

Workforce Innovation and Opportunity Act (WIOA) Section 511 – Subminimum Wage LEA Documentation of Transition Services

This documentation applies to students known to the LEA who desire to seek subminimum wage employment upon leaving school.

LEAs must provide DORS with documentation of completed transition services or activities that at minimum should contain:

- Student's name;
- Description of the transition service or activity completed as indicated in the student's IEP;
- Name of the provider of the required transition service or activity;
- Date of completion;
- Name and signature of educational personnel documenting completion, and date of signature;
- Name and signature of educational personnel transmitting documentation to DORS, and date of transmission; and
- Method by which document was transmitted to DORS.

Timelines

The LEA must transmit the documentation upon completion of each required action as soon as possible to DORS, but no later than 30 days after completion of the required activity or services. For **2017-18** please submit all documentation no later than **Friday, June 15, 2018**.

When LEA personnel transmits the final documentation to DORS regarding the transition services and activities provided to the student, the LEA must provide a cover sheet that itemizes all of the documentation that has been provided to DORS regarding that student and the dates submitted. The LEA must retain a copy of all documentation provided to DORS in the student's Special Education file.

All documentation must be provided to DORS in a manner that complies with confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). In general this means that confidential information (i.e., a student's name and other personal information) may be transmitted by fax or mail. Transmission electronically is **ONLY** permitted if there is a password protected document attached to an email. The password must be sent to the receiver in a separate email. Written permission from the parent/guardian or student if 18 or older and own guardian is required for these transmissions.