

Community Rehabilitation Provider – Business Plan

Business Overview

Business Name:

Business EIN:Business UEI:

Business Address:

Business Phone:

Hours of Operation:

Areas of Service Provision by county:

Business Philosophy

1. What is your business' mission and vision?
2. Please define Competitive Integrated Employment (CIE) in your own words.
3. One of VRBS' core values is "we presume all people with disabilities, including those with the most significant disabilities, can work in competitive integrated employment with advancement opportunities." Provide concrete examples of how you will implement this belief into your business?

Services Provided

Job Readiness Training

Yes

No

If yes, describe in detail:

1. How you will support development of a client's work readiness and soft skills.
2. How you will facilitate informational interviews and/or job shadows.
3. How you will support an individual in obtaining a short-term work experience and monitoring progress.

Job Search Assistance

Yes

No

If yes, describe in detail your process for assisting a client in the job search process for the client's chosen work goal. Include in your response:

1. Your experience with and strategies for keeping track of job seekers' progress and following up with them.

2. Your experience with and strategies you will implement to assist job seekers to find employment.
3. Your experience with and approach to assisting job seekers in creating effective resumes and cover letters.
4. Your experience with and strategies to help job seekers who are resistant to taking advice or feedback.

Short Term Job Supports

Yes

No

If yes, describe in detail:

1. How you will provide support to a client once hired on with an employer.
2. How you will interface with the employer to support the client.

3. How will you provide support if the client chooses not to disclose their disability to their employer.

4. How will you breakdown and teach job tasks to clients with diverse learning styles.

5. How and when will you fade supports.

Supported Employment Services

Yes

No

If yes, describe in detail:

1. How you will support a client who requires one-on-one support.

2. How you will support and meet the needs of a client working any shift that does not fall between the hours of 8am-5pm Monday through Friday.

Extended Services**Yes****No**

If yes, do you plan on becoming a Developmental Disabilities Program and/or Extended Employment Program provider as well and where are you at with that process?

Pre-Employment Transition Services (Pre-ETS)**Yes****No**

If yes, describe in detail:

1. Where you are at in the process of becoming a Pre-ETS provider.
2. Your experience and strategies for preparing youth to transition from high school to high quality careers.

Business Structure

1. Does your business have a brick-and-mortar location? **Yes** **No**
2. If no, explain in detail how you plan to manage client meetings while maintaining confidentiality, what if any technology you plan to use, and where/how will you meet with clients in-person.

3. Thoroughly describe your business marketing plan including whether you will have a website and/or physical materials, such as business cards, brochures, etc. and your plan for ensuring acknowledgement of VRBS sponsorship.
4. Thoroughly describe your processes for financial management, tracking billable time, and ensuring that required billing and documentation are submitted timely given that VRBS cannot guarantee a specific number of referrals.
5. Please describe your capacity to start receiving referrals and how you plan to build capacity over time.

Business Relationships

1. What is the elevator speech you will give employers to introduce yourself, your business, and the work that you are doing?
2. Describe in detail how you approach and interact with businesses in such a way that communicates the value proposition of hiring people with disabilities?

3. How do you respond to employer objections related to hiring people with disabilities?

4. Are you a member of any community organizations, ex. Chamber of Commerce, Community Management Team (CMT), Society for Human Resource Management (SHRM), etc?

Yes **No**

If yes, list those organizations:

5. If yes to question 4, how will you leverage your contracts and membership to build relationships and serve people with disabilities?