**Career Counseling and Information and Referral (CCIR) Guidance**

***Documentation Checklist for Youth (24******and Under)* OR *Documentation Checklist for Adults***form shall be used to record CCIR activity and then copied for all entities specified atbottom of form*.* CCIR is only required of individuals employed at special or sub-minimum wage (SMW) employment or individuals earning at least minimum wage in an enclave situation where integration may be questionable. When an individual refuses a CCIR activity, use ***Refusal to Participate*** form and refer back to DD Service Coordinator.

**Required CCIR intervals (Service Provider responsible to monitor, request VR & maintain compliance for DOL Wage and Hour Division):**

(1) Hired at SMW on or after 7/22/2016- every 6 months for first year of employment and annually thereafter for duration of SMW employment.

(2) Already hired at SMW prior to 7/22/2016- once by 7/22/2017 and annually thereafter for duration of SMW employment.

*\* Applicable intervals will be calculated based upon the date individual becomes known to VR.*

* **Career Counseling** (CC) is sharing resources and options: provide Labor Market Info, assistance with career goals, strategies/resources for finding jobs, and show individuals how to look for work and training opportunities. Start with a brief VR Orientation and explain collaboration with the Service Provider to find and maintain employment. Group sessions are acceptable and preferred. There will not be an open VR case unless individual/family makes request.

***\*Benefits Orientation may be included as a later CC interaction after VR application has been taken***

* **Information & Referral** (I & R) is sharing resource information available in the geographic area that can provide relevant employment or employment support services or independent living and personal needs. Referral back to the DD Service Coordinator can be documented here.

**Examples of I & R**

Centers for Independent Living (League of Human Dignity)

Social Security

Community non-profits – food banks/food net, Catholic Social Services, Lutheran Family Services, St. Vincent de Paul, Salvation Army, etc.

Workforce Development

Disability Specific Resources- Autism Center, United Cerebral Palsy, Down Syndrome of Nebraska, etc.

Counseling Services

Hotline for Disability Services

DHHS- Medicaid, Access Nebraska, \***DD Service Coordination**

***\*WIOA requires Self-Advocacy, Self-Determination, and Peer Mentoring opportunities in CCIR***

**Peer Mentoring** (record under I & R on Checklist)

**Aktion Club (Kiwanis)**

<http://www.aktionclub.org/join/membershipinterestandrequirements.aspx>

**Find an Aktion Club near me**

[**http://locator.kiwanis.org/FindAClub**](http://locator.kiwanis.org/FindAClub)

**Autism Society of Nebraska**

<http://autismnebraska.org/?s=peer+mentor>

**Magellan of Nebraska (click on Region map)**

<http://www.magellanofnebraska.com/media/1309735/magellan_peer_support_resource_guide.pdf>

**National Mentoring Resource Center**

<http://www.nationalmentoringresourcecenter.org/index.php/what-works-in-mentoring/resources-for-mentoring-programs.html>

**Nebraska Family Support Network**

<https://nefamilysupportnetwork.org/contact-us/>

**Nebraska Youth Leadership Council**

<http://nylc.nebraska.gov/NYLC/Welcome.html>

**Ollie Webb Center**

<http://www.olliewebbinc.org/services/>

**Project Everlast**

<http://www.projecteverlast.org/councils/pe_councils.html>

**Special Olympics (Project Unify)**

<http://www.sone.org/programs/schoolbasedprograms/>

**Self-Advocacy/Self-Determination** (record under I & R on Checklist)

**Arc Chapters in Nebraska**

<http://www.thearc.org/find-a-chapter/nebraska>

**Disability Rights Nebraska**

<http://www.disabilityrightsnebraska.org/resources/>

**Kids As Self Advocates- KASA**

<http://fvkasa.org/index.php>

**League of Human Dignity**

<http://leagueofhumandignity.com/about-the-league/#2>

**Munroe Meyer Institute**

<https://www.unmc.edu/mmi/services/familyresources/index.html>

**National Consortium on Leadership and Disability for Youth - NCLD Youth**

<http://www.ncld-youth.info/index.php?id=01>

**Nebraska Family Support Network**

<https://nefamilysupportnetwork.org/contact-us/>

**Nebraska Youth Leadership Council**

<http://nylc.nebraska.gov/NYLC/Welcome.html>

**Ollie Webb Center**

<http://www.olliewebbinc.org>

**People First Nebraska**

<http://www.peoplefirstnebraska.com/chapters.html>

**PTI Nebraska**

<http://pti-nebraska.org>