



# Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: Mary Lee Fay, Administrator  
*Signature*

IM Number: SPD-IM-04-017

Date: March 4, 2004

**Subject: Adults with Developmental Disabilities:**

Procedures for Use and Payment of Business Co-Workers  
For Support Services Customers in Supported Employment

**Applies to (check all that apply):**

- All DHS employees
- Area Agencies on Aging
- Children Adults and Families
- Community Human Services
- Other (please specify): Support Services Brokerage Directors  
DD 54 Employment Providers
- County DD Program Managers
- County Mental Health Directors
- Health Services
- Seniors and People with Disabilities

**Message:**

This Memorandum applies to developmental disabilities services. The following are guidelines for the payment of co-workers without disabilities to provide individualized, ongoing supported employment to persons with developmental disabilities. Individuals with plans using DD 49 or Support Service (DD 149) funds may use funds in this manner.

**Discussion/Interpretation:**

1. Goal. One goal in Supported Employment is “to maximize the use of typical business co-workers and staff in supporting an individual’s initial and on-going job performance.” This means that during or after time limited training an internal co-worker rather than an external job coach may be regularly available to help assure on-going job performance.
2. Criteria for Use of Business Co-Worker. The Personal Agent may approve payment to a business for supported employment co-workers when an employer provides documentation of:
  - a. Typical training, supervision, and adaptation provided to employees:
  - b. Support provided to employees under the Americans With Disabilities Act (for any

business with more than 6 employees):

- c. The business's willingness to provide defined additional supports necessary for the worker with developmental disabilities to learn or continue to perform assigned job functions:
  - d. The clear designation of assigned co-worker(s) and job descriptions to address additional training and support needs;
  - e. Criminal History check of designated staff
  - f. The identification of excess costs related to this additional support.
3. Designation as a General Business Provider. For purposes of certification, a company providing extra support through the use of co-workers will be considered a General Business Provider subject to Section 309-041-1920 of the Support Services for Adults Administrative Rule. To meet certification requirements, the designated co-worker(s) must
- a. Be at least 18 years old;
  - b. Demonstrated interest, ability, and training to perform the tasks specified to support the individual at the work-site;
  - c. Demonstrated ability to communicate with the individual at the work-site;
  - d. Understand the requirements of maintaining confidentiality and safeguarding individual information.
4. Payment to Businesses or Co-worker. Will be made only for the excess training and supervisory costs defined in #1.
- a. The identification of costs may be in the form of:
    - i. An additional payment per hour for the co-worker(s) providing support; (i.e. \$2 more per hour)
    - ii. Payment for additional hours of work time for co-worker supports (\$12 per hour x 2 hours per day)
  - b. Payment cannot be claimed for:
    - i. Worker wages and benefits;
    - ii. Incentive payments to encourage supported employment;
    - iii. Payments for training not directly related to the worker with developmental disabilities; or
    - iv. Payments that are the responsibility of another funding source (OVRs, schools etc)

5. Completion of Required Documentation. Business Co-Worker Certification Form must be completed for all situations in which payment is made. Any designated provider of job development and job training (paid for by OVRs or Support Service dollars) should be made aware of and support training and identification of co-workers.

*If you have any questions about this policy, contact:*

Contact(s):	Molly Holsapple, Home and Community Supports Coordinator		
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**Business/Co-Worker Certification For Providing Supported Employment**

**Business:** \_\_\_\_\_

**Company Manager:** \_\_\_\_\_

**Customer/Worker:** \_\_\_\_\_

**Designated Co-Worker Providing Support:** \_\_\_\_\_

**Part I. Review of Worker Needs**

**Worker Job Schedule and Tasks (attach job description)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Worker Support Needs:** (describe frequency and intensity as compared to co-workers without disabilities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part II. Summary of Business Support Typically Provided**

**Describe Support For This and All Other Workers:**  
(level of training supervision, and adaptation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What Can and Will Business Provide under the Americans With Disabilities Act (ADA)?**

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**Part III. Co-Worker Certification**

**The Designated Co-Worker Providing Support is:**

- Is at least 18 years old
- Is determined by the business to have the skills and time to support worker in meeting job performance expectations
- Has completed Criminal History Check
- Through training and or opportunity, is determined by the Brokerage Customer to
  - o Communicate effectively with the individual worker at the work-site
  - o Understands how the individual best learns
  - o Will maintain records needed for my plan
  - o Will maintain confidentiality and safeguard information

**Part IV. Identification of Support Functions and Business Cost**

**Attach Support Co-Work Job Description**  
(including tasks and time “extra” supports will be provided)

**Determine Method for Identification of Costs**

**Method 1:** Add to Co-Worker Wage for the Provision of Support

**Base Worker Wage is \$ \_\_\_\_\_ per hour**

**Added Income paid by business will be \$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours per week x 4.2 weeks per month = \$ \_\_\_\_\_ per month**

***OR***

**Method 2:** Add Hours to Co-Worker Schedule for the Provision of Support

**Base Worker Wage is \$ \_\_\_\_\_ per hour**

**\$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours per week x 4.2 weeks per month = \$ \_\_\_\_\_ per month**