LEBANON COUNTY EMPLOYMENT GUIDE

Developed by: Work With Us

A Lebanon County coalition to promote employment for individuals with disabilities
Employment Guide

The Employment Guide was developed to provide individuals with a disability and their families information about the benefits of employment and the supports and services available to become successfully employed.

On 3/10/2016, Governor Tom Wolf signed an Executive Order (2016-03) establishing an Employment First Policy for Pennsylvania stating,

“Pennsylvanians with a disability are valued members of society and all members of society deserve to have the opportunity to work”; and

“There is dignity in work, as it provides an individual not only the income necessary to meet basic living needs but can help contribute to his or her self-identity, self-worth and self-respect, and offer a sense of accomplishment; a job can also provide opportunities for social interaction, meaningful friendships, and to be and feel included”; and

“Employment First” is the policy of all Commonwealth executive branch agencies under the jurisdiction of the Governor. This policy reflects the Commonwealth’s goal of making the Commonwealth of Pennsylvania a model state when it comes to creating a climate hospitable to workers with a disability.”

“The definition of Employment First is that competitive integrated employment is the first consideration and preferred outcome of publicly-funded education, training, employment and related services, and long-term supports and services for working age Pennsylvanians with a disability, as “disability” is defined in each agency’s governing statutes and rules.”

The Employment Guide provides information for those transitioning from school to the adult service system and for those adults who may want to be employed. Individuals and families need to be aware that there are significant differences between the educational system and adult services system. The system changes from an entitlement system during the school years to a system that is based on application, eligibility, and availability of funding when requesting adult services. While the specific steps may vary depending on your specific situation, the agencies listed in this booklet may be a starting point for individuals interested in working and requiring supports and services to do so.

This guide was developed by the Lebanon County Employment Coalition and updated by Work With Us, a Lebanon coalition to promote and encourage employment for individuals with disabilities. Members of the group consist of family members, individuals, state and local agency staff, school district representatives, employers, and supported employment agency staff. Meetings focus on sharing information and resources surrounding employment. Work With Us sponsors an annual awards event for employers and employees with disabilities. For information on meeting dates and times please contact Lebanon County MH/ID/EI at 717-274-3415. Visit our Facebook page:

www.facebook.com/lcepd.
How to get the supports needed.

There may be funding for agencies to assist you in locating a job and for job coaching services after you find a job.

- Determining Eligibility: To begin the intake process with Lebanon County MH/ID/EI, contact the ID Intake Worker at 717-274-3415. The Intake Worker will be able to answer your questions concerning eligibility and get you started toward determining eligibility for funding for employment services.

- To start the referral process with the Office of Vocational Rehabilitation OVR and complete a pre-application access or refer yourself to OVR at the PA CareerLink https://www.pacareerlink.pa.gov/jponline/. If you need assistance with the application contact 717-787-7834.

- If you already have an open case with Lebanon County MH/ID/EI or OVR, contact your Supports Coordinator and/or MH Targeted Case Manager and/or OVR Counselor for information on supported employment.

The Role of the Job Coach

The Supported Employment Provider (SEP) and the job coach are critical members of your Team. The SEP will assign a job coach to help you in your search for a job and in developing your Career. The job coach will spend time with you and your team getting to know you, your interests, skills and preferences. You may already know what type of job you want. If not, the job coach will help you to decide what type of job you might like. The job coach will then help you to apply for jobs. The job coach may assist you with learning how to answer employer questions, interview techniques, how to dress for an interview, etc. When you obtain a job, the job coach will assist you in learning the duties of your new job. After you have learned the duties of the job, the job coach will still be available to help you with a number of things. This might include the best way to talk to your supervisor, how to interact with coworkers, how to improve your job skills or anything else that will help you keep your job. The job coach will also work with and your team to help you find transportation to your job.

Assistance with working and maintaining your benefits

The Work Incentives and Assistance Program (WIPA) is designed to enable beneficiaries with disabilities to receive accurate information and use that information to make a successful transition to work. Each WIPA program has Community Work Incentives Coordinators (CWIC) who will:

- provide in-depth counseling about benefits and the effect of work on those benefits;
- conduct outreach efforts to beneficiaries of SSI and SSDI (and their families) who are potentially eligible to participate in federal or state Work Incentives programs; and
- work in cooperation with federal, state and private agencies and nonprofit organizations that serve SSI and SSDI beneficiaries with disabilities

Work Incentives and Assistance Program (WIPA), Administered by Disability Rights Phyllis Hilley Program Director/CWIC 800-692-7443 Ex 309 philley@disabilityrightspa.org
Ticket to Work is a program for those currently receiving Social Security Disability Benefits who are interested in working. [https://choosework.ssa.gov/about/work-incentives/](https://choosework.ssa.gov/about/work-incentives/)

Benefits Counseling is a waiver service that may be available to assist in informing you about competitive integrated employment and how and whether it will result in increased economic self-sufficiency and/or net financial benefit through the use of various work incentives. It will also provide information on essential benefit programs. This service needs to be authorized in an individual’s ISP. Your Supports Coordinator will be able to provide additional information

Medical Assistance Benefits for Workers With Disabilities MAWD
MAWD lets Pennsylvanians with disabilities take a fulfilling job, earn more money and still keep their full medical coverage. With MAWD you can keep Medical Assistance while you work, even if your earnings increase above the limits for other Medical Assistance programs. Now you do not have to choose between a job and your health. [www.dhs.pa.gov/Services/Assistance/Pages/MA-for-Disabled-Workers.aspx](http://www.dhs.pa.gov/Services/Assistance/Pages/MA-for-Disabled-Workers.aspx)

PA ABLE Account
A PA ABLE account gives individuals with qualified disabilities (Eligible Individuals), and their families and friends, a tax-free way to save for disability-related expenses, while maintaining government benefits [www.paable.gov](http://www.paable.gov)

Other Benefits
- To learn if you qualify for Medical Assistance for health care, SNAP (food stamps), and other benefits contact the Lebanon County Assistance Office at 717-270-3600, or apply online at [https://www.compass.state.pa.us/Compass.Web/public/cmphome](https://www.compass.state.pa.us/Compass.Web/public/cmphome)
- To learn if you qualify for Social Security Benefits or SSI contact the Social Security Administration at 1-866-716-9635 or apply online at: [www.ssa.gov](http://www.ssa.gov)
## COMPANIES THAT PROVIDE EMPLOYMENT SERVICES AND SUPPORTS IN LEBANON COUNTY

Receipt of services is based on eligibility and the availability of funding. Additional Employment Providers operating throughout Pennsylvania can be found in the HCSIS Services and Supports Directory [https://www.hcsis.state.pa.us/hcsis-ssd/ServicesSupportDirectory/ServicesSupportHome](https://www.hcsis.state.pa.us/hcsis-ssd/ServicesSupportDirectory/ServicesSupportHome)

### AHEDD
3300 Trindle Rd  
Camp Hill, PA 17011  
717-763-0968  
infoforequest@ahedd.org  
[www.AHEDD.org](http://www.AHEDD.org)

### DDS Developmental & Disability Services
1126 Walnut St  
Lebanon, PA 17042  
717-274-3493  
executivedirector@ddslebanon.org  
[www.DDSLEBANON.org](http://www.DDSLEBANON.org)

### Doors To Success, Inc OVR only
145 N Thistledown Dr  
Palmyra, PA 17078  
717-832-0461  
doorstosuccess@comcast.net

### Goodwill Keystone Area
1150 Goodwill Dr  
Harrisburg PA 17101  
717-232-1831  
[www.yourgoodwill.org](http://www.yourgoodwill.org)

### Kaleidoscope Family Solutions, Inc.
950 E. Haverford Road  
Bryn Mawr, PA 19010  
267-295-2225  
esaporito@kfamilysolutions.org

### Living Unlimited, Inc.
4601 Locust Lane  
Harrisburg PA 17109  
717-526-2111  
[www.living-unlimitedinc.com](http://www.living-unlimitedinc.com)

### QUEST Quality Employment Services & Training, Inc
704 Metro Dr  
Lebanon, PA 17042  
717-273-8118  
VMorris@paquest.com  
[www.paquest.com](http://www.paquest.com)

### Round Hill Services Corp.
117 Eisenhower Blvd.  
Lancaster, PA 17603  
717-368-3025  
[www.roundhillservices.org](http://www.roundhillservices.org)

### Vista Autism Services
1021 Springboard Drive  
Hershey, PA 17033  
717-835-1115  
[www.vistaautismservices.org](http://www.vistaautismservices.org)

### Youth Advocate Programs
105 N Chapel St  
Lebanon, PA 17046  
717-228-0935  
[www.yapinc.org](http://www.yapinc.org)
AGENCIES THAT ARE HELPFUL IN YOUR JOURNEY TO EMPLOYMENT

Lebanon Area Career Link
243 Schneider Dr Lebanon, PA 17042 717-274-2554 TTY-717-279-2828
https://www.pacareerlink.pa.gov/jponline/
Job search, counseling, skills assessment, training programs, resume writing, interviewing skills

Lebanon County Assistance Office
625 South Eighth Street P.O. Box 870 Lebanon, PA 17042-0870. 800-229-3926
Apply for Benefits online at https://www.compass.state.pa.us/Compass.Web/public/cmphome

Lancaster-Lebanon IU 13
Provides information on various educational, transition, and school related topics
1020 New Holland Avenue, Lancaster, PA 17601 717-606-1600 www.iu13.org

Lebanon County MH/ID/EI
220 East Lehman St Lebanon, PA 17046 717-274-3415 Fax: 717-274-0317
http://www.lebcounty.org/depts/MHIDEI/Pages/default.aspx

Child and Adolescent Service System Program (CASSP)
Lebanon County MH/ID/EI 220 E Lehman Street Lebanon PA 17046 717-274-3415

OVR Office of Vocational Rehabilitation
Forum Place 555 Walnut Street, 8th Floor Harrisburg PA 17101
717-787-7834 Voice 800-442-6352 Voice 717-787-4013 TTY 877-497-6545 TTY
https://www.dli.pa.gov/Individuals/Disability-Services/ovr/Pages/default.aspx

Bureau of Blindness and Visual Services
Forum Place 555 Walnut St, 8th Floor Harrisburg, PA 17101
717-787-7500 TTY-717-787-1733

Client Assistance Program (CAP)
1515 Market Street Suite 300 Philadelphia, PA 19102
Provides assistance to those not satisfied with services or if you feel you have been unfairly determined ineligible for OVR or BBVS services

PA Office for the Deaf & Hard of Hearing
1521 N 6th St, Harrisburg, PA 17102
TTY-717-783-4912 TTY (PA only)-1-800-233-3008 Video Phone-717-783-4913

Parent Education Network (PEN)
https://npen.org/
Social Security Administration
Lebanon Office 924 Russell Dr Lebanon, PA 17042 717-274-9250
www.ssa.gov  www.ssa.gov/disability

The Arc Lancaster Lebanon
116 W Airport Rd Ste A Lititz PA 17543 717-394-5251
info@thearclancleb.org or www.thearclancleb.org

Work Incentives and Assistance Program (WIPA)
Administered by Disability Rights PA, Phyllis Hilley Program
Director/CWIC
800-692-7443 Ext 309 philley@disabilityrightspa.org

SUPPORTS COORDINATION AGENCIES SERVING LEBANON COUNTY
Service Access and Management, Inc. (SAM)
747 E. Cumberland Street, Lebanon, PA 17042
Phone: 717-739-6374 www.sam-inc.org/pa/

People First Supports Coordination
111 N. Main Street Spring City, PA 19475
484-818-2800 https://peoplefirstsc.org/

Erie County Care Management (ECCM)
1601 Sassafras Street Erie, Pa 16502
1-814-528-0600 https://www.eccm.org/

Center for Community Resources, Inc.
212-214 S. Main Street Suite 625 Butler, PA 16001
724-431-3643 https://ccrinfo.org/

Lebanon County School Districts-High School Offices
Annville Cleona 717-867-7700
Cornwall Lebanon 717-272-2033
ELCO 717-866-7447
Lebanon 717-273-9391
Northern Lebanon 717-865-2117
Palmyra 717-838-1331
WEBSITE RESOURCES

ASERT Autism Services, Education, Resources and Training Collaborative. Resources for self-advocates families, and providers, with a broad array of information to help meet the needs of those living with or serving people with autism.  www.paautism.org

Bureau of Autism & Special Populations Information about Autism  
https://www.dhs.pa.gov/Services/Disabilities-Aging/Pages/Autism-Services.aspx

COMPASS Online application for Pennsylvanians to apply for health and human service programs.  
www.compass.state.pa.us

Developmental Disability Council Works to create favorable conditions for people with developmental disabilities and their families in the Commonwealth.  www.paddc.org

Disability Rights Pennsylvania Protects and advocates for rights of people with disabilities so that they may live the lives they choose, free from abuse, neglect, discrimination, and segregation.  
www.disabilityrightspa.org/

Disability.gov Connecting the disability community to information and opportunities.  Includes information on employment,  www.disability.gov

My ODP Information, resources, and training materials available to individuals with a disability or for those who support someone with a disability.  www.myodp.org

ODP Office of Developmental Programs Information about Intellectual Disability services and supports.  

OMHSAS Office of Mental Health and Substance Abuse Information on Mental Health, Statewide Initiatives, Guiding Principles and Resources.  https://www.dhs.pa.gov/Services/Mental-Health-In-PA/Pages/default.aspx

PA Family Network Supporting families’ needs using the “Charting the LifeCourse Tools” and provides family workshops, networking opportunities and individual and mentoring sessions.  
https://www.visionforequality.org/programs/pa-family-network/

PA Youth Leadership Network (PYLN) Team of youth leaders with disabilities. PYLN members are from PA. Their goal is to develop self-determination, leadership and successful post-school outcomes among youth and young adults in PA.  www.pyln.org

State Employment Leadership Network (SELN)  
https://www.selnhub.org/home

Temple Institute on Disabilities  Provides information, support, and links https://disabilities.temple.edu/
TRANSITION FROM HIGH SCHOOL

After I graduate, what can I expect?
Transition planning or what you will need after you graduate is information that should be included in your IEP. Services and Supports provided by the school system (entitlement) will end along with your IEP when you graduate.

As an adult, you may be eligible for services through various agencies. These services are not entitlement services, and you must be determined eligible for these services and they are based on available funding.

What kinds of services are available?
- Assistance with finding and keeping a job
- Assistance with finding transportation to and from work
- Assistance with learning new skills
- Planning for your future
- Assistance with exploring various living arrangements
- Assistance to participate in community activities
- Information on pre-employment services through OVR

These are only a few of the services that may be available. Your family, agency Supports Coordinator, Case Manager, and Counselor, along with the school system staff will review your needs and help you to decide your service needs.

How do I receive these needed services?
You and your team should consider and discuss various support and service options based on your identified needs. You should apply for services to the agencies that provide adult services (OVR, MH/ID/EI, etc.) and for benefits if you have not already done so (Social Security, The County Assistance Office).

What can I do to make the process as smooth as possible?
- Apply for services as early as possible, in some cases several years before you are scheduled to graduate
- Be an active participant in the transition planning process and attend all meetings such as IEP, TCT, ISP, etc.
- Partner with your family, the school system, and adult service agencies to plan for services and supports you will need after graduation
- Keep copies of all evaluations completed while in school to use when applying for services you will need after you graduate
- Attend meetings and trainings on transition and the adult service system