

# 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)			
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.			
1b. The position is not subject to "time studies" to which people with disabilities are not also subject.			
1c. The individual is an employee hired on an individual basis and not part of a segregated or implied group.			
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.			
2. Employment position is integrated and complies with federal community settings rule requirements.			
3. The individual has similar opportunities for advancement and benefits as other employees with similar job descriptions.			
4. If employed either directly, or via contract, by the DDA Employment Service provider, there is an approved Conflict of Interest policy in place.			

▶ 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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