

# COMPETITIVE INTEGRATED EMPLOYMENT CHECKLIST

This attestation form should be used and/or updated when seeking authorization and/or re-authorization for the Developmental Disabilities Administration (DDA) **Employment Services** after July 1, 2020, through **Follow- Along Job Supports** and/or **Ongoing Job Supports**. To be authorized a participant's job should have the qualities of Competitive Integrated Employment (CIE). This means the position should have:

- Competitive wages;
- Integrated location; and
- Same opportunities for advancement and benefits as other employees with similar job descriptions.

All statements in the checklist below must be **True or N/A** to be considered CIE. Refer to the DDA's CIE policy and guidance to assist in accurately answering the questions. The DDA may request additional evidence and/or complete a site visit for validation.

Complete checklist below and sign the signature page on the back of this form and include in Person-Centered Plan for service authorization. If the person acquires CIE prior to the annual Person-Centered Plan and there is no other need to create a revised Person-Centered Plan then the CCS will complete the CIE checklist and upload in client attachments. Furthermore the CCS should document the completion in notes and quarterly monitoring.

**Name of Employed Participant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	N/A	TRUE	FALSE
1. Wages received in the position are competitive (All subparts must be true)		<input type="checkbox"/>	
1a. The position pays an hourly wage at or above the state or local minimum wage rate, whichever is higher, for the area in which the employment site is located.		<input type="checkbox"/>	
1b. The position is not subject to "time studies" to which people without disabilities are not also subject.		<input type="checkbox"/>	
1c. The individual is an employee hired on an individual basis and not part of a segregated or implied group.		<input type="checkbox"/>	
1d. If the job has been customized, it was done so through an individualized process to identify a job match as opposed to filling a slot held only for an individual with a disability.		<input type="checkbox"/>	
2. Employment position is integrated and complies with federal community settings rule requirements.		<input type="checkbox"/>	
3. The individual has similar opportunities for advancement and benefits as other employees with similar job descriptions.		<input type="checkbox"/>	
4. If employed either directly, or via contract, by the DDA Employment Service provider, there is an approved Conflict of Interest policy in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▶ Issue date: 8.17.21



**Attach to this form:** Position description describing essential functions of the jobs, any benefits available, work schedule and any other pertinent information.

Employer (Company) Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location(s): \_\_\_\_\_

Start Date of Employment: \_\_\_\_\_

Signature of Individual Receiving Services  
\_\_\_\_\_ Date \_\_\_\_\_

Name and Signature of Coordinator of Community Services  
\_\_\_\_\_ Date \_\_\_\_\_

Name and Signature of Employment Services Representative (if applicable)  
\_\_\_\_\_ Date \_\_\_\_\_

Name and Signature of additional team member (if applicable)  
\_\_\_\_\_ Date \_\_\_\_\_

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## Position Description

Describe essential functions of the jobs, any benefits available, work schedule and any other pertinent information.

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