u**Paid Internship Program (PIP) Authorization Procedures** 11/18/2024

1. Vendor Secures PIP for consumer

2. Vendor sends email to Employment Specialist with information on the employment opportunity for Consumer, including; Employer Name, address, wages, job duties and work schedule to determine appropriate placement of work site and provide prior approval for PIP. Any and all information on previous PIPs in which consumer has participated in should be included in email as well.

3. Once prior approval is provided, an IDT meeting with Consumer and support team should be held to discuss appropriate PIP placement and/or PIP changes, including any necessary supports for the consumer such as transportation, supplemental supports, wages, etc. **Please only discuss a POTENTIAL START DATE with consumer and family, allowing at least 14 days from date of meeting**

4. Vendor submits Worksite Approval to CityWay

5. Vendor/consumer complete and submit ALL onboarding documents to CityWay

6 . Vendor submits **completed** PIP facesheet to Employment Specialist for review once steps 1 through 5 are completed.

7. Employment Specialist reviews completed PIP facesheet and will notify Cityway, Vendor and CSC that PIP opportunity has been approved to move forward. **(approved start date email to follow after authorizations are completed by Employment Specialist)**

8. FMS provider sends Employment Specialist **completed** face sheet to identify employer costs and effective start date of PIP.

**9.** IRC Employment Specialist will complete and approve PIP authorizations, including:

•FMS service fee (491) •PIP wages (PIPW)

\*1:1 supports for PIP •PIP incentives (PIP30 and PIP60)

\*any changes to regular day program schedule if applicable for day service vendor(s) only

10. Employment Specialist sends email to FMS, Vendor and CSC to notify that all authorizations have been completed and approved with an **effective start date**.

 **\*PIPs CANNOT BEGIN Until STEPS 1-10 ARE COMPLETED and YOU RECEIVE CONFIRMATION OF THE START DATE**

u **Note: IPP** Addendumswillneed to be completed for all new service authorizations or included in consumer’s current IPP.