

WE CAN WORK CASE SERVICE CONTRACT SERVICE BUDGET NARRATIVE

BENEFITS

The positions listed below are provided with the following Full-time benefits: PERS (11.847%), OASDI (6.2%), State Unemployment Insurance (.05%), Medicare (1.45%), and Worker's compensation (5%)

PERSONNEL

We Can Work Contract Duties:

We Can Work Coordinator:

1. Maintains a job bank for student/DOR client in Work Experiences.
2. Places student/DOR client in Work Experiences
3. Monitors and evaluates the student/DOR client in the Work Experience
4. Provides monthly progress reports to referring DOR counselor.
5. Job Developing, finding employers for students to work with.

Traditional Education Agency Duties:

WA Program Specialist-

Gives student's career and interest inventory tests. Provide follow-up and counseling on test results. Invite Speakers for Money Management and Career Connections. Take students on College Tour and meet with Disabled Services Counselor

Student Wages: cost of student wages at minimum wage plus FICA and Workers Comp costs. Students will be paid minimum wage for up to 100 hours per student. The student may be provided more than one work experience within this 100 hour limit. For example: 2 work experiences at 50 hours per work experience.

EXHIBIT A
Case Service Contract
Beverly Hills Unified School District
We Can Work
Work Experience Contract

SCOPE OF WORK

I. Introduction

The Federal Workforce Innovation and Opportunities Act (WIOA) require that the Department of Rehabilitation provide "Pre-employment Transition Services (Pre-ETS)"/DOR Student Services to high school students with all types of disabilities age 16-21. DOR Student Services are an outcome oriented and coordinated set of activities that promotes movement from school to post school activities. DOR Student Services include the following core services:

- Job exploration counseling
- Work based learning experiences
- Counseling on post-secondary opportunities
- Workplace readiness training
- Instruction in self advocacy.

This contract will focus specifically on the provision of "Work based learning experiences" via work experience services: This contract is designed to jointly serve the mutual clients receiving services from the Beverly Hills High School and the Department of Rehabilitation (DOR), through the Greater Los Angeles District (GLAD) office. Students with disabilities will be referred to DOR by the We Can Work Coordinator during their secondary education with an expectation that work experience services will be provided to those students who have the ability to obtain a work permit. This contract will focus specifically on the provision of "Work based learning experiences" via work experience services.

The referral process will include screening of appropriate referrals, collection and sharing of appropriate documentation, and provision of interest/vocational assessments.

For fiscal year 2019-2020, a total of 15 unduplicated DOR student/clients will be served through this case service contract.

For fiscal year 2020-2021, a total of 15 unduplicated DOR student/clients will be served through this case service contract.

II. Services to be Provided

A. DOR Student Services Work Experience

1. DESCRIPTION OF SERVICES

DOR Student Services Work experience consists of short term placements either on or off campus and monitoring of the student/DOR client's performance in the work environment. Work experience may include paid/unpaid internships, paid/unpaid employment, summer work experience, work exploration and job shadowing. Student/DOR clients may participate in more than one work experience situation. Work experiences are intended to be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills.

Any paid or non-paid work experience activities will be in compliance with the Department of Labor regulations. For students participating in paid work experience, the contracting school will be the employer of record, and students will be paid minimum wage. Work Experiences will be individualized and can vary in duration as well as type of placement. Work experience hours are expected to average up to 100 hours per student per year depending on individual need and interest. The We Can Work Coordinator will evaluate students/DOR client progress and submit written reports to the DOR counselor on a monthly basis as long as the DOR client is actively participating in contract services.

2. Service Goals/Number to be served

During fiscal year 2019/2020, it is expected that:

BHUSD will provide 15 PETS work experience to student/DOR clients.

During fiscal year 2020/2021, it is expected that:

BHUSD will provide 15 PETS work experience to student/DOR clients.

III. Contract Administrator/Program Coordinator

Department of Rehabilitation

Gina Rambeau
3333 Wilshire Blvd, Suite 200
Los Angeles, CA. 90010
(213) 736-3989
(213) 736-3949 fax
gina.rambeau@dor.ca.gov

Beverly Hills High School

Anna Walker
241 Moreno Drive
Beverly Hills, CA. 90212
(310) 551-5100 x8123
(310) 286-7446 fax
awalker@bhusd.org
Coordinator Special Education

Contract Agency Name: Beverly Hills Unified School District
Federal ID Number: 95-6000284 Current Contract # _____
[✓] check the box to indicate that you have verified your federal ID number is correct
Type of Contract: Department of Rehab
COOPS Contract Specialist: Isela Cobos

Program Information:

Program Contact Person: Anna Walker, Coordinator of Special Education BHUSD
(Agency Contract Administrator)

Program Address: 255 S. Lasky Dr.
(To be put on Standard Agreement)

City: Beverly Hills, CA ##
Own Property ☐ N/A Rent Property ☐

Billing Address: _____ 255
[✓] check the box to indicate that your billing address matches the address on Federal ID and address listed on 204

City: _____ Zip: _____

Contact Phone number: 310-551-5100 x2226 FAX Number: 310-277-6390

Contact E-mail: awalker@bhusd.org AND awalker@bhusd.com

Person Authorized to sign Contract: La Tanya Kirk-Carter, 310-551-5100 x2248
Asst. Sup (Name and Title)

District Business Office Contact: Angeli Villaflor, Director of Fiscal Services. 310-551-5100x220
(name/phone/email)

Department of Rehabilitation (DOR) Information:

DOR Office: Greater Los Angeles District (GLAD)

DOR Contract Administrator: Gina Rambeau

Phone number: (213) 736-3989 FAX Number: (213) 736-3949

Contract Admin. E-mail: gina.rambeau@dor.ca.gov

Transportation Information:

Will the Contractor staff transport DOR Applicants/Clients? ☐ Yes ☒ No

If yes, will the contractor transport:

Up to 7 clients in the same vehicle at a time? ☐ Yes ☒ No

8-15 clients in the same vehicle at a time? ☐ Yes ☒ No

16 or more clients in the same vehicle at a time? ☐ Yes ☒ No

If yes, a current certificate of Insurance naming Department of Rehabilitation as additionally insured must be submitted by the Cooperative Agency before General Services will approve the contract.

Contract Terms: Amendment 1

THIS IS A:

- ☐ One (1) year contract
☐ New three (3) year contract

Contract Approvals:

The following persons have reviewed and approved the attached contract draft:

Partner Agency Program Contract Administrator ☐

DOR District Administrator ☐

PAYEE DATA RECORD(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 5/2018)

1	INSTRUCTIONS: Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by California state agencies to prepare Information Returns (Form 1099). See next page for more information and Privacy Statement. NOTE: Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.										
2	BUSINESS NAME (As shown on your income tax return) Beverly Hills Unified School District										
	SOLE PROPRIETOR, SINGLE MEMBER LLC, INDIVIDUAL (Name as shown on SSN or ITIN) Last, First, MI							E-MAIL ADDRESS			
	MAILING ADDRESS 255 S. Lasky Dr.					BUSINESS ADDRESS 241 S. Moreno Dr.					
	CITY Beverly Hills			STATE CA	ZIP CODE 90212		CITY Beverly Hills			STATE CA	ZIP CODE 90212
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 9 5 - 6 0 0 0 2 8 4										
PAYEE ENTITY TYPE CHECK ONE BOX ONLY	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST </div> <div style="width: 45%;"> CORPORATION: <input type="radio"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="radio"/> LEGAL (e.g., attorney services) <input checked="" type="radio"/> EXEMPT (nonprofit) <input type="radio"/> ALL OTHERS </div> </div>										
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> SOLE PROPRIETOR, INDIVIDUAL, OR SINGLE MEMBER LLC (Disregarded Entity) </div> <div style="width: 45%;"> ENTER SSN OR ITIN: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) are required by authority of California Revenue and Tax Code sections 18646 and 18661 </div> </div> </div> </div>										
4	PAYEE RESIDENCY STATUS <input checked="" type="checkbox"/> CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> CALIFORNIA NON RESIDENT (see next page for more information) - Payments to nonresidents for services may be subject to state income tax withholding. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="radio"/> No services performed in California. </div> <div style="width: 45%;"> <input type="radio"/> Copy of Franchise Tax Board waiver of state withholding attached. </div> </div>										
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.										
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Angeli Villaflor					TITLE Director Fiscal Services		TELEPHONE (include area code) 310-551-5100, x2201			
	SIGNATURE 					DATE 11/8/2018		E-MAIL ADDRESS avillaflor@bhusd.org			
6	Please return completed form to:										
	DEPARTMENT/OFFICE Department of Rehabilitation					UNIT/SECTION Greater Los Angeles District					
	MAILING ADDRESS 3333 Wilshire Blvd., Suite 200					TELEPHONE (include area code) 213-736-3989		FAX 213-736-3949			
	CITY Los Angeles			STATE CA	ZIP CODE 90010		E-MAIL ADDRESS gina.rambeau@dor.ca.gov				

**STATE OF CALIFORNIA
SERVICE BUDGET**

DEPARTMENT OF REHABILITATION

☒ Original

☐ Amendment

Contractor Name and Address		Contract Number		Federal ID Number		Page X of X									
Beverly Hills Unified School District 241 Moreno Drive Beverly Hills, CA 90212				95-6000284											
Line No.		Title & Time Base		Annual Salary Per FTE		Annual FTE		Amount Budgeted		Annual Salary Per FTE		Annual FTE		Amount Budgeted	
1	PETS Direct Service	PERSONNEL-Position													
2	We Can Work Coordinator 1 FTE= 40	hrs/week 10 month position		\$86,296.00		0.12		\$10,355.52		\$86,296.00		0.12		\$10,355.52	
3	Student Wages							\$19,644.00						\$19,644.00	
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9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19	OPERATING EXPENSES							\$29,999.52						\$29,999.52	
20															
21															
22															
23															
24															
25															
26															
27															
28	Operating Subtotal														
29	Personnel and Operating Subtotal							\$29,999.52							
30	Indirect Rate Percentage														
30	Indirect Cost														
	TOTAL (rounded to nearest dollar)							\$30,000						\$30,000	