



# *NBRC Transition to Work Program Guide*



## THE TRANSITION PROCESS

**Whether transitioning to a new job or coming out of school, it is important that you are aware of the process for finding a new job.**

Public school students with developmental disabilities are eligible to participate in continuing education programming through the semester during which they celebrate their 22nd birthday. Though it is not mandatory that individuals remain in the educational system until that time, there are several opportunities that will further prepare the student for his/her adult years. Such training can enhance the individual's community access, independent living, social skills and vocational skills. These programs can be either through the individual school district, or through Napa, Solano, or Sonoma County Offices of Education.

Often the student may have been referred to the Department of Rehabilitation programs. This occurs if the student is willing or wants to work at least 20 hours each week or more. The Department of Rehabilitation focuses on assisting students with finding a job either prior to or upon high school graduation. Also funded through the Department can be job searching, job training, vocational counseling and other support and preparation services. Ask your Regional Center Service Coordinator if you should apply for services with the Department of Rehabilitation.

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## Transition Programs

Transition programs are for adults from 18 to 22 years old and offer continued education and work training for students. The focus areas that are taught in these programs cover a variety of subjects, including:

- ✓ Banking/money skills
- ✓ Bus and pedestrian skills/safety awareness
- ✓ Attending a junior college class
- ✓ Vocational opportunities and career exploration activities
- ✓ Appropriate grooming and hygiene
- ✓ Academic skills and community access/experiences.

Program activities take place primarily in the community where the Transition program is located. There will be continued annual Individual Education Plan meetings like in regular school settings. To access these programs, an individual will first be referred to his/her school district if a transitional program is offered. If the district does not have a program or the program is not appropriate, the individual may be referred to a County Office of Education.



## County Offices Of Education

Sonoma County, Napa County and Solano County Offices of Education each have their unique transition programs, with common features. **Regional Occupation Programs (ROP)**, and **Workability Programs** provide high schools students with vocational coursework designed to prepare them for jobs, with focus on specific industries that students may access through varied work activities. These can be accessed through your child's high school counselor.

The **Transition Partnership Program (TPP)** of Solano and Napa County Dept. of Education, like the Sonoma County Office of Education **Transition Program**, is designed to "teach work" to special education students and support their transition to adulthood. Coordinating services with the **Department of Rehabilitation**, the individual student is assessed by school teams, and IEPs are developed to meet students' needs and vocational/transition goals. Included are a behavior skills section, a social/specific skills section, and a work skills section. A primary consideration is *how* many hours the individual is capable of working at a job, and *how* much supervision is required for the individual to be successful. A determination is made for which class/job he/she would benefit from the most. The goal is to provide ongoing work experiences, supporting career advancement in the least restrictive environment. Transition programs prepare the student to transition smoothly and successfully to an adult day program or job.

### **Napa County ROP/Napa County Office of Education**

2121 Imola Avenue, Napa, CA 94559  
(707)253-6821 or (707) 253-6830  
jahuna@ncoe.k12.ca.us

### **SCOE Special Education Department**

5340 Skylane Boulevard  
Santa Rosa, CA 95403  
(707) 524-2710 ■ [www.scoe.org](http://www.scoe.org)

### **Solano County Office of Education**

5100 Business Center Drive  
Fairfield, CA 94534  
(707) 399-4400

### District Transition Programs

Many school districts are now offering a transition program specific to their district needs. West County in Sonoma County currently offers the Life Skills Program and the Partnership Class, which are groups with a maximum of 9-10 students with similar interests or goals. This program is currently based in Sebastopol and they will add new classes as the program grows. The program offers community outings, an SRJC component, and site based work and community worksites. Santa Rosa City School District now has the Santa Rosa Kitchen as well as other new sites/class opportunities currently being worked on. \* Some worksites available are:

### Some worksites available in County and District Programs are:

Sutter Hospital  
Round Table Pizza  
Whole Foods  
Petaluma Valley Hospital  
Kaiser  
Santa Rosa Food Kitchen

Costco  
Doubletree Hotel  
Sonoma County Office of Ed.  
Oliver's Market  
Memorial Hospital  
Rite Aid

Mary's Pizza Shack  
Vallergas Market  
Safeway  
Wal-Mart  
O'Reilly & Associates  
Target

*\*These sites do change often and may or may not have vacancies at any given time. Each student has different needs and will be placed in the most appropriate environment with as much choice as possible. Each site has several types of job tasks to choose from. Students can rotate through various tasks to learn about their preferences and interests.*



## Site-Based Work/Day Activity Programs

Each site-based program contains many work opportunities and/or recreational activities. While these programs are not strictly vocational-based work sites, they usually include a “sheltered,” more structured and supervised environment. Often classified as **Work Activity Programs (WAP)**, each program has an element of contracted repetitive job tasks which may allow the consumer to earn wages based on a productivity or “piece” rate, measured by the amount of number of ‘pieces’ of work a consumer produces hourly.

Each site is best explored by arranging for a tour. The program staff will assist in providing additional information needed or answering questions about the kinds of jobs available and the best program for the individual. If you decide that you would like to learn more about this type of program, please discuss this with your service coordinator.

### Site Based Work/Day Activity Programs:

- A range of 1:3 to 1:8 staffing ratio
- Ongoing supervision
- Part vocational and part social skills; possible community integration
- Many program choices depending on the individual's needs
- Not always integrated worksites
- Individual may have various work/activities throughout the day
- Wage may be calculated “piece” rate or per job task

### Programs in Sonoma County

Old Adobe Developmental Services  
235 Casa Grande Rd.  
Petaluma, CA 94954  
707-763-9807

North Bay Industries  
649 Martin Ave.  
Rohnert Park, CA 94928  
707-585-1991 x113

Growth Opportunities (Targets 50+)  
2421 Lomas Ave.  
Santa Rosa, CA 95403  
707-571-7637

Dungarvin  
433 Beaver St.  
Santa Rosa, CA 95403  
707-543-5895

Alchemia  
118 10<sup>th</sup> St.  
Petaluma, CA 94952  
707-775-3794

Becoming Independent Healdsburg  
484 Moore Lane  
Healdsburg, CA 95448  
707-431-1345

Becoming Independent Rohnert Park  
6950 Commerce Blvd. Ste. 5  
Rohnert Park, CA 94928  
707-664-1619

Becoming Independent Sonoma  
355 Napa St.  
Sonoma, CA 95476  
707-996-5988

Becoming Independent  
1425 Corporate Center Pkwy  
Santa Rosa, CA 95407  
707-524-6602

Redwood Empire Industries  
1695 Piner Rd. Ste. A  
Santa Rosa, CA 95403  
707-542-5609

**Site-Based Work Day/Activity Programs in Napa County**

Napa Valley Support Services (NVSS)  
650 Imperial Way, Ste. 202  
Napa, CA 94559  
707-253-0400

United Cerebral Palsy of the North Bay  
720 Airpark Rd.  
Napa, CA 94558  
707-603-0010

Community Access Plus  
725 Marin St.  
Vallejo, CA 94590  
707-649-0588

Napa Vily Products, Services & Industry  
651 Trabajo Lane  
Napa, CA 94559  
707-255-0177

**Site Based Work/Day Activity Programs in Solano County**

Community Access Plus  
725 Marin St.  
Vallejo, CA 94590  
707-649-0588

Easter Seals Superior CA  
3205 Hurley Way  
Sacramento, CA 95864  
916-485-6711 x132

Dreamcatcher's/Crestwood  
2201 Tuolumne St.  
Vallejo, CA 94589  
707-558-1777

IMPACT  
2573 Clay Bank Rd.  
Fairfield, CA 94553  
707-435-1792

Pride Industries  
2339 Courage Dr. Ste. B  
Fairfield, CA 94533  
707-399-3601

Solano Diversified Services  
1761 Broadway, Ste. 250  
Vallejo, CA 94590  
707-552-9443 x5

It is important to mention that there are other programs specific to individual needs that offer more intensive and interactive 1:1 options for those behaviorally challenged or medically fragile individuals; assessments are made on an individual basis. The focus is on what is required in order to maintain an individual's quality of life effectively and safely. The schedule will depend on the individual and their choices; CPC will assist with specifics if needed regarding referrals.



## **GROUP SUPPORTED EMPLOYMENT**

**Group Supported Employment (GRE)** is similar to the Work Activity Programs (WAP). A small group of individuals, generally 4-6 people, works 20-30 hours per week at a business in the community under continuous job coaching and/or supervision; the supervisor on site is from an NBRC or Dept. of Rehabilitation funded program. These programs generally require a higher level of responsibility and/or safety awareness than the WAP programs as community integration is common. You are encouraged to visit or tour any group supported employment sites that you are interested in; contact your service coordinator for more information.

### **Group Supported Employment(GSE):**

- A range from 1:4 – 1:8 staffing ratio
- 100% on-going supervision
- Several individual clients employed at a work site in the community, usually integrated
- Supervision is provided by the supported employment organization
- Paid based on productivity

### **GRE Programs in Sonoma County**

Old Adobe Developmental Services  
235 Casa Grande Rd.  
Petaluma, CA 94954  
707-763-9807

North Bay Industries  
649 Martin Ave.  
Rohnert Park, CA 94928  
707-585-1991 x113

Becoming Independent  
1425 Corporate Center Pkwy  
Santa Rosa, CA 95407  
707-524-6602

Redwood Empire Industries  
1695 Piner Rd. Ste. A  
Santa Rosa, CA 95403  
707-542-5609

### **Possible Worksites/Jobs Include:**

Hydro-Farms – Packaging  
Rheodyne - Assembly/ Packaging  
NBRC - Clerical Worker  
UPS – Janitor/General Maintenance

Mrs. Grossman's Stickers - Quality Control  
Two Rock – Food Service & Landscaping  
Spreckles Performing Arts – Janitorial  
CHDC - Clerical

### **GRE Programs in Napa County**

Napa Personnel Systems  
650 Imperial Way, Ste. 202  
Napa, CA 94559  
707-253-7466

United Cerebral Palsy of the North Bay  
720 Airpark Rd.  
Napa, CA 94558  
707-603-0010

Community Access Plus  
725 Marin St.  
Vallejo, CA 94590  
707-649-0588

Napa Villy Products, Services & Industry  
651 Trabajo Lane  
Napa, CA 94559  
707-255-0177

### **Possible Worksites/Jobs Include:**

Vallergas Market-Courtesy Clerk  
Wine & Bev-Packaging

Napa Recycling  
Lixit Animal Products-Assembly/Packaging

### **GRE Programs in Solano County**

Community Access Plus  
725 Marin St.  
Vallejo, CA 94590  
707-649-0588

Easter Seals Superior CA  
3205 Hurley Way  
Sacramento, CA 95864  
916-485-6711 x132

Pride Industries  
2339 Courage Dr. Ste. B  
Fairfield, CA 94533  
707-399-3601

Solano Diversified Services  
1761 Broadway, Ste. 250  
Vallejo, CA 94590  
707-552-9443 x5

#### **Possible Worksites/Jobs Include:**

Valcore Recycling  
Meyer's Products-Assembly  
Solano County Fairgrounds

Safeway- Courtesy Clerk  
Clorox-Janitorial

### **INDIVIDUAL SUPPORTED EMPLOYMENT**

It is often recommended to have a school transitional program, group job experience, or be prepared for competitive employment in a structured format before enrolling in an **Individual Supported Employment program (ISE)**. An ISE job is developed by looking at job choices the consumer is interested in. A job developer assists the consumer with finding a job, and a job coach is funded (usually by NBRC once the consumer has stabilized in his/her job) to teach and provide on-going support to the consumer on the job. The job coaching hours may be decreased or may fade out as the team feels that the consumer has learned all of the job components. A consumer will need to be fairly independent and eventually be capable of working on his/her own. These jobs can require work schedules with various hours each day, from 15-40 hours per week. Individuals will make minimum or competitive wages for the job. The consumer can be retrained in the future on new job tasks, can be referred for additional support services to overcome any barriers, and can transition into other jobs if he/she chooses.

If interested in an ISE job, you will need to work with the Department of Rehabilitation Vocational Counselor and your service coordinator; NBRC initiates referrals to the Dept. of Rehabilitation.

#### **Individual Supported Employment:**

- Individualized job choices based on interests and skills
- One individual client employed in a regular job in the community
- Supervision is provided by the employer
- Available support services from a job coach based on need
- Mobility training provided
- Wage is at least minimum wage or higher, at regular job rate

**ISE Programs In Sonoma County**

*Most programs also share site-based work, day activity programs, groups supported employment and individual employment options.*

Alchemia  
P.O. Box 954  
Petaluma, CA 94953  
775-3794  
Fax # 415-457-5574 \*

Becoming Independent (BI)  
1425 Corporate Center Pkwy.  
Santa Rosa, CA 95407  
524-6602  
Fax #527-1206

Becoming Independent Healdsburg(BI)  
625 Center Place  
Healdsburg, CA 95448  
431-1345

North Bay Industries (NBI)  
649 Martin Ave.  
Rohnert Park, CA 94928  
585-2246  
Fax #585-1899

Old Adobe Developmental Services  
1301 Rand Road Ste. A  
Petaluma, CA 94954  
763-9807  
Fax #763-7708

Goodwill Industries  
651 Yolanda Ave.  
Santa Rosa, CA 95404  
523-0550  
Fax# 523-0552

Redwood Empire Industries (REI)  
and G. Opportunities  
1695 Piner Rd.  
Santa Rosa, CA 95403  
542-5609  
Fax #542-9766

COLE Vocational Services\*  
\* medically fragile only  
131 B Stony Point Circle #1200  
Santa Rosa, CA 95401  
528-3771

**ISE Programs In Napa County**

Napa Personnel Systems  
650 Imperial Way, Ste. 202  
Napa, CA 94559  
707-253-7466  
Fax# 253-0115

Napa Vily Products, Services & Industry  
651 Trabajo Lane  
Napa, CA 94559  
707-255-0177  
Fax# 255-0802

**ISE Programs in Solano County**

Community Access Plus  
725 Marin St.  
Vallejo, CA 94590  
707-649-0588  
Fax #649-0589

Solano Diversified Services  
1761 Broadway, Ste. 250  
Vallejo, CA 94590  
707-552-9443 x5  
Fax #552-9467

Pride Industries  
2339 Courage Dr. Ste. B  
Fairfield, CA 94533  
707-399-3601  
Fax # 399-3603

## **Additional Vocational Resources**

### **California State Department of Vocational Rehabilitation (DOR)**

50D Street, Suite 425 Santa Rosa, CA 576-2233	1001 Second St., Ste. 245 Napa, CA 94558 253-4936	450 Chadbourne Road, Ste. A Fairfield, CA 94534-9612 428-2080
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\*Provides job training and job placement for persons with disabilities. Client must have a reasonable vocational goal.

### **Santa Rosa Junior College**

1501 Mendocino Ave , SR	527-4382
Disability Resources College Skills	527-4278
College Skills	527-4834

### **Napa Valley Community College**

2277 Napa-Vallejo Hwy, Napa	253-3000
Disability Resources	253-3080

### **Solano Community College**

4000 Suisun Valley Rd ., Fairfield	864-7000
Disability Services	864-7136

### **Solano Community College**

Vallejo Campus	642-8188
Vacaville Campus	446-2900

\*Services for students with disabilities are available through Disability Resources Department.

\*Students must apply, usually by April, with their most recent IEP and Psychological Evaluation from the high school.

\*Must meet Junior College criteria to participate.

\*Students who apply need to acknowledge their disability and be able to ask for help.

\*Services can include extra time on tests, use of tape recorders, tutoring, note takers, and priority registration

### **Employment Development Department (EDD)**

606 Healdsburg Ave Santa Rosa, CA	576-2850	320 Campus Lane Fairfield, CA	863-3570
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\*Youth Employment Opportunity Program (YEOP) - Provides services to high-risk youth, ages 15-21. The program emphasizes education, assessment, and peer advising. Services include job referrals and job placement assistance. High risk includes: youthful offender, teen parent, students with poor literacy skills, gang member, member of a minority group, economically disadvantaged, foster or homeless youth.

### **California Human Development Corporation**

100 Sebastopol Road	566-3960
3315 Airway Drive	523-1155

\*Anthony Soto Employment Training Center (ASET) provides vocational training in Assembly & Fabrication, Building Maintenance, Electronic Assembly, Office Occupations, Truck Driving, Shipping & Receiving, and Vocational Computer Training.

\*Funding is available through the Department of Rehabilitation. Students can pay directly.

\*Multi-Cultural Center

## Job Development and Other Post-Secondary Activities

1. Participate in a job search
  - a. Identify 3 places you would like to work and go see what employees do there; identify work skills needed
  - b. Go online and see who is hiring: CalJobs, Craigslist, and local sites
  - c. Turn in applications with a resume
2. Check with the store manager weekly to ask for an interview
3. Investigate the possibility of getting a Workability paid job
4. Participate in daily transition-program job experiences
5. Obtain a summer job
6. Obtain a volunteer job
7. Continue work experience in family businesses
8. Complete paperwork for a job: 1-9 Form, W-2, Social Security card
9. Improve work skills: accuracy, rate, and duration, time on task w/o supervision
10. Visit Educational post-grad programs
11. Attend a Sonoma County, Napa County, or Solano County Transition Fair
12. Apply for Social Security (SSI)
13. Prepare for transition to a community Junior College
  - a. Contact the Disability Resource Department
  - b. Apply for the Doyle Scholarship and other financial aid
  - c. Take the English and Math placement test
14. Participate in a school-based project or enterprise (student run business)
15. Register to Vote

