

# Glossary of Transition & Supported Employment Terms

The following are some terms used by people who support career exploration and employment planning. Please be sure to discuss your understanding of the terms being used with your child's team of supports to ensure everyone has the same understanding of the actions and expectations to address your child's employment goals.

**ACCOMMODATION:** Modification or adjustment to the work environment that supports a qualified person with a disability to perform the essential functions of the position; or to enjoy equal benefits and privileges of employment as other employees without disabilities in similar situation; or to be considered for a desired position he qualifies for during the application process.

**ACTION PLAN:** A plan developed by the job seeker and their team consisting of the goal, one or more actions to move to the goal, identifies who is responsible for each action, expected time to complete the action, and keeps record of the status or result of each action.

**AMERICANS WITH DISABILITIES ACT (ADA):** The ADA protects people with disabilities from discrimination in employment, government services, and public accommodations.

**APD:** Agency for Persons with Disabilities: The state agency supporting persons with developmental disabilities in living, learning, and working in their communities.

**APPRENTICESHIP:** A process of training and supervision by a skilled professional in a work setting.

**ASSISTIVE TECHNOLOGY:** Devices that assist people with disabilities to perform a tasks, behavior, or communication activities.

**THE BUREAU OF EXCEPTIONAL EDUCATION AND STUDENT SERVICES (BEESS):** BEESS administers programs for students with disabilities. Additionally, the bureau coordinates student services throughout the state and participates in multiple inter-agency efforts designed to strengthen the quality and variety of services available to students with special needs.

**BENCHMARKS:** The standards or points of reference used by the Division of Vocational Rehabilitation to determine the progress made towards maintaining employment. Payment of the employment support provider is match with the benchmarks.

**BENEFITS PLANNING:** Analysis of the effect that work and other life situation changes have on benefits, and federal and state work incentives programs. A certified work incentive consultant completes personalized benefits planning with the SSA Beneficiary.

**CBTAC:** Certified Business Technical Assistant Consultant: The Certified Business Technical Assistance Consultant is a program of Florida Vocational Rehabilitation, in partnership with The Center for Social Capital (part of Griffin-Hammis Associates) for vendors wishing to offer self-employment business planning development support to individuals with disabilities.

**CBI:** Community Based Instruction: Vocational instruction and hands-on experiences provided to the student in the community instead of on the school campus.

**CUSTOMIZED EMPLOYMENT:** An employment planning process based on the strengths and interest of a job candidate and the identified business needs of an employer in a way that meets the needs of both.

**CWIC:** Community Work Incentive Coordinator: Trained expert that provides in-depth counseling about benefits and the effect of work on SSI and SSDI benefits. Focused on helping beneficiaries who desire to work understand their federal and state work incentives programs.

**DEAM:** Disability Employment Awareness Month: a national campaign that raises awareness about disability employment issues, held through the month of October each year.

**DISABILITY: IN (FORMERLY BLN) – BUSINESS LEADERSHIP NETWORK:** A national non-profit organization comprised of business representatives that is focused on the value of including employees with disabilities in the workplace, supply chain, and marketplace.

**DISABILITY NAVIGATOR:** Designated employee in the One Stop Career Centers that provides support to the Center staff supporting job seekers with disabilities. Disability navigators facilitate the improvement of employment outcomes, self-sufficiency and quality of life for job seekers with disabilities.

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**DISCLOSURE:** A person with a disability decides to share information about his disability with the hiring authority for the purpose of requesting an essential accommodation in the workplace.

**DISCOVERY:** A person centered planning process that involves getting to know a person before developing a plan for employment. The process includes getting to understand the person's interests, skills, preferred environments, activities, current skills, and the ideal working conditions that can support the person in achieving meaningful and rewarding employment.

**DISABILITY MENTORING DAY (DMD):** A nationwide effort to promote career development for job seekers with disabilities designated on a specific date in October annually.

**DISABILITY RIGHTS FLORIDA (DRF):** The state-wide designated protection and advocacy system for individuals with disabilities in the State of Florida

**DIVISION OF VOCATIONAL REHABILITATION (DVR):** Provides services that enable individuals with disabilities to find jobs or keep their job.

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC):**  
A federal law enforcement agency that enforces laws against workplace discrimination

**EMPLOYMENT FIRST:** Employment of citizens with disabilities within the general workforce, earning minimum wage or higher with benefits. Typical work experience options and possibilities are available to teens and adults with disabilities. Employment is the first and preferred option when exploring goals and a life path for citizens with disabilities, regardless of the severity of disability and assistance required. People with disabilities are included in the general recruitment and hiring efforts as standard practice.

**FLORIDA ASSOCIATION OF PEOPLE SUPPORTING EMPLOYMENT FIRST (FLAPSE):** The Florida state chapter of APSE, the only national, non-profit membership organization dedicated to Employment First, a vision that all people with disabilities have a right to competitive employment in an inclusive workforce.  
<https://apse.org/chapter/florida/>

**FLORIDA SELF-ADVOCACY CENTRAL:** FSACentral is a bridge connecting self-advocates with vital communication, education, and events intended to encourage and support their self-advocacy efforts, their families, and all persons with disabilities across the state of Florida. FSACentral is the news and information arm of Florida Self-Advocates Network'd (FL SAND).  
<https://www.fsacentral.org/>

**FLORIDA SELF-ADVOCATES NETWORK'D (FL SAND):** FL SAND is a statewide association of self-advocates led by self-advocates that exists to support advocacy efforts at the local, grassroots level and to provide a united voice for statewide issues and topics that are important to self-advocates and all persons with disabilities in Florida. <https://www.flsand.org/>

**FOLLOW ALONG PHASE:** The time of support provided to a person to keep and maintain their job.

**INDIVIDUALIZED EDUCATION PROGRAM (IEP):** A plan that outlines school support and academic goals that are specific to the student, as mandated by IDEA. This plan is revisited annually – at a minimum – or whenever requested by any member, including the parent. The school system is required to provide all services written into the plan.

**INTERNSHIP:** Fixed limited time period spent within industry to gain practical experience for a position and job duties in the workplace.

**INDIVIDUAL PLAN FOR EMPLOYMENT (IPE):** Written plan prepared to identify the actions of supports and services implemented to reach the employment goals.

**JOB COACH:** A person who supports job seekers and employees with disabilities to prepare for, find, and keep employment. The job coach may also provide training and education to employers and others in a workplace related to staff development, awareness, and support to effectively work with co-workers with disabilities. A job coach may also be refer to as an Employment Consultant.

**EMPLOYMENT CONSULTANT:** A person who support job seekers and employees with disabilities prepare for, find, and keep employment; provides training and education to employers/hiring authorities/ and others in a workplace related to staff development, awareness, and support to effectively work with co-workers with disabilities. An employment consultant may also be refer to as a Job Coach.

**MENTEE:** Student and or job seeker with disabilities being advise, train, or counsel by a mentor.

**MENTOR:** Someone who teaches and provides help and advice to a new employee, intern, or trainee.

**ON THE JOB TRAINING (OJT):** Job training that allows a person to understand the demands of the job at the actual work site.

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**ONE STOP CAREER CENTER:** Employment services and support for both job seekers and employers that offer seamless access to services under a variety of employment, training, and education programs

**PHASE ONE:** The first stage in the process of employment services and supports to job seekers with developmental disabilities for finding, getting, and learning the job.

**PLAN FOR ACHIEVING SELF SUPPORT (PASS):** Plan to help reduce the impact of earned income on Supplemental Security Income (SSI). A PASS Plan allows the recipient to set aside income and or resources towards a work goal for a specified time-period.

**PROFILE SUMMARY:** This document details the job seeker's contributions, ideal conditions to be successful in specific work environments, and qualities, characteristics and experiences of the job seeker.

**SCHOOL-BASED ENTERPRISE (SBE):** A school-based enterprise is a set of entrepreneurial activities undertaken by students that provides an economic, social, and educational return to the student, school, and community.

**SELF-DETERMINATION:** The person have an active role in the decision-making on their current activities, future planning, and supports. The decision-making may be with and or without the support and or guidance of others.

**SITUATIONAL VOCATIONAL ASSESSMENT:** A tool for assisting a person with a disability to make choices about the types of jobs and work environments that they would enjoy through experiences of job tasks in a variety of actual work environments in the community.

**SOCIAL CAPITAL:** Relationships and social ties that can expand one's choice-making opportunities, increase one's options, and lead to a more enriched quality of life.

**STUDENTS FOR APSE:** A committee of the Association of People Supporting Employment First to support transition aged youth with disabilities to build capacity in the Employment First field. Members learn about jobs in their community, how to teach others that they can do it too, and have better outcomes for transition aged youth.

<https://apse.org/about/committees/>

**SOCIAL SECURITY ADMINISTRATION (SSA):** SSA administers and oversees social security to all eligible citizens.

**SOCIAL SECURITY DISABILITY INSURANCE (SSDI):** SSDI pays benefits to an insured person ("insured" meaning a person who worked long enough and paid Social Security taxes) and certain members of their family.

**SUPPLEMENTAL SECURITY INCOME (SSI):** SSI pays benefits based on the persons' financial need.

**SOCIAL SECURITY IMPAIRMENT RELATED WORK EXPENSES (IRWE) (OR WORK INCENTIVES):** Special rules that allow individuals with disabilities to work and reduce the impact of those earnings on Social Security or Supplemental Security Income (SSI) benefits.

**SUBSTANTIAL GAINFUL ACTIVITY (SGA):** A level of earnings used by Social Security Administration to indicate the performance of work for pay or profit.

**SUPPORT COORDINATION:** Support coordination is the service of advocating, identifying, developing, coordinating and accessing supports and services on behalf of customers of the Agency for Persons with Disabilities and their families to access supports and services on their own.

**SUPPORTED EMPLOYMENT:** Paid competitive employment in an integrated setting with ongoing support for individuals with the most severe disabilities.

**TRANSITION:** A change from one state or condition to another. The term transition in schools refer to planning and preparation for life after high school.

**TRIAL WORK PERIOD:** The nine-month time period that an individual can earn over the SGA limit and not have earnings affect their ability to receive a disability check.

**VISUAL RESUME:** A graphic resume that documents through images of the job seeker engaged in activities that would be applicable to a desired job.

**VOCATIONAL REHABILITATION (VR) COUNSELOR:** The VR Counselor helps people with disabilities live fuller, more independent lives by assisting them in securing and maintaining gainful employment.

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