

ATTACHMENT: Resources for Working with Youth with Disabilities

Resources are listed alphabetically:

Association for Higher Education and Disability (AHEAD)

<http://www.ahead.org/>

AHEAD is a professional membership organization for individuals involved in the development of policy and the provision of quality services to meet the needs of persons with disabilities involved all areas of higher education.

Disability and Employment Workforce3One Web Site

<https://disability.workforce3one.org>

(Workforce3 One requires a username and password to access the site. It is free, easy to register, and the access to workforce-related resources and information will be a great benefit to workforce professionals). The purpose of the Disability and Employment Community of Practice is to disseminate promising practices to promote the positive employment outcomes of people with disabilities and expand the capacity of the One-Stop Career Center system to serve customers with disabilities. There is a great deal of information (videos, briefs, promising practices, and other resources) related to the employment of youth with disabilities. This site compiles information related to disability and employment in one location on Workforce3 One, and, along with the addition of a new “Disability” super search category, will make it easier for users to find this information.

The disability and employment resources are divided into four main categories.

- Promising Practices
https://disability.workforce3one.org/page/tag/promising_practices
This section includes examples of promising practices to expand the capacity of the One-Stop Career Center system to serve customers with disabilities and promote positive employment outcomes of people with disabilities.
- Access and Accommodations
https://disability.workforce3one.org/page/tag/access_accommodations
This section provides information and resources on: how to ensure physical, programmatic, and communication access to people with disabilities; the purposes and uses of assistive technology; and how to provide reasonable accommodations.

- **Employer Resources**
https://disability.workforce3one.org/page/tag/employer_resources -
 This section provides resources and information to assist the business community on disability employment-related issues, including: recruiting employees with disabilities, accommodating employees with disabilities in the workplace, and referral to employment services, national technical assistance resources, and tax incentives and credits for employers; as well as employer outreach strategies for the One-Stop Career Center staff to market the business case for hiring people with disabilities.
- **Front Line Staff Training**
https://disability.workforce3one.org/page/tag/front_line_staff_training -
 This section provides resources to help educate and train One-Stop Career Center and partner staff on working with job seekers with disabilities; and community-based agencies/organizations on working with job seekers with disabilities and the One-Stop Career Center system.

Two resources specific to youth are:

- **Making Employment Connections for Youth with Disabilities**
<https://disability.workforce3one.org/view/4201028759106516004/info>
 The video highlights how Minnesota's WorkForce Centers established Youth Zones to serve youth and young adults, including those with disabilities, ages 14-21. Youth Zones were established to provide a physical and virtual space for all youth and young adults to gain the knowledge and skills to conduct a successful job search and select a career path. This model is very effective for serving youth and young adults with disabilities. The video, which is a companion to the Promising Practice Brief, "Maximizing the Self-Sufficiency of Youth with Disabilities in the One-Stop Career Center System," features two youth with learning disabilities who used Minnesota Workforce Centers' Youth Zone.
- **Maximizing the Self-Sufficiency of Youth with Disabilities in the One-Stop Career Center System**
<https://disability.workforce3one.org/view/2001014232377995799/info>
 In order to begin to gain equal momentum in school, work, and independent living, youth service providers need a greater awareness of the experiences of youth with disabilities and more substantial training on available resources. This information brief highlights how Navigators with the Disability Program Navigator initiative are helping One-Stop Career Centers, schools, and local youth programs across the country gain this level of awareness and support to help advance youth with disabilities and/or address other challenges in education and employment.

General Disability Information

<http://www.Disability.gov>

Disability.gov provides an interactive, community-driven information network of disability-related programs, services, laws, and benefits. Through the site, Americans with disabilities, their families, veterans, educators, employers and many others are connected to thousands of resources from Federal, state and local government agencies, educational institutions and non-profit organizations. New resources are added daily across ten main subject areas – benefits, civil rights, community life, education, emergency preparedness, employment, health, housing, technology, and transportation.

Government Benefits

<http://www.govbenefits.gov>

Govbenefits.gov provides a gateway to Federal and state benefits information on disability assistance and much more. Browse benefits by category and specific government agency, and search at the Federal or state level, by population or interests.

Institute for Community Inclusion (ICI)

<http://www.communityinclusion.org/>

ICI, now based at the University of Massachusetts Boston and Children's Hospital Boston, is involved with a wide range of initiatives including: training, research, consultation, community outreach, and clinical and employment services. ICI projects and programs involve local, state, and national agencies, schools, institutes of higher education, national service programs, rehabilitation providers, multicultural organizations, employers, and many others. All of these partnerships work to further goals of independence and inclusion of adults and youth with disabilities. ICI has many resources on employment, the One-Stop Career Centers, and youth with disabilities.

Job Accommodation Network: Searchable Online Accommodation Resource (SOAR)

<http://askjan.org/soar/>

The Job Accommodation Network (JAN) is a leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues. JAN's Searchable Online Accommodation Resource (SOAR) system lets users explore various accommodation options for adults and youth with disabilities in work and educational settings. These accommodation ideas are not all inclusive.

The SOAR index includes topic areas listed below. Once you select a topic area, it will take you to another screen in which you will learn more about the topic and then be able to select the challenge(s) that corresponds with the individual needing an accommodation. Next it will take you to a screen in which you will be able to select the

job function for the selected challenge, which will take you to a final screen that allows you to view and select an accommodation.

- Arthritis
- Back Conditions
- Cancer
- Chronic Fatigue Syndrome
- Cumulative Trauma Disorders (e.g., carpal tunnel syndrome and tendonitis)
- Deaf or Hard of Hearing
- Heart Conditions
- Learning Disabilities
- Lupus
- Intellectual or Cognitive Impairment
- Mental Health Impairments
- Multiple Chemical Sensitivity
- Multiple Sclerosis
- Vision Impairments
- Wheelchair Use

JAN's consultants offer one-on-one guidance on workplace accommodations, the Americans with Disabilities Act, and related legislation, self-employment, and entrepreneurship options for people with disabilities. Assistance is available by phone (800) 526-7234 (Voice) or (877) 781-9403 (TTY), and on-line at <http://askjan.org/index.html>.

National and Community Service Opportunities

<http://www.nationalservice.gov/>

The Corporation for National and Community Service is the nation's largest grant maker supporting service and volunteering. Through its Senior Corps, AmeriCorps, and Learn and Serve America programs, it provides opportunities for Americans of all ages and backgrounds to express their patriotism while addressing critical community needs.

Effective practices for working with Individuals with disabilities include:

- **Recruiting members with disabilities and using an inclusive application process**

<http://www.nationalserviceresources.org/node/17127>

This tip sheet outlines ways to reach, interview, and provide access to individuals with disabilities, and lists appropriate and inappropriate interview questions, sample accommodation and non-discrimination statements, and ways to ensure accessibility during the recruitment process.

- **Assessing the accessibility of your organization**
<http://www.nationalserviceresources.org/node/17276>
 This effective practice outlines a strategy for assessing the accessibility of your organization, including tools to gauge staff sensitivity, perform task analysis, and determine the physical accessibility of your site.
- **Employing ten outreach strategies when recruiting individuals with disabilities**
<http://www.nationalserviceresources.org/practices/17584>
 Developing a strategy to recruit individuals with disabilities is important to the success of any service program aiming for inclusion. This effective practice outlines outreach strategies for individuals with disabilities.

Office of Disability Employment Policy (ODEP)

<http://www.dol.gov/odep/>

<http://www.dol.gov/odep/categories/youth/>

ODEP advises and assists in the development of policies and practices that increase employment opportunities of people with disabilities, including youth. ODEP curricula and materials designed to be used with all youth with specific attention to serving youth with disabilities includes:

- **Guideposts for Success**
<http://www.ncwd-youth.info/guideposts>
 The transition from youth to adulthood is challenging for almost every young person. This is particularly true for young people with disabilities. The National Collaborative on Workforce and Disability for Youth's "Guideposts" is broken down into the following five areas of specific need designed to help youth with the transition processes. Guideposts is a framework to assist the multiple organizations that need to be involved to meet the needs and improve the transition outcomes of youth, including youth with disabilities, and to create necessary community webs of support.
 1. School-Based Preparatory Experiences
<http://www.ncwd-youth.info/guideposts/school>
 2. Career Preparation and Work-Based Learning Experiences
<http://www.ncwd-youth.info/guideposts/career>
 3. Youth Development and Leadership
<http://www.ncwd-youth.info/guideposts/youth>
 4. Connecting Activities...Programs, Services and Supports
<http://www.ncwd-youth.info/guideposts/connecting>
 5. Family Involvement and Supports
<http://www.ncwd-youth.info/guideposts/family>

- **Guideposts for Employer Success**
<http://www.ncwd-youth.info/guideposts/employers>
 Organized with the explicit purpose of helping workforce investment policy makers and program providers reduce identified barriers, there are two categories within this framework. The first focuses on what system designers (state and local) need to do. The second looks at what individual programs, which include a wide array of education and training institutions, such as community rehabilitation centers, secondary and post secondary institutions, apprenticeship programs, and One-Stop Career Centers need to do.
- **Guideposts for Success for Youth Involved in the Juvenile Corrections System**
<http://www.ncwd-youth.info/guideposts/juvenile-justice>
 This Guidepost highlights relevant experiences, supports, and services that are improving transition outcomes for youth, with and without disabilities, involved, or at risk of becoming involved, in the juvenile justice system.
- **Guideposts for Success for Youth with Mental Health Needs**
<http://www.ncwd-youth.info/guideposts/mental-health>
 Helpful for youth service practitioners serving youth with mental health needs, this provides guidance on supports that are intentional, integrated and well-coordinated to increase the likelihood of economic stability and success.
- **Guideposts for Success for Youth in Foster Care**
<http://www.ncwd-youth.info/guideposts/foster-care>
 Highlights specific experiences, supports, and services relevant to providing comprehensive transition services to all foster care youth, including those with disabilities.
- **National Collaborative on Workforce and Disability for Youth (NCWD)**
<http://www.ncwd-youth.info/>
 NCWD assists state and local workforce development systems to better serve all youth, including youth with disabilities. Funded by a grant from ODEP, NCWD is composed of partners with expertise in education, youth development, disability, employment, workforce development and family issues. NCWD's materials provide information on policies and strategies to ensure that transition-age youth are provided full access to high quality services in integrated settings to gain education, employment, and independent living. The following are Information Briefs on critical issues and challenges facing the workforce investment system in serving youth:

 - **Blending and Braiding Funds and Resources: The Intermediary as Facilitator**
<http://www.ncwd-youth.info/information-brief-18>

Focuses on how intermediary organizations can facilitate the blending and braiding of funds and resources to encourage cross-systems collaboration and, in turn, improve the educational and employment outcomes. Strategies that states can use to support local communities and outlines of how cross-systems collaboration and alternative funding strategies can be facilitated by intermediary organizations are provided.

- **Disability Inquiries in the Workforce Investment System**
<http://www.ncwd-youth.info/information-brief-09>
For those working in One-Stop Career Centers, as well as youth and adult service providers who interact with individuals with disabilities. It is designed to help clarify what you can, and cannot, ask about someone's disability.
- **Facilitating Employer Engagement Among WIB Partners: A Role for Intermediaries**
<http://www.ncwd-youth.info/information-brief-17>
Focuses on how workforce investment boards (WIBs) can ensure strong business leadership roles in their state and local workforce systems by creating and fostering intermediaries that effectively link employers with One-Stop Career Centers and their partners. Strategies and examples are shared that illustrate how intermediaries can facilitate, coordinate, and streamline employer engagement responsibilities among WIB partners.
- **Helping Youth with Mental Health Needs Avoid Transition Cliffs: Lessons from Pioneering Transition Programs**
<http://www.ncwd-youth.info/information-brief-24>
Discusses challenges faced by youth and young adults with mental health needs during their transition to adulthood and describes strategies used by youth service professionals to avoid age-related transition cliffs and prevent service interruptions during this critical stage of development. This Brief is based on research about transition-age youth with mental health needs published in four separate reports in the last two years, including two produced by the National Collaborative on Workforce and Disability for Youth.
- **How Young People can Benefit from One-Stop Centers**
<http://www.ncwd-youth.info/information-brief-03>
Provides information about One-Stop Centers and how the services at One-Stop Centers can help youth enter the workforce.

- **Improving Transition Outcomes for Youth Involved in the Juvenile Justice System: Practical Considerations**
<http://www.ncwd-youth.info/information-brief-25>
 Describes the characteristics of and issues faced by youth involved with the juvenile justice system, including those with disabilities. It provides a framework for youth service professionals to help these youth avoid or transition out of the juvenile justice system, promotes cross-systems collaboration, and highlights promising practices currently being implemented around the country. This Brief is based on “Making the Right Turn: A Guide about Improving Transition Outcomes for Youth Involved in the Juvenile Corrections System”, available at <http://www.ncwd-youth.info/juvenile-justice-guide>.
- **Personal Assistance Services on the Job**
<http://www.ncwd-youth.info/information-brief-06>
 For anyone who interacts with youth with disabilities and would like to know about the programs under the Workforce Investment Act of 1998 and covers service to youth so that youth, families, and service providers can better connect to the workforce investment system.
- **Successful Transition Models for Youth with Mental Health Needs: A Guide for Workforce Professionals**
<http://www.ncwd-youth.info/information-brief-23>
 Describes the system’s service barriers faced by youth with mental health needs as they reach adulthood, while highlighting new models and strategies designed to break down those barriers and help them to transition successfully into the workplace.
- **Vocational Assessment and Its Role in Career Planning**
<http://www.ncwd-youth.info/information-brief-20>
 Discusses career planning and vocational assessment for transition-age youth.
- **Youth and Disability Disclosure: The Role of Families and Advocates**
<http://www.ncwd-youth.info/information-brief-21>
 Highlights NCWD-Youth’s “The 411 on Disability Disclosure: A Workbook for Youth with Disabilities”, and explores the role families and advocates play in helping youth understand the importance of appropriate disability disclosure.
- **Charting the Course: Supporting the Career Development of Youth with Learning Disabilities**
<http://www.ncwd-youth.info/ld-guide>
 Developed by the National Collaborative on Workforce and Disability for Youth to help youth service professionals better understand issues related to learning disabilities so that they can help youth with learning disabilities develop

individual strategies that will enable them to succeed in the workplace. It includes numerous quick reference charts, tables, and tools for counselors, career advisors, and other professionals who work directly with youth.

- **Cyber Disclosure Workbook for Youth with Disabilities**

<http://www.ncwd-youth.info/cyber-disclosure>

The National Collaborative on Workforce and Disability for Youth (NCWD/Youth) and ODEP released *Cyber Disclosure for Youth with Disabilities*, a supplement to "[The 411 on Disability Disclosure: A Workbook for Youth with Disabilities](#)", which helps youth learn about disability disclosure and what it means for them. The goal of this document is to provide youth suggestions on how to make informed decisions about their own disability disclosure and to manage their disclosures on-line.

- **Innovative Strategies for Serving Youth with Disabilities**

<http://www.ncwd-youth.info/innovative-strategies>

The National Collaborative on Workforce and Disability for Youth's Innovative Strategies features a searchable database of workforce investment programs and practices that serve youth with disabilities, either as a target population or as part of other youth populations. Its purpose is to improve services to youth with disabilities throughout the workforce system by making available information on quality workforce investment programs and practices. The programs and practices are organized around three broad categories:

1. State and local programs funded by ODEP;
2. Exemplary programs that provide workforce preparatory experiences; youth development and leadership opportunities; tailor services to individuals; demonstrate awareness and attention to serving youth with disabilities; have quantitative or qualitative outcome data; and effectiveness has been validated by an outside source within the past five years; and
3. Promising state and local practices.

- **Strengthening Transition Partnerships: Building Federal Technical Assistance Center Capacity a Transition Resource Directory**

http://www.ncwd-youth.info/sites/default/files/Transition_Resource_Directory_02-26-10.doc

This directory includes descriptions submitted by Federally supported projects and centers with work that focuses on youth transition. The references in this directory are not intended to be exhaustive of the investments in transition made by Federal, state, or local entities.

- **Teaching Soft Skills Through Workplace Simulations in Classroom Settings**
<http://www.dol.gov/odep/documents/TeachingSoftSkills.pdf>
 Soft skills, the employability skills that speak to a worker's interpersonal skills and character, include skills such as teamwork, problem-solving, critical thinking, effective use of resources, and effective communication. This brief discusses three common methods for creating opportunities for experiential learning of soft skills.
- **Transition Services for Youth**
https://www.disability.gov/home/i_want_to/transition_planning/resources_on_transition_for_young_adults
 Transition characterizes the process of planning to help youth develop life skills and have real life experiences so they can become successful, contributing members of society. Transition planning relates not only to post high school goals, but includes the many years of planning and working toward meaningful goals including employment. There are many government agencies and organizations that can help young people plan for the transition from school to postsecondary education or work, as well as resources for parents and educators.

Ticket to Work

<http://www.yourtickettowork.com/index>

The Ticket to Work Program is funded by the U.S. Social Security Administration to assist Social Security beneficiaries with disabilities in finding and keeping employment. The Ticket Program is part of the Ticket to Work and Work Incentives Improvement Act of 1999, designed to remove many of the disincentives that previously influenced people's decisions about going to work because of the concerns over losing health care coverage. The goal of the Ticket Program is to increase opportunities and choices for Social Security disability beneficiaries to obtain employment, vocational rehabilitation, and other support services from public and private providers, employers, and other organizations.

TRIO

<http://www2.ed.gov/about/offices/list/ope/trio/index.html>

TRIO, funded by the U.S. Department of Education, is an outreach and student services program designed to identify and provide services for individuals from disadvantaged backgrounds, including individuals with disabilities. The goal of the program is to assist youth in progressing through the academic pipeline from middle school to post-baccalaureate programs.

US Business Leadership Network® (USBLN)

<http://www.usbln.org>

USBLN is the national disability organization that serves as the collective voice of over 60 Business Leadership Network affiliates across North America, representing over

5,000 employers. The BLN's TOWER Initiative produced three toolkits to provide guidance to employers on creating or expanding quality internship and mentoring programs, as well as student advisory councils to provide direct career development to the next generation of employees. All three toolkits provide comprehensive information on the tools on work and employment readiness needed by both students with disabilities and employers. These toolkits can be found at <https://disability.workforce3one.org>; and <http://www.usbln.org/>

- **Guide to Business-Branded Mentoring**

This toolkit aims to help USBLN® affiliates and employers create and expand existing mentoring programs to include students with disabilities from the local community. USBLN® created this toolkit to provide a level of synergy across affiliate-based mentoring programs and assist employment-focused mentoring programs. Mentoring programs that are age and stage appropriate help students with disabilities gain the knowledge, skills, and abilities needed for their desired career field and broaden their employer-focused network. Mentoring programs assist employers by providing staff mentors with the direct experience of working with a person with a disability. Through mentoring programs, employers are also able to establish relationships with students with disabilities, which is beneficial when recruiting for full-time positions.

- **Guide to Business-Branded Internships**

This toolkit assists USBLN® affiliates and employer members include students with disabilities in new or existing internship programs. It also goes a step farther to provide internship programs with ideas and strategies designed to strengthen learning opportunities for students in the internship program, which will provide a higher return on investment for the employer.

- **Guide to Creating Student Advisory Councils**

Provides guidance to USBLN® affiliates and employer members to understand uses for and create Student Advisory Councils (SACs) and to increase the involvement between affiliates, employers, and students with disabilities.