

GVRA Provider Information for Pre-ETS GROW Program

- All providers must have a current year (FY21) executed GVRA Provider Agreement to participate. If you are an approved Pre-ETS Provider you can participate.
- If you do not have Pre-ETS as approved services in your agreement and you want to participate, you can apply to become approved.

All Participating Providers

- All providers must prepare and submit a proposed list of daily activities for the 5 days which will be reviewed and approved by the VR Transition Team (review the template prepared by VR staff in advance)
- The program must be for a full week of activities and not a partial week
- All programming and activities must be in coordination with the local VR office and school district(s) and occur in the local community
- Identify the Age population you propose working with:
 - 14 – 17 age group
 - 18 – 22 age group
- Must meet oversight instructor to student ratio:
 - Group oversight will be determined by the disability population served:
 - Lower incidence/Moderate Disabilities (Students requiring adapted HS academics (GAA))
1 instructor to 5 students
 - Higher incidence/Mild Disabilities (students enrolled in standard HS academic courses).
1 instructor to 10 students

Providers who do not have Pre-ETS in the current agreement

- Submit the following information to providermanagement@gvs.ga.gov:
 - Prepare programming plan for the week and submit for review/approval
 - Identify school districts you can work with
 - Identify staff to provide oversight and instruction. Staff recommended must meet the following:
 - Must complete a background check and receive a GVRA determination letter indicating approval to work with GVRA participants
 - Meet at least one of the following:
 - Two years of experience working with students with disabilities,
 - Minimum of 30 semester hours of college credit with a minimum of 15 semester hours in special education, specific disabilities, social work, counseling, business or a related field. or
 - 60 hours of college credit in special education, specific disabilities, social work, counseling, business or a related field.

- The provider leadership must be responsible for documentation of staff qualifications to deliver Pre-Employment Transition Services (Pre-ETS). Exceptions to the provider qualifications noted above will be granted for individuals who do not meet the educational requirements above if the total of that individual's work experiences clearly demonstrates that he or she is experienced in instructing students with disabilities during the transition years.
- If additional Instructors or Assistants used. Providers may have other staff assist Instructors with the program. Qualifications for other staff:
 - Must complete a background check and receive a GVRA determination letter indicating approval to work with GVRA participants
 - Minimum requirements --3 months experience with population served by provider. Could have been a peer mentor or camp counselor or similar
- Providers Requesting approval to add Pre-ETS must receive a response from VR to their submission prior to beginning any of those services

All Participating Providers

Required

- **Submit weekly program plan in advance for review and approval.** Changes must be approved in advance of implementing
- **Only accept participants referred/authorized by VR Staff in writing in advance**
- Complete Pre and Post evaluation for each participant using format provided by VR
- Only invoice for the number of participants referred by VR
- Only invoice for the rate established by VR per participant
- Only invoice once for each participant
- Program is only valid when school is not in session and only when approved by VR
- All expenses associated with program delivery are included in the per participant flat rate