

## Back to Work Incentive Information Sheet for SEMP Providers

### What is happening?

In response to the COVID pandemic, OPWDD Employment Training Program (ETP) has developed a process to assist individuals with getting back to work by providing short-term NYS wages to incentivize employers.

ETP can offer unemployed individuals temporary wages to become re-employed by community businesses. Agencies should contact their local ETP Supervisor with potential candidates.

### What requirements must individuals meet?

- Must be currently enrolled in SEMP
- Must be unemployed or furloughed from employment and unlikely to return
- Must be ready, willing, and able to work immediately, including access to reliable transportation
- Must be able to meet Federal I-9 and Fingerprinting ID requirements
- Must have a justified need for short-term NYS wages to support a return to work
- Must have some documented Discovery and / or Job Development activity

### Who are good candidates?

- Individuals who have had a stable work history up until the current public health crisis
- Individuals who have lost their job due to industry cutbacks / layoffs / furloughs / closings
- Individuals who have not been otherwise successful after targeted Job Development
- Individuals who had COVID SEMP Intensive hours authorized and have not obtained employment

### How does someone apply?

- Complete the application documents provided by your local ETP Supervisor
- Include a thorough work history, and any current Discovery or Job Development documentation
- Provide other supporting documentation as requested by the ETP Supervisor
  - If accepted, the person will complete any additional OPWDD Human Resources Management Office requirements, including a Criminal Background Check
- Use telecom for interview and meet with ETP Supervisor in person for hiring appointment

### How does Job Development work?

- The individual will be approved for Intensive SEMP hours by ETP Supervisor
- The expectation is that 20 hours of service will be provided each month with goal to return individual to work as soon as possible
- The ETP Job Development Report will be submitted monthly

### What happens when a job is found?

- ETP Back to Work Incentive Placement Form will be submitted to the ETP Supervisor for approval
- OPWDD General Liability and Worker's Compensation information will be provided to the employer
  - Any injuries on the job should be immediately reported to the ETP Supervisor
- Individuals can receive intensive job coaching support to ensure hiring occurs in three months

### How does the process work?

- Timesheets will be submitted to ETP per the payroll schedule
- Participants may work up to 20 hours per week for a maximum of 90 days
- Participants will be evaluated for progress after 60 days and either the job will end, or the business' hiring process will begin
- Participants who are unsuccessful with ETP Back to Work Incentive may be referred for a complete ETP Discovery

**Email ETP Supervisor to request Back to Work Incentive application documents.**