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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

## 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 (TTY)
**E-mail:** dds@dc.gov
**Website**: <http://dds.dc.gov/service/services-people-idd>

**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)

**Email:** dds@dc.gov
**Website:**

<http://dds.dc.gov/service/vocational-rehabilitation-services-rsa>

**DC American Job Center (Formerly DC Works! One-Stop)**

The American Job Center, formerly the DC Works! One-Stop Center, offers job-seekers, students, businesses and career professionals access to a comprehensive array of employment-related services and tools in one convenient location. Whether looking for a job, facing a career transition, seeking new skills, or you just want a new start, visit the District of Columbia American Job Center, your workforce connection for the following services:

* Career counseling
* Job search assistance
* Connections to employers with current job openings
* Workshops on topics such as:
* Resume Building
* Job search strategies
* Interviewing skills
* Computer Basics
* Navigating DCNetworks
* Referrals to education and training programs (see attachments below)
* Apprenticeship information
* Labor Market Information and various career ladders
* Access to computers, fax machines, telephones and copiers
* General information about Unemployment Insurance

To be eligible for programs you must be at least 18 years of age, a District resident and meet Workforce Investment Act income requirements. All residents will be required to submit proof of the following:

* Proof of Birth
* Proof of Social Security Number
* Proof of DC Residency
* Proof of Family Income

**Address:** 4058 Minnesota Avenue, NE, Washington, DC 20019

**E-mail:** does@dc.gov **Phone:** (202) 724-7000

**Website:** <http://does.dc.gov/service/american-job-center>

**DOES Mayor Marion S. Barry Summer Youth Employment Program**
Summer Youth Employment Program (SYEP) is a locally funded initiative sponsored by the Department of Employment Services that provides District youth ages 14-21 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors. This year, Mayor Bowser expanded the 2015 SYEP to include youth ages 22-24 years old to provide them with meaningful work experience and individualized support that will help them identify a career pathway.

Through SYEP, the Department of Employment Services strives to provide young people with the opportunity to do the following:

* Earn money and gain meaningful work experience
* Learn and develop the skills, attitudes and commitment necessary to succeed in today’s world of work
* Gain exposure to various exciting career industries
* Interact with dynamic working professionals in a positive work environment
* Though SYEP is a short-term employment and training program, the goal is to introduce the youth to employers who will positively impact their futures.

This year, SYEP will start on Monday, June 29, 2015 and will end on Friday, August 7, 2015.

The six-week program consist of 29 days of work (Friday, July 3 is observed as a holiday and youth will not be paid for this day).

The 2015 SYEP Application is now closed, but please look out for the 2016 Application.

**Address**: Office of Youth Services, 4058 Minnesota Avenue, NE, 2nd Floor, Washington, DC 20019
**Phone**: 202-698-3492

**Email**: Summerjobs@dc.gov
**Website**:<http://does.dc.gov/service/summer-youth-employment-program>

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

**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](http://www.facebook.com/l.php?u=http%3A%2F%2Fbing.com%2Fmaps%2Fdefault.aspx%3Fv%3D2%26pc%3DFACEBK%26mid%3D8100%26where1%3D2013%2BH%2BStreet%2BNW.%252C%2BWashington%252C%2BDC%2B20006%26FORM%3DFBKPL0%26name%3DNational%2BYouth%2BTransitions%2BCenter%26mkt%3Den-US&h=tAQErlcNb) **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 20018
**Phone:** 202-554-9455 (voice); 202-554-9456 (fax)
**E-mail:** mliniger@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/Developmental Disabilities Services**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:** 202-281-2700 (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:** 10400Fernwood Road, Bethesda, MD 20817 **Phone:** (301) 380-7771 (voice); (301) 380-8973 (fax); (301) 380-6600 (TTY) **E-mail:** Shelby.Hill@marriott.com
**Website:** <http://www.bridgestowork.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:** 932 Hungerford Dr, Suite 9B, Rockville, MD 20850
**Phone:** 240-535-4036 (voice)
**E-mail:** contact@newviewot.com
**Website:** <http://www.newviewot.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)
**Website:** <http://www.sjcs.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.

**Website:** <http://www.sjcs.org/services/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:** 1501 Half Street, SW, Third Floor, Washington, DC 20024
**Phone:** 202-630-8807 (voice); 202-618-6320 (fax)

**Email:** info@theseedsoftomorrow.org
**Website:** <http://www.theseedsoftomorrow.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 Ifocuses 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/taxonomy/term/114>

**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/taxonomy/term/115>

**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)

**Email:** adainfo@transcen.org
**Website:** <http://adata.org>

**Workforce Innovation and Opportunity Act of 2014**

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the American Job Center system is job-driven—responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. The U.S. Department of Labor (DOL) will issue further guidance on the timeframes for implementation of these changes and proposed regulations reflecting the changes in WIOA soon after enactment. The new law will take effect on July 1, 2015 except for amendments to the Rehabilitation Act which have already taken effect.

**Website:** <http://www.doleta.gov/wioa/>

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. For specifics on each of these titles and the changes to them, see the enclosed resources from the LEAD Center.

**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/compliance/laws/comp-rehab.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:** <https://www.section508.gov/about-us>

## Fair Labor Standards ActThere 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>

**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>

**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.chooseworkttw.net/findhelp>

**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 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.

 **Website**: <http://www.access-board.gov/the-board/laws/architectural-barriers-act-aba>

**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.

 **Website**: <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>

**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); 1-800-669-6820 (TTY)
**E-mail:** info@eeoc.gov **Website:** <http://www.eeoc.gov>

### 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>

This is information about disability employment.

 **Website**: <http://www.opm.gov/policy-data-oversight/disability-employment/>

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

**Website:** <http://www.eeoc.gov/laws/types/intellectual_disabilities.cfm>

**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>

**Email:** odep@dol.gov

### E-laws: Disability Non-Discrimination Law AdvisorThe 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:** 4301 Connecticut Avenue NW, Suite 100, 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>

**Email:** jan@askjan.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.

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

**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>

**AbilityOne Program (Employment Opportunities for People with Blindness and Severe Disabilities)**The AbilityOne Program is a Federal initiative to help people who are blind or have other significant disabilities find employment by working within a national network of over 600 Nonprofit Agencies that sell products and services to the U.S. government. The Committee for Purchase From People Who Are Blind or Severely Disabled is the Federal agency authorized to administer the AbilityOne Program.

**Phone:** (800) 999-5963

**E-mail:** customerservice@abilityone.org
**Website:** <http://www.abilityone.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/chapter/district-of-columbia>

**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:** 2013 H Street NW, Suite 715, Washington, DC 20006 **Phone:** 202-540-9020, Fax: 202-540-9019
**E-mail:** 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**
**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>

**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 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\_](http://washingtondc.employmentguide.com/browse_jobfairs.html)jobfairs[.](http://washingtondc.employmentguide.com/browse_jobfairs.html)html

**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>

### 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>

### Career Exploration in Action: An Innovative Strategies Practice BriefThis 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 FamiliesThis 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>

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

**Understanding the New Vision for Career Development: The Role of Family**

This InfoBrief introduces families, including families of youth with disabilities, to a new way of looking at career development for youth. This brief discusses the three phases of career development, highlights Individualized Learning Plans as a tool for facilitating the career development process, and offers strategies on how families can be involved.

**Website**: <http://www.ncwd-youth.info/node/1463>