**YTP Process – From Case Manager to VR**

1. Case manager contacts the student to see if they are interested in the Youth Transition Program.
2. If student is interested, then case manager contacts the parents to see if they are interested.
3. If both student and parent are interested (unless student is emancipated – then the student’s interest determines next steps) the case manager completes both the YTP Teacher Referral and YTP Functional Limitation Form and submits to YTP specialist.
4. YTP specialist reviews application and makes initial contact with student to discuss interest and review form packet with the student to take home.
5. Packet should include the following:

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| 1. Parent Letter 2. Eligibility Information 3. Ideal Participant | 1. Agreement to Participate *(Parent or Student as appropriate)* 2. Emergency Contact Release 3. Field Trip – Community Based Activity Permission 4. Publicity Release |

1. YTP Specialist follows up to be sure they have a complete packet of signed forms.
2. YTP specialist sets up Services Log for student and begins tracking all contacts with student or parent.
3. The YTP specialist may meet with parents or attend IEP meetings to provide introductory information about YTP to parents and students.
4. YTP specialist continues to meet with the student to get to know him or her and gather information for the VR counselor and develop a working relationship with the student. The school case manager and the YTP specialist can collaborate on what these needs might be though it is important to remember that **YTP is intended to supplement not replace the transition services provided by the school**.

Meetings with students might focus on a variety of skills or needs including but not limited to: studying for a driver’s permit, obtaining a food handlers card, career interest inventories, application, resume and interview skills)  The specialist is in the screening process with the student, communicating with VR to determine if the student is a good fit for YTP.

1. YTP specialist meets with VR on behalf of the student and, as appropriate, facilitates a VR application.
2. If the student is a good fit, the YTP specialist continues to work with the student, VR and the case manager to assist in eliminating employment barriers as identified in the Vocational Rehabilitation application process.  At this point the YTP specialist works with both the case manager and VR counselor to determine what work will be done with the individual student.
3. Once the student leaves school and is a VR client, the YTP specialist continues working with the student and following up as per the YTP grant.