often referred to as community rehabilitation programs, under contractual arrangements with the state agencies.

To be eligible for vocational rehabilitation services, an individual must: have a physical or mental impairment that results in a substantial impediment to employment; be able to benefit from receiving vocational rehabilitation services; and require vocational rehabilitation services to prepare for, secure, retain or regain employment. There are no statutory age requirements under the vocational rehabilitation program.

### **Sections 501 and 505 of the Rehabilitation Act of 1973**

Sections 501 and 505 of the Rehabilitation Act make it illegal to discriminate against a qualified person with a disability in the federal government. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

**Website:** <http://www.eeoc.gov/laws/statutes/rehab.cfm>

### **Section 503 of the Rehabilitation Act**

Section 503 requires affirmative action and prohibits employment discrimination by Federal government contractors and subcontractors with contracts of more than \$10,000.

**Website:** [http://www.dol.gov/ofccp/regs/compliance/ca\\_503.htm](http://www.dol.gov/ofccp/regs/compliance/ca_503.htm)

### **Section 504 of the Rehabilitation Act**

Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service. Each Federal agency has its own set of section 504 regulations that apply to its own programs.

**Website:** <http://www.dol.gov/oasam/regs/statutes/sec504.htm>

### **Section 508 of the Rehabilitation Act**

Section 508 of the Rehabilitation Act was enacted to eliminate barriers in information technology, to make new opportunities available for people with disabilities, and to encourage

development of technologies that will help achieve these goals. This website lets you read Section 508 of the Rehabilitation Act.

**Website:** <http://www.section508.gov/index.cfm?fuseAction=AboutUs>

### **Serving Youth with Disabilities under the Workforce Investment Act of 1998: The Basics (from NCWD/Youth)**

This information brief is for anyone who interacts with youth with disabilities and would like to know about the programs under the Workforce Investment Act of 1998. The brief provides background on those parts of the Workforce Investment Act that cover service to youth so that youth, families, and service providers can better connect to the workforce development system.

**Website:** <http://www.ncwd-youth.info/information-brief-04>

### **Fair Labor Standards Act**

There is a provision in the Fair Labor Standards Act which allows employers to pay workers with disabilities less than the minimum wage for work performed. It is section 14(C). Find out about it here:

**Website:** <http://www.dol.gov/elaws/esa/flsa/14c/18.htm>

### **Social Security Act**

The Social Security Act and related laws establish a number of programs that to provide for the material needs of individuals and families; to protect aged and disabled persons against the expenses of illnesses that may otherwise use up their savings; to keep families together; and to give children the chance to grow up healthy and secure.

### **Compilation of the Social Security Laws**

**Website:** [http://www.ssa.gov/OP\\_Home/ssact/comp-ssa.htm](http://www.ssa.gov/OP_Home/ssact/comp-ssa.htm)

### **The Social Security Handbook**

The Social Security Handbook includes the provisions of the Social Security Act (the Act), regulations issued under the Act, and precedential case decisions (rulings). It is one of numerous publications about the Social Security programs. It is a readable, easy to understand resource for the very complex Social Security programs and services.

**Website:** [http://www.ssa.gov/OP\\_Home/handbook/handbook.html](http://www.ssa.gov/OP_Home/handbook/handbook.html)

### **The Red Book**

This publication is a general reference guide for Social Security Administration beneficiaries and

employment. It explains Work Incentives, State Vocational Rehabilitation providers, Protection and Advocacy for Beneficiaries of SSA, the Disability Program Navigator, the Employer Assistance and Recruiting Network, Individual Development Account, Temporary Assistance to Needy Families, and Assets for Independent Act Grants. The menu is easy to navigate, and the book has a lot of useful information in English and in Spanish.

**Website:** <http://www.socialsecurity.gov/redbook/index.html>

### **PASS Cadre Locator (Plan for Achieving Self Support)**

Plan for Achieving Self-Support (PASS) lets you spend or save income (other than SSI income) and/or resources for employability investments and work expenses that SSA agrees will help you move toward a goal that will make you financially more self-supporting. (SSA calls such a goal an "occupational goal.")

**Phone:** 866-667-7698 ext 12639 or 12640

**Website:** <http://www.ssa.gov/disabilityresearch/wi/passcadre.htm>

### **Ticket to Work Employment Network Directory**

The Ticket to Work and Self-Sufficiency Program is the centerpiece of the Ticket to Work and Work Incentives Improvement Act of 1999. This program provides Social Security beneficiaries with disabilities more choices for receiving employment services. Under this program, Social Security issues symbolic Tickets to eligible beneficiaries who, in turn, may assign those Tickets to an Employment Network (EN) of their choice to obtain employment services, vocational rehabilitation services, or other support services necessary to maximize their economic self-sufficiency through work opportunities. An EN can help you with free career counseling, job placement, and then ongoing support once you have started working.

**Phone:** 1-866-949-3687 (voice); 1-866-833-2967 (TDD)

**Website:** <http://www.yourtickettowork.com/endir>

### **Social Security Online - Work Incentives - General Information**

From Social Security Administration, this web page explains what a social security work incentive is and who qualifies for it.

**Website:** <http://www.ssa.gov/disabilityresearch/wi/generalinfo.htm>

### **The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212).**

In order to promote the policy of "the maximum of employment and job advancement opportunities within the Federal Government for disabled veterans and certain veterans of the

Vietnam era and of the post-Vietnam era who are qualified for such employment and advancement," this act placed into law the provisions of the Executive Order authorizing the noncompetitive appointment of Vietnam era veterans under Veterans' Recruitment Appointment (VRA). The act also ensures all veterans are considered for employment under merit system rules and requires a separate affirmative action plan for the hiring, placement, and advancement of disabled veterans. Please note, however, this law does not provide any preferences to disabled veterans or to veterans of the Vietnam era.

### **The Veterans Education and Employment Program Amendments of 1991**

This act requires expanded job opportunities for veterans and disabled veterans through the (VRA), 38 U.S.C. Section 4314.

### **The Civil Service Reform Act of 1978**

This act requires "fair and equitable" treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disabling condition.

### **5 U.S.C. Sections 3312 and 3318**

These sections require any disqualification, non-selection, or passing over of a veterans' preference eligible applicant for medical reasons be approved by the Office of Personnel Management before the position can be filled. This includes an agency medical disqualification of a 30 percent or more disabled veteran for assignment to another position in a reduction in force. A non-preference eligible who is disqualified for medical reasons also has the right to a higher level review of the determination in the agency as stated in OPM regulation Code of Federal Regulations (CFR) Title 5, Section 339.306.

### **The Architectural Barriers Act**

This act is enforced by the Access Board, and requires buildings and facilities be accessible to people with disabilities if they were constructed or altered by, or on behalf of, the Federal Government or with certain Federal funds, or leased for occupancy by Federal agencies, after 1968. When individuals with disabilities are unable to use a building because there are no accessible parking spaces, no curb ramps, no ramps at the entrance, no accessible rest rooms, no accessible drinking fountains, no raised lettering on signs, or other barriers exist, they may file a complaint with the Access Board.

### **The Pregnancy Discrimination Act**

This act amended Title VII of the Civil Rights Act of 1964 to prohibit sex discrimination on the basis of pregnancy, childbirth, or related medical conditions. This amendment requires employers treat pregnancy and related conditions in the same manner as any other short-term disability.

## **The Family and Medical Leave Act of 1993 (5 U.S.C. Section 6382)**

This act requires Federal agencies and departments to allow employees to take up to twelve weeks of leave without pay, provided the employee or a member of his or her immediate family (spouse, son, daughter, or parent) has a serious health condition and the employee meets several other statutory criteria. The leave may be taken intermittently or on a reduced leave schedule when medically necessary. Agencies may require the employee to transfer temporarily to another position under certain circumstances.

## **Equal Opportunity Employment Commission**

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered. The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

**Phone:** 1-800-669-4000 (voice); 202-419-0740 (fax); 1-800-669-6820 (TTY)

**E-mail:** [info@eoc.gov](mailto:info@eoc.gov)

**Website:** <http://www.eoc.gov/index.cfm>

## **Frequently Asked Questions about Employment Discrimination (from the OPM)**

This is a list of frequently asked questions about discrimination of individuals with disabilities in the workforce.

**Website:** <http://www.opm.gov/DISABILITY/FAQs.asp>

## **Questions & Answers about Persons with Intellectual Disabilities in the Workplace and the Americans with Disabilities Act**

**Website:** [http://www.eoc.gov/facts/intellectual\\_disabilities.html](http://www.eoc.gov/facts/intellectual_disabilities.html)

## **Office of Disability Employment Policy (ODEP)**

**ODEP** is a sub-cabinet level policy agency in the Department of Labor. It provides national leadership by developing and influencing disability employment-related policies and practices affecting an increase in the employment of people with disabilities.

**Address:** 200 Constitution Ave., NW Washington DC 20210

**Phone:** Voice 1-866-ODEP-DOL (633-7365); TTY 1-877-889-5627

**Website:** <http://www.dol.gov/odep/>



## **E-laws: Disability Non-Discrimination Law Advisor**

The US Department of Labor has a great new tool to help employees and employers understand which non-discrimination laws may apply to their business or organization. It also provides links to detailed information on the requirements of the laws.

**Website:** <http://www.dol.gov/elaws/odep.htm>

## **ODEP's Integrated Employment Toolkit**

ODEP has developed this Integrated Employment Toolkit to provide valuable information as individuals, community employment agencies, policymakers and others pursue integrated employment as the desired employment goal for youth and adults with disabilities. The Toolkit includes practical and, in some cases, adaptable information and documents to facilitate the movement of states, organizations and, most importantly, youth and adults to integrated employment as their primary option for employment.

**Website:** <http://www.dol.gov/odep/ietoolkit/>

## **ODEP Research and Technical Assistance Centers**

To develop and influence disability employment-related policies and practices, ODEP sponsors the four research and technical assistance resources that follow:

### **National Collaborative on Workforce and Disability for Youth (NCWD-Youth)**

The National Collaborative on Workforce and Disability for Youth assists state and local workforce development systems to better serve youth with disabilities.

**Address:** 4455 Connecticut Avenue NW, Suite 310, Washington, DC 20008

**Phone:** 877-871-0744 (voice); 877-871-0665 (TTY)

**Website:** <http://www.ncwd-youth.info/>

### **Employer Assistance and Resource Network (EARN)**

The Employer Assistance and Resource Network (EARN) is a resource for employers seeking to recruit, hire, and retain qualified employees with disabilities.

**Website:** <http://askearn.org/>

### **Job Accommodation Network (JAN)**

The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues. Working toward practical solutions that benefit both employer and employee, JAN helps people with disabilities

enhance their employability, and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace.

**Phone:** (800)526-7234 (Voice); (877)781-9403 (TTY)

**Website:** <http://askjan.org/index.html>

### **National Technical Assistance and Research Center to Promote Leadership for Increasing the Employment and Economic Independence of Adults with Disabilities (NTAR Leadership Center)**

The NTAR Leadership Center conducts research, analysis and demonstration initiatives to increase employment and training opportunities for adults with disabilities through policy development focused on public and private workforce systems.

**Address:** 30 Livingston Ave., New Brunswick, NJ 08901

**Phone:** 732-932-4100 x6330

**E-mail:** [NTAR@rci.rutgers.edu](mailto:NTAR@rci.rutgers.edu)

**Website:** <http://www.ntarcenter.org/>

### **Disability.gov**

Disability.gov is the federal government website for comprehensive information on disability programs and services in communities nationwide. The site links to more than 14,000 resources from federal, state and local government agencies; academic institutions; and nonprofit organizations. You can find answers to questions about everything from Social Security benefits to employment to affordable and accessible housing. Below is the link for the employment page.

**Website:** <https://www.disability.gov/employment>

## **National Centers and Organizations**

### **TransCen, Inc.**

From the individual workplace to statewide and national systems, TransCen is dedicated to improving career development and community participation of all people with disabilities. This organization operates local employment service programs as well as develops, implements, and researches initiatives that have national impact. Its principals conduct training, provide technical assistance, and conduct research on special education, disability employment, career and workforce development, and the Americans with Disabilities Act. It has been and continues to be affiliated with a broad range of national career development and employment initiatives,

while regularly designing and coordinating improved local implementation of career preparation programs for youth and adults with disabilities.

**Address:** 401 N. Washington Street, Suite 450, Rockville, MD 20850

**Phone:** 301-424-2002(voice); 301-217-0124 (TTY); 301-251-3762 (fax)

**Website:** <http://www.transcen.org/>

## **NISH (Employment Opportunities for People with Blindness and Severe Disabilities)**

NISH is a national nonprofit agency whose mission is to create employment opportunities for people with significant disabilities by securing federal contracts through the AbilityOne Program for its network of community-based, nonprofit agencies.

**Address:** 8401 Old Courthouse Road, Vienna, Virginia 22182

**Phone:** 571-226-4660 (voice); 703-849-8916 (fax)

**E-mail:** [info@nish.org](mailto:info@nish.org)

**Website:** <http://www.nish.org/>

## **APSE (Association for Persons in Supported Employment)**

APSE is the only national organization with an exclusive focus on integrated employment and career advancement opportunities for individuals with disabilities. APSE is a growing national non-profit membership organization, founded in 1988 as the Association for Persons in Supported Employment, now known as APSE.

**Address:** 416 Hungerford Dr., Suite 418, Rockville, MD 20850

**Phone:** 301-279-0060; 301-279-0075 (fax)

**Website:** <http://apse.org/chapters/presidents.cfm>

## **TASH**

TASH is an international leader in disability advocacy. Founded in 1975, TASH advocates for human rights and inclusion for people with significant disabilities and support needs – those most vulnerable to segregation, abuse, neglect and institutionalization. TASH works to advance inclusive communities through advocacy, research, professional development, policy, and information and resources for parents, families and self-advocates. The inclusive practices TASH validates through research have been shown to improve outcomes for all people.

**Address:** 1001 Connecticut Ave., NW, Suite 235, Washington, DC 20036

**Phone:** 202-540-9020, Fax: 202-540-9019

**E-mail:** [info@TASH.org](mailto:info@TASH.org)

**Website:** <http://tash.org/>

## **Employment and Disability Institute at Cornell University**

Since 1968, researchers and practitioners at the Cornell ILR School with expertise in disability have helped companies, labor organizations, government agencies, schools, and communities throughout the United States and abroad to accommodate and integrate individuals with disabilities. The EDI team engages in research and produces scholarly articles, develops training materials, conducts training sessions domestically and internationally, and offers technical assistance on a wide array of disability-related matters.

**Address:** 201 Dolgen Hall, Ithaca, New York 14853-3201

**Phone:** 607-255-7727 (Voice); 607-255-2891 (TTY); 607-255-2763 (Fax)

**Website:** <http://www.ilr.cornell.edu/edi/>

## **Additional Resources**

### **“Independence” Policy Tutorial**

#### **From the Cornell University ILR – School of Industrial and Labor Relations**

This online policy primer summarizes the wide range of Federal programs and policies that influence the employment of people with disabilities, with a specific focus on the eligibility rules of those programs and how those rules affect the decisions of people with disabilities. This policy primer encompasses five sections as follows: legislation, agencies, government programs, tax policies, and research.

**Website:** [http://www.ilr.cornell.edu/edi/independence/pol\\_tut.htm](http://www.ilr.cornell.edu/edi/independence/pol_tut.htm)

### **Congressional Internship Program for Individuals with Intellectual Disabilities**

This is a program through George Mason LIFE that brings students and coaches to a House office for 2 hours a week.

**Website:** <http://cha.house.gov/congressional-internship-program-individuals-intellectual-disabilities>

### **Diversity World**

A web listing of selected resources for people with disabilities.

**Website:** <http://www.diversityworld.com/Disability/career.htm>

### **Ability Jobs**

The goal of ABILITYJobs and JobAccess is to enable people with disabilities to enhance their professional lives by providing a dedicated system for finding employment. By posting job

opportunities, or searching resumes, employers can find qualified persons with disabilities as well as demonstrate their affirmative action and open door policies.

**Address:** ABILITY Mail Center, PO Box 10878, Costa Mesa, CA 92627

ABILITYJobs - ABILITYResumes – JobAccess, 8941 Atlanta Ave., HB, CA 92646

**Website:** <http://www.jobaccess.org/>

### **Job Fairs Live!**

This is an online career fair where local job seekers and employers can interact with each other in a live, 3-D virtual environment.

**Website:** [http://washingtondc.employmentguide.com/browse\\_jobfairs.html](http://washingtondc.employmentguide.com/browse_jobfairs.html)

### **Quality Mall Employment Store**

From Qualitymall.org, The Employment Store features noteworthy practices in the many different areas of employment and jobs. It hosts information on employment policy, employment tools, information for employers, self-employment and business ownership information.

**Website:** <http://www.qualitymall.org/directory/store1.asp?storeid=22&code=7810&id=>

### **Partners in Employment**

This course created by Partners in Policymaking to give you the practical skills you need to find real, competitive employment in your community. Throughout the site, you'll learn how other people with disabilities have overcome common obstacles to find jobs and succeed in the workplace.

**Website:** <http://www.partnersinpolicymaking.com/employment-ez/>

### **Making Your Case**

This booklet offers techniques and insights to assist you in your lobbying.

**Website:** [http://www.mnddc.org/extra/publications/Making\\_Your\\_Case.pdf](http://www.mnddc.org/extra/publications/Making_Your_Case.pdf)

### **Skills to Pay the Bills**

"Skills to Pay the Bills: Mastering Soft Skills for Workplace Success," is a curriculum developed by ODEP focused on teaching "soft" or workforce readiness skills to youth, including youth with disabilities. Created for youth development professionals as an introduction to workplace interpersonal and professional skills, the curriculum is targeted for youth ages 14 to 21 in both in-school and out-of-school environments. The basic structure of the program is comprised of modular, hands-on, engaging activities that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism.

**Website:** <http://www.dol.gov/odep/topics/youth/softskills/>

### **Guideposts for Success**

The transition from youth to adulthood is challenging for almost every young person. This is particularly true for young people with disabilities. Yet, it is in those crucial transition-age years that a young person's future can be determined. Part of a successful future includes finding and keeping work. The total employment rate is projected to increase by 15% in the first decade of the twenty-first century. Employment in occupations that generally require a college degree or other postsecondary credential is projected to grow much faster than other jobs across all occupations. Jobs requiring work-related training will still account for the majority of the new positions.

**Website:** <http://www.ncwd-youth.info/guideposts>

### **The 411 on Disability Disclosure: A Workbook for Families, Educators, Youth Service Professionals, and Adult Allies Who Care About Youth with Disabilities**

Adults in the lives of young people with both visible disabilities and those with disabilities that are not apparent to others can benefit from using this workbook. This workbook helps adults make informed decisions about teaching a young man or woman about his or her rights and responsibilities in disclosing his or her disability, a decision that will affect the young person's educational, employment, and social life. This workbook will help adults learn how to support a young person with a disability as he or she takes steps in becoming more independent and self-sufficient. In fact, making the personal decision to disclose a disability can make the young person more confident in himself or herself and the choices he or she makes.

**Website:** <http://www.ncwd-youth.info/411-on-disability-disclosure-for-adults>

### **Career Exploration in Action: An Innovative Strategies Practice Brief**

This Innovative Strategies Practice Brief provides practical examples and resources used by promising and exemplary youth programs to engage youth in career exploration. The youth programs and school systems featured in this brief have been recognized by NCWD/Youth as Innovative Strategies.

**Website:** <http://www.ncwd-youth.info/innovative-strategies/practice-briefs/career-exploration-in-action>

### **Helping Youth Build Work Skills for Job Success: Tips for Parents and Families**

This NCWD/Youth InfoBrief addresses the need for youth to acquire work skills and offers strategies parents and families can use to work with their youth to develop skills that lead to success on the job. This InfoBrief also includes information on how to incorporate work skill development into school documents, such as the Individualized Education Program and the Summary of Performance.

**Website:** <http://www.ncwd-youth.info/information-brief-34>

### **Road to Self-Sufficiency: A Guide to Entrepreneurship for Youth with Disabilities**

This guide was developed to serve as a resource for organizations working with youth on career exploration and employment options, and policymakers who support youth programs through policy and practice. The Guide shows how entrepreneurship education can be implemented in programs and offers suggestions on how to introduce self-employment as an option for all youth, including youth with disabilities.

**Website:** <http://www.ncwd-youth.info/road-to-self-sufficiency>

### **Tapping into the Power of Families: How Families of Youth with Disabilities Can Assist in Job Search and Retention**

This InfoBrief explores the important role families and other caring adults play in the career planning, job search, and job retention of youth with disabilities.

**Website:** <http://www.ncwd-youth.info/infobrief/tapping-into-the-power-of-families>

### **Work-Based Learning Jump Start**

Work-based learning is a supervised program sponsored by an education or training organization that links knowledge gained at the worksite with a planned program of study. Experiences range in intensity, structure and scope and include activities as diverse as site visits, job shadowing, paid and unpaid internships, structured on-the-job training, and the more formal work status as apprentice or employee.

**Website:** <http://www.ncwd-youth.info/work-based-learning>

### **Individualized Learning Plans How-to Guide**

This is a new online guide for schools, educators, and other professionals who assist youth with college and career readiness and transition planning. This guide was developed in response to feedback from schools indicating a need for curriculum and implementation guidelines to support whole-school buy-in for implementing individualized learning plans (ILPs). A key goal of the guide is to help schools develop a bridge between college and career readiness efforts through the use of ILPs and help youth achieve prosperous and productive lives. The career development activities and resources in this guide are also useful for youth service professionals in the workforce development system.

**Website:** <http://www.ncwd-youth.info/ilp/how-to-guide>