**Richland County Board of Developmental Disabilities**

**Summer 2023 Ready for Hire Scope of Work**

The purpose of SPARC Summer programming is to provide services to students that address career readiness needs and their overall wellbeing, with a focus on students most in need of services as a result of the COVID-19 pandemic due to experiencing disruptions in learning. Students who are most in need of services to address academic, social and emotional needs are considered a focus for these opportunities. RCBDD will serve students receiving supportive services from RCBDD who are enrolled in a Richland County High School with no vocational experience to explore different careers in Richland County; learn to navigate public transportation; practice social skills to connect with their community; build friendships; plan for the future; contribute to their community through volunteering; gain independence; acquire skills to be a dependable employee; build confidence; and have fun! These experiences are gained in part by listening to speakers, volunteering at community work sites, taking tours of different businesses, visiting sites in the community, and participating in mock interviews to learn how to interact appropriately with future employers.

**Scope of Work and Deliverables**

**RCBDD is responsible for ensuring that the Program Components are provided. This will include at minimum, but is not limited to:**

* Ensuring that the program is appropriately staffed with at least 3-5 staff members on site each day based on the needs of participants. Staff must be properly trained and pass BCI/FBI background checks.Any third party provider must be a Certified DODD provider.
* Provide the worksite for the participants in the program.
* Provide at least 100 hours of Career Readiness programming to students, and support to their families in the months of June and July 2023.The program will run with 16 students for 5 weeks, Monday–Friday approximately 7 hours per day
  + Program staff must provide appropriate supervision, and ensure the health and safety of students enrolled in the program
  + Staff must ensure that arrangements are made for student lunches, drinks and snacks each day, which cannot be purchased with grant funds.
  + All student activities must focus on increasing student career readiness competencies and building student social-emotional learning skills that lead to career competence. Written program plans for each week will be required and must be approved in advance.
  + Student activities must be designed to ensure students can demonstrate increased “professional” and “occupational/technical” workplace skills and progress in meeting benchmarks in their individual career plan.
  + At least 1 family engagement experience/event must take place that is focused on helping parents understand career options and opportunities for their students and a greater awareness of community resources that can be leveraged to support the whole child.

**RCBDD is responsible for ensuring that Reporting and Compliance Requirements are met.**

There are local, state and federal compliance and evaluation requirements and guidelines for this program, including compliance with the protection of student information under the Federal Family Education Rights and Privacy Act (FERPA). The Provider must ensure that program staff comply with all requirements.

The Provider will appoint a Site Coordinator who will be responsible to be the central point of contact for ensuring all required documentation is provided to Mid-Ohio ESC by the deadlines. The Site Coordinator will be expected to attend meetings with Mid-Ohio ESC and appropriate community partners as needed to ensure fidelity of program implementation and oversight of data collection.

Examples of program documentation may include but is not limited to:

* Written documentation about program activities such as program enrollment documentation, daily program plans, program schedule and calendar, parent/student handbooks, written session activity descriptions, partnership participation, etc. and results of learning assessments.
* Provide fiscal documentation for program activities as requested
* Data collection will occur regularly and may include but is not limited to:
  + Student demographic, attendance and participation data
  + Student, staff and parent surveys
  + Evidence collection documentation of program activities, partners, etc.

Additional program requirements may arise during the implementation period of the program. The Provider is expected to meet all requirements. Failure to follow the scope of work and deliverables may result in immediate termination of program funds.

**Funding**

Grant funds may be used for:

| * Personnel for the program * Student materials, curriculum and supplies (consumables) * Admission to group activities * Student participation incentives (pool passes, T-shirts, etc) | * Transportation * Rental for facility use for the program * Family engagement activities |
| --- | --- |

\*food is not an allowable expense