



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

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Community Services Technical Update

ABX2-1 - Paid Internship Program

August 12, 2016

Legislative Change

On July 1, 2016, Assembly Bill X2-1 amended the Welfare and Institutions Code (WIC), and added Section 4870, which authorized the Department of Developmental Services (DDS) to fund paid internships. The purpose of the program is to promote skill attainment for future paid employment, or for the internship to turn into full or part time paid employment. Yearly payments for internships shall not exceed the maximum of \$10,400.

Vendor Eligibility

All day program and employment service vendors are encouraged to participate. Vendors must provide an addendum to the existing program design describing the services and supports that will be utilized to assist the client in securing and maintaining a paid internship, as well as the data collection methodology. Submission of the program design addendums will be made to the vendor's Quality Assurance Liaison. Once the design is approved, a sub-code will be added to the existing service code and then Inland Regional Center (IRC) will be able to fund an internship.

All vendors are required to collect and report information to IRC by September 1, 2017, and each September 1 annually. The following information is required for each internship:

1. Type of internship placement
 - a. Setting
 - b. Type of work performed
2. Length of internship
3. Demographic information of the intern
4. Payment amount of each intern
 - a. Wages
 - b. Specific payroll costs
 - c. Specific mandated employer costs
5. Employment related supports provided to the intern
6. Total number of interns who subsequently entered paid employment
 - a. Salary

- b. Benefit information
- c. Start date for paid employment
- 7. Number of interns placed who might not have otherwise achieved placement without the internship program
 - a. Description of what was successful

*DDS may issue further guidelines on internships in the future.

Process

Once the vendor has an approved program design and sub-code, the Individual Program Plan (IPP) process can be initiated. The IPP must describe the client's goal for the internship. All clients are eligible for paid internships. Clients 18-22 may be eligible based on an exemption outlined in WIC, Section 4648.55 and granted through the IPP process.

Internships will not have a minimum or maximum hour requirement. Multiple internships may be possible, as determined by the IPP process. Internship funds may be available for clients use in a variety of models to include self-employment, apprenticeships, and other business opportunities that can lead to future paid employment. All businesses participating in the paid internship program must operate in compliance with California State laws.

Funding

There is a maximum funding capacity of \$10,400 per year, per client. The regular claiming process must be followed for reimbursement. Payment will be made after IRC verifies payment to the intern. There are two methods that can be followed:

1. By Employer - The employer pays the payroll and mandated employer costs. The employer bills and is reimbursed by the vendor. The vendor then bills IRC and is reimbursed.
2. By Vendor - The employer provides the vendor an accounting of wages and mandated employer costs. The vendor pays the client's wages and mandated employer costs. The vendor then bills IRC and is reimbursed.

Vince Toms
Community Services Director