

Extended Employment

Ready to work? We can help!

If you or someone you know has a barrier to maintaining employment, Opportunity Partners may be able to help! Our Extended Employment (EE) program is an employment support service for individuals with disabilities working independently in the community.

- Opportunity Partners offers no-cost job supports for individuals who want to work and employers who need qualified employees.
- We are an annually certified Extended Employment provider that achieves and maintains the highest levels of service standards and accountability to the people we serve.
- The purpose of the EE program is to provide long-term, individualized ongoing support services to help you maintain your community job and advance in your career.
- EE services encompass a broad range of employment choices and skills, promote individual self-sufficiency and financial independence, and provide monthly guidance to help you be successful on the job!



Opportunity Partners helped Darren May, 34, find his career at Target in 2006. He has advanced steadily, now serving as a cashier and trainer. Staff at Opportunity Partners have supported him over the years through the Extended Employment program, providing job coaching and advocacy behind the scenes. "Cashier is the position I enjoy the most," Darren said.

**Opportunity
Partners** 

Learn more at opportunities.org

Areas we support in, but not limited to:

- Communicating with your employer and co-workers
- Requesting on-the-job accommodations and/or disability disclosure
- Assistance in training or retraining job tasks
- Adjusting to new job tasks or supervisors
- Managing changes outside of work that affect employment.

We welcome self-referrals as well as state and county case management referrals.

Please note: you cannot be receiving EE services at the same time as receiving Waivered services from OP or another employment provider.

Eligibility requirements for the EE program:

- Must be working at least 15 hours per week in an independent job.
- Must receive a paycheck from the employer at least once per month. The paycheck must provide the following information:
 - » **FICA:** Workers and their payroll agents contribute via payroll taxes.
 - » **Fair and Equitable Pay:** Must be paid at least minimum wage. If not receiving minimum wage, must have a letter from the employer acknowledging they are a sub-minimum wage employer per the U.S. Department of Labor.
 - » **Benefits:** If applicable. Not required to receive benefits to receive services.
- You must provide a signed Documentation of Disability to Opportunity Partners.
- You must meet face-to-face with our Employment Specialist at least twice per month. These meetings may occur on the job or outside of work hours.
- Your employer may or may not be aware of the employment supports being provided.
- You must submit copies of your check stubs to your Employment Specialist each month for documenting and reporting wages and hours worked to our State EE funding provider.

Opportunity Partners Contact for Extended Employment:

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