**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, refer back to DD Service Coordinator to discuss implication of not working with VR, and proceed with ***Refusal to Participate*** form.

**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 for consideration. 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.

**Key components of Career Counseling:**

Ensure informed choice

Interests, Strengths, Skills, & Abilities

Priorities

Resources- Financial and Human Capital

Daily Living Factors

Soft Skills

Review education and work history

Training options

General labor market information

How to look for work in coordination with Service Provider staff

Discuss Supported or Customized Employment and any AT that may help maximize potential concerns

***\*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, employment support services or independent living and personal needs. Referral back to the DD Service Coordinator can be documented here.

\*Please use *Information and Referral (I & R) to Other Programs* handout and customize for each CCIR appointment.

**Self-Advocacy, Self-Determination, and Peer Mentoring**

\*Please use the *Information on Self-Advocacy, Peer Mentoring, and Self-Determination* *Opportunities* handout as a part of each CCIR appointment.