

Employee Name: _____ Date of Hire: _____ Employee Age & DOB: _____

Form Completed By: _____ Date Completed: _____ Follow-Up Dates (6 mo/1 yr): _____

Subminimum Wage Restrictions for Youth Hired On/After July 22, 2016

Under the WIOA amendments, before an employer may begin compensating a youth with a disability (24 years of age or younger) at subminimum wage, the youth must complete certain service-related activities and the youth (not the VR agency or local education agency) must provide documentation to the employer proving completion of all three activities outlined below. Employers must review, verify and maintain copies of documentation indicating that the youth has completed each of these requirements before the youth may begin work at a subminimum wage. **{Please Note:** These pre-hire requirements do not apply to youth who are already working at subminimum wage prior to July 22, 2016. However, these individuals must receive the annual career counseling and information that WIOA mandates for current employees.}

- 1. Youth must complete one of the activities below and provide documentation to employer showing completion. Select one activity below that youth completed:
 - Received Pre-employment Transition Services (Pre-ETS) under vocational rehabilitation (VR) services (VR agency provides documentation of completion to youth); or
 - Transition services under the Individuals with Disabilities Education Act (local education agency provides documentation to the VR program and the VR agency provides documentation of completion to youth)

Date Employer Received Documentation: _____

- 2. Applied for vocational rehabilitation services, and the youth was determined one of the following (VR agency provides documentation of determinations made to youth):
 - Ineligible for VR services; or
 - Eligible for VR services, and the youth must have: 1. An approved Individualized Plan for Employment (IPE); 2. Been working toward the employment outcome in the IPE for a reasonable period of time with appropriate supports without success; and 3. A closed VR service record.

Date Employer Received Documentation: _____

- 3. Regardless of whether a youth with a disability is determined ineligible or eligible for VR services, he/she must receive career counseling and information & referral services within 30 days of being known to the VR program to be seeking employment at subminimum wage, and prior to obtaining employment at subminimum wage with an entity holding a section 14(c) certificate.
 - Career counseling and information & referral must be provided in a manner that promotes informed choice and decision-making and is not for employment at subminimum wage.

Date Employer Received Documentation: _____

On-Going Requirements: (Tracking Tool on Page 2)

No employee, including a youth, can continue to be paid subminimum wage unless he/she is provided with career counseling and information & referral every 6 months for the first year of employment and annually thereafter. In addition, the employer must provide information about self-advocacy, self-determination, and peer mentoring training opportunities available in the local area to each employee every six months during the first year of employment and annually thereafter. The training opportunities may be provided under applicable federal or state programs or other sources, but must not be provided by an entity that has any financial interest in the individual’s employment outcome, including any entity that holds a section 14(c) certificate. The employer must review, verify, and maintain copies of documentation that these services have been provided as a condition of paying a subminimum wage to that employee. **{Small Business Exception:** Employers with fewer than 15 employees may refer each of their employees to the appropriate VR agency for both of the following on-going requirements.}

On-Going Requirements Tracking Tool:

Career Counseling and Information & Referral: Individuals with disabilities hired at subminimum wage on or after July 22, 2016, must be provided these services every 6 months for the first year and annually thereafter for as long as the individual is employed at subminimum wage. For individuals, including youth, employed at subminimum wage prior to July 22, 2016, the required information must be provided once before July 22, 2017, and annually thereafter. The employee will provide documentation of the service to the employer.

Interval & Date Due	Date & Method Form was Transmitted to Individual	Service Provided By	✓ Documentation Received	Signature of Staff Completing Form
6 Month Requirement				
1 Year Requirement				
2 Year Requirement				
3 Year Requirement				

Self-Advocacy, Self-Determination, & Peer Mentoring Services: Individuals with disabilities hired at subminimum wage on or after July 22, 2016, must receive information about self-advocacy, self-determination, and peer mentoring training opportunities every six months during the first year of employment and annually thereafter. For individuals, including youth, employed at subminimum wage prior to July 22, 2016, the required information must be provided once before July 22, 2017, and annually thereafter. For documentation purposes, employers must show what and when information on these services was provided to the employee.

Interval & Date Due	Date & Method Information was Transmitted to Individual	Specific Information Provided	Signature of Staff Completing Form
6 Month Requirement			
1 Year Requirement			
2 Year Requirement			
3 Year Requirement			