

DISABILITY RIGHTS CENTER OF THE VIRGIN ISLANDS

EMPLOYMENT AND DISABILITY RESOURCE GUIDE



DISABILITY RIGHTS
CENTER OF THE VIRGIN ISLANDS
Advancing Justice through Protection and Advocacy

EMPLOYMENT AND DISABILITY RESOURCE GUIDE

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EMPLOYMENT AND DISABILITY RESOURCE GUIDE

MESSAGE FROM THE DIRECTOR

If you're an individual about to embark on a job search or a business working on your first disability employment and inclusion hiring initiative, this guide provides support and resources at your fingertips.

While every site and every community are unique, and may require adjustments to meet specific needs, here you can readily find details on employment and transportation support services, vocational training and youth development programs, support groups and disability rights services providers among others.

Many companies already are tapping into what is a highly motivated, underrepresented workforce and it is important that you are ready. It is my hope that this guide serves as a launching point for your own success.

It is important that you also know that the Disability Rights Center of the Virgin Islands is available to assist you in navigating the employment process, every step of the way.



Angus Drigo
Executive Director
Disability Rights Center of the Virgin Islands

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ADVOCACY SERVICES INCLUDING LEGAL ASSISTANCE

ORGANIZATION NAME	ADDRESS	CONTACT INFORMATION	SERVICES PROVIDED
American Association of Retired People (AARP) of the Virgin Islands	4093 Estate Diamond, Christiansted, USVI 00820	(340) 713-2002 viaarp@aarp.org	Information, resources, advocacy, community service, and AARP publications in both English and Spanish.
Americans with Disabilities Act (ADA) Coordinator for the Government of the Virgin Islands	5047 Kongens Gade, St. Thomas, USVI 00802	Phone: (340) 715-6918 Cell: (340) 473-3523 julien.henley@go.vi.gov	Advocates territory wide, connects people with disabilities to services, handles complaints of discrimination, and systems advocacy.
Disability Rights Center of the Virgin Islands	63 Estate Cane Carlton, Frederiksted, USVI 00840 9003 Havensight Mall, Suite #313, St. Thomas, USVI 00802	STX (340) 772-1200 STT-STJ (340) 776-4303 info@drcvi.org	Legal services, trainings, advocacy, information and referrals, parent education and training, guardianship, and disability discrimination consultation.
Legal Services of the Virgin Islands	3017 Orange Grove Christiansted, USVI 00820 1832 Kongens Gade St. Thomas, USVI 00802	STX (340) 718-2626 stxoffice@lsvilaw.org STT-STJ (340) 774-6720 sttoffice@lsvilaw.org	Divorce, guardianships, custody, pro se divorce clinics, domestic violence, public/subsidized housing, tenant's rights, Rural Dept., TANF, food stamps, social security, Medicare, Unemployment Comp., and MAP Card Eligibility.
Virgin Islands Association for Independent Living	Sion Farm Shopping Center, Christiansted, USVI 00820	STX (340) 778-7992 vialstcroix@gmail.com	Independent living skills training and other educational services such as Assistive Technology Training,

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	Wheatly Center 2 Suite 7, 2nd Street, St. Thomas, USVI 00802	STT-STJ (340) 777-4978 viailstt@gmail.com	Mobility Training, Pre-vocational skill building, Work Incentive Training, Sensitivity Awareness Training, ADA education, community education, peer and support groups.
Virgin Islands Family Voices	Yvonne Peterson St. Croix, USVI	(202) 615-6369	Assist parents of children with disabilities or medical conditions with healthcare, educational advocacy including transition planning for high school students, parent referrals and support groups.

ADULT DAY PROGRAMS

ORGANIZATION NAME	ADDRESS	CONTACT INFORMATON	SERVICES PROVIDED
Department of Human Services: Retired Senior Volunteer Program (RSVP)	3011 Golden Rock Christiansted, USVI 00820 1303 Hospital Ground Knud Hansen Complex, A St. Thomas, USVI 00802	STX (340) 773-2323 STT-STJ (340) 774-0930 Ext. 7	RSVP is a volunteer program intended for persons ages 55 and older, who are retired or semi-retired. It offers participants the opportunity to provide community services and reimbursement for meals and ground transportation to volunteers.
Virgin Islands Association for Independent Living	Sion Farm Shopping Center, Christiansted, USVI 00820	STX (340) 778-7992 viailstt@gmail.com	Independent living skills training and other educational services such as Assistive Technology Training, Mobility

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	Wheatley Center 2 Suite 7, St. Thomas, USVI 00802	STT-STJ (340)777-4978 vialstcroix@gmail.com	Training, Pre-vocational skill building, Work Incentive Training, Sensitivity awareness Training, ADA education, Community Education, peer support groups and other events.
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ADULT EDUCATION

ORGANIZATION NAME	ADDRESS	CONTACT INFORMATION	SERVICES PROVIDED
Caribbean Institute for Training & Development	9602 Estate Thomas, St. Thomas, USVI 00802	STT-STJ (340) 776-3320	All-levels of training: computer software, customer service, sales, job readiness, office skills proficiency, business management, adult basic education, and English Second Language (ESL) classes.
Community Action Now (CAN)	Romeo Mullen Community Center, St. Thomas, USVI 00802	STT (340) 474-1510	Workforce training for displaced workers, Science Technology Engineering and Math (S.T.E.M.) programs for ages 5-15, diversion program for youth, disaster care management, and adult education.
Job Corps	4500 Sunny Isle Mini-mall, Suite 57 Christiansted, USVI 00820 St. Thomas Complex, Level 1,	STX (340) 773-1001 STT-STJ (340) 777-9892	Job placement services for youth ages 16 to 24 territory wide. Works with the Department of Labor youth program. Most training programs are off island. (Individuals with a disability can enroll)

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	St. Thomas, USVI 00802		beyond the age of 24).
Virgin Islands Department of Education, Adult Education, St. Croix	21-33 Hospital St. Christiansted, USVI 00820	STX (340) 778-1600 christaann.molloy@vide.vi	Under the VI Department of Education, this offers post-secondary career and technical educational and adult education including ESL classes.
Virgin Islands Department of Education, Wheatley Skill Center, St. Thomas	P.O. Box 9337 St. Thomas, USVI 00802	STT-STJ (340) 998-2730 Mario.francis@vide.vi	Under the VI Department of Education, this offers post-secondary career and technical educational programs and adult education including ESL classes.
Virgin Islands Resource Center for the Disabled, Inc.	74B & 75 Kronprindsens Gade St. Thomas, USVI 00802	STT-STJ (340) 777-2253 viresourcectr@gmail.com	Adult education, ESL classes, computer classes, afterschool and summer programs for youth, and assistive technologies for individuals with disabilities.

ASSISTIVE TECHNOLOGY

ORGANIZATION NAME	ADDRESS	CONTACT INFORMATION	SERVICES PROVIDED
Virgin Islands Resource Center for the Disabled, Inc.	74B & 75 Kronprindsens Gade Charlotte Amalie, USVI 00802	STT-STJ (340) 777-2253 viresourcectr@gmail.com	Adult education, ESL classes, computer classes, afterschool and summer programs for youth, and assistive technologies for individuals with disabilities.
Virgin Islands Technology Related Assistance for Individuals with Disabilities (VITRAID)	RR 1, Box 10,000 Kingshill, USVI 00850-1620	STX (340)692-4266	Assistance with technology that helps improve lives to include employment of persons

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	#2 John Brewers Bay, St. Thomas, USVI 00802-6004	STT-STJ (340) 693-1322	with disabilities as well as offers a tech borrowing program and loans to purchase such technological equipment.
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BUSINESS SERVICES/ASSOCIATION GROUPS

ORGANIZATION NAME	ADDRESS	CONTACT INFORMATION	SERVICES PROVIDED
Chamber of Commerce, St. Croix	3009 Orange Grove, Ste. 12, Christiansted, USVI 00820	STX (340) 718-1435	Advocacy, referral network, newsletter, networking at After Hours events, business luncheons with keynote speakers, and all of which can be found on their website.
Chamber of Commerce, St. Thomas-St. John	6-7 Dronningens Gade, St. Thomas, USVI 00802	STT-STJ (340) 776-0100 Chamber.vi@gmail.com	
Virgin Islands Department of Labor	4401 Sion Farm STE 1 Christiansted USVI, 00820	STX (340) 773-1994	Provide employer services including recruitment, tax incentives, trainings, job fairs, and among others.
	2353 Kronprindsens Gade St. Thomas, USVI 00802	STT-STJ (340) 776-3700	
Virgin Islands Small Business Development Center	RR1 Box 10000 Kingshill, USVI 00850	STX (340) 692-4294	Services include consulting assistance for the lifetime of the business, forward-thinking and contemporary business solutions, resources that address any aspects of business operations, access to capital resources necessary to grow a
	University of the Virgin Islands St. Thomas, USVI 00802	STT (340) 693-1694	
	St. John- by appointments	STJ (340) 693-1694	

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			business, and objective and forthright advice.
Virgin Islands Vocational Rehabilitation	3011 Golden Rock Christiansted, USVI 00820 1303 Hospital Ground Knud Hansen Complex Building A, St. Thomas, USVI 00802	STX (340) 626-6268 STT-STJ (340) 244-7861	Primary government agency for promoting individuals with significant disabilities for meaningful and gainful employment, independent living, provide employer services including, recruitment of individuals with disabilities, reasonable accommodations, tax incentives, trainings and more.

DISABILITY SUPPORT GROUPS

ORGANIZATION NAME	PHONE NUMBER	CONTACT INFORMATION
Alcoholics Anonymous (AA)	STT (340) 776-5283	District 14, PO Box 151 St. Thomas, USVI 00804 www.aavirginislands.org
Al-Anon	(340) 642-2562 (917) 783-6079	PO Box 9752 St Thomas, USVI 00801 intergroupvi@hotmail.com
Depression & Bipolar Support Alliance	STT (340) 473-9592	2nd Floor, Schneider Hospital, St. Thomas, USVI 00802
Diabetes Association of the Virgin Islands	STT (340) 227-9723	PO Box 305511 St. Thomas, USVI 00803
National Alliance on Mental Illness Virgin Islands (NAMI)	STX (340) 779-3350 STT-STJ	PO Box 30510 St. Thomas, USVI 00803 info@namistx.org

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	(340) 775-3740	
St. Thomas/St. John Sickle Cell Society	(340) 714-6408 (340) 514-4400	7111 Estate Bolongo Bay St. Thomas, USVI 00802
Virgin Islands Anxiety Support Group	(855) 442-7749	nemisyjacob@thejwbe.com
Virgin Islands Deaf and Hard of Hearing Advocates	(954) 692-6949 Video call (954) 892-6783	virginislandsdeaf@gmail.com
Virgin Islanders Living with Lupus, Inc.	(340) 690-0033	PO Box 306452 St. Thomas, USVI 00803
Virgin Islands Parents of Autistic Children (VIPAC) of St. Thomas	STT (340) 514- 4164	vipac2018@gmail.com
Virgin Islands Stroke Support Group	STT-STJ (340) 513-1537	mekimrn@yahoo.com

EMPLOYMENT SUPPORT SERVICES

ORGANIZATION NAME	ADDRESS	NUMBER/EMAIL	SERVICES PROVIDED
Creative Expressions for People with Special Abilities, Inc.	Charlotte Amalie, USVI	Creativeexpressions@live.com	Assist with pre-vocational skill building as well as life skill training.
Island Therapy Solutions	5030 Anchor Way, Suite 7 Christiansted, USVI 00820	(340) 719-7007 frontdesk@islandtherapy.com	Provides psychiatric, and psychological services, applied behavioral analysis, occupational therapy, physical therapy, and early childhood evaluations.
Job Corps	4500 Sunny Isle Mini-mall, Suite 57 Christiansted, USVI 00820 St. Thomas Complex, Level 1,	STX (340) 773-1001 STT-STJ (340) 777-9892	Job placement services for youth ages 16 to 24 territory wide. Works with the Department of Labor youth program. Most training programs are off island. (Individual with a disability can

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	St. Thomas, USVI 00802		enroll beyond the age of 24).
Social Security Ticket to Work	Alianza Municipal de Servicios Integrados, Inc. (AMSI), Cagay, Puerto Rico	(340) 277-3335	Provide employment support services for individuals who are receiving Social Security Disabilities (SSDI) who are looking to return to work. Program also provides benefits advisement.
Virgin Islands Association for Independent Living	Sion Farm Shopping Center, Christiansted, USVI 00820 Wheatly Center 2 Suite 7, St. Thomas, USVI 00802	STX (340) 778-7992 STT-STJ (340) 777-4978	Pre-employment services for individuals with disabilities including resume prep, cover letters, mock interviews and more.
Virgin Islands Department of Labor	4401 Sion Farm STE 1 Christiansted, USVI 00820 2353 Kronprindsens Gade St. Thomas, USVI 00802	STX (340) 773-1994 STT-STJ (340) 776-3700	Provide employment services to under and unemployed individuals, career counseling, job search, workshops and trainings, job fairs and a resource computer room. Work incentives such as paid work experience and on the job training (OJT).
Virgin Islands Resource Center for the Disabled, Inc	74B & 75 Kronprindsens Gade Charlotte Amalie, USVI 00802	STT (340) 777-2253 viresourcectr@gmail.com	Adult education, ESL classes, computer classes, afterschool and summer programs for youth, and assistive technologies for individuals with disabilities.
Virgin Islands Technology Related Assistance for Individuals with Disabilities (VITRAID)	RR 1, Box 10,000 Kingshill, USVI 00850-1620 #2 John Brewers Bay, St. Thomas, USVI 00802-6004	STX (340) 692-1919 STT-STJ (340) 693-1323	Assistance with technology that helps improve lives including employment of persons with disabilities. As well as offer a tech borrowing program loans to purchase such technological equipment.

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Virgin Islands Vocational Rehabilitation	3011 Golden Rock Christiansted, USVI 00820	STX (340) 626-6268	Provide vocational programs for individuals with disabilities, including assessment, pre-vocational skills, job development, supported employment, job coaching, career advising, technology related services. Also does employer outreach and engagement.
	1303 Hospital Ground Knud Hansen Complex Building A, St. Thomas, USVI 00802	STT-STJ (340) 244-7861	

TRANSPORTATION SERVICES

ORGANIZATION NAME	ADDRESS	NUMBER/EMAIL	SERVICES PROVIDED
ABLE Transportation Services	PO Box 503205 St. Thomas, USVI 00805	STT-STJ (340) 775-2253	ABLE provides safe, reliable door-to-door non-emergent medical transportation services for St. Thomas and St. John residents.
ABLE- Transportation Services- Stretcher Plus	St. Croix, USVI	STX (340) 201-7136	ABLE- Stretcher Plus, provides safe, reliable door-to-door non-emergent medical transportation services for St. Croix residents.
D-A-R-T Transit-Community Foundation St. John	St. John, USVI	STT-STJ (340) 693-9410	Provides accessible, subsidized transportation to physically and mental disabilities, and elderly residents or visitors on St. John; it offers services to the home-bound and bulk-shopping in St. Thomas for its clients.
Virgin Islands Public Transit System (VITRAN)	STT, STJ and STX, USVI	STX (340)773-1290 STT (340) 776-4844 STJ (340) 776-6346	VITRAN provides public transportation to residents of the Virgin Islands.

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VOCATIONAL PROGRAMS

ORGANIZATION NAME	ADDRESS	CONTACT INFORMATION	SERVICES PROVIDED
Department of Labor Youth Programs	4401 Sion Farm, Suite 1 Christiansted, USVI 00820-4245 2353 Kronprindsens Gade St. Thomas, USVI 00802	STX (340) 773-1994 STT-STJ (340) 776-3700	Provides summer and all year-round youth employment opportunities including training. Also, provides virtual work readiness program for at-risk youth.
Caribbean Institute for Training & Development	9602 Estate Thomas, St. Thomas, USVI 00802	STT-STJ (340) 776-3320	All-levels of training: computer software, customer service, sales, job readiness, office skills proficiency, business management, adult basic education, and ESL classes.
Christchurch Methodist Education & Outreach Services Inc. (CMEOS)	Nos. 5, 6, 7 & 8 Kronprindsens Gade, St. Thomas, USVI 00802	STT-STJ (340) 776-4455	After school prevention tutorial enrichment programs, summer enrichment, recreation programs, and adult basic educ., ESL, Spanish, workplace literacy, computer literacy, parent education, citizenship and civics, martial arts, and steel orchestras.
DM Computer Consulting	Estate Bovoni, St. Thomas, USVI 00802	(340) 775-6944 www.dmcomputervision.com	Various computer related to administrative, data entry, information technology and more.
Hands on Care	2V-2 Nazareth. St. Thomas, USVI 00802	STT-STJ (340) 775-2543	Certified Nursing Assistance, Home Health Aide, and Phlebotomy.
Job Corps	4500 Sunny Isle Mini-mall, Suite 57	STX (340) 773-1001	Job placement services for youth ages 16 to 24 territory

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	Christiansted, USVI 00820 Complex, Level 1, St. Thomas, USVI 00802	STT-STJ (340) 777-9892	wide. Works with the Department of Labor youth program. Most training programs are off island. (Individuals with a disability can enroll beyond the age of 24).
Med Certs, LLC	On-line	(800) 734-1175 www.medcerts.com	Numerous trainings online, including medical coding and billing, healthcare IT, medical admin, hospitality, retail, and more.
My Brother's Workshop	Tutu Mall Anna's Retreat St. Thomas, USVI 00802	(340) 715-2767	Provides a variety of vocational training programs for at risk youth and adults.
New Wave Unlimited	University of the Virgin Islands CELL 4700 Estate Ruby St. Croix, USVI 00820	(340) 513-9338	Fiber optic training.
Onyx Skill and Trade Center	24-25 Estate Cottage, Christiansted, USVI 00820	STX (340) 778-8428	Training in heavy equipment, welding, auto mechanic body repair, drafting and more.
Social Security Ticket to Work	Alianza Municipal de Servicios Integrados, Inc. (AMSI), Cagus, Puerto Rico 00725	(340) 277-3335	Provide employment support services for individuals who are receiving Social Security Disabilities (SSDI) who are looking to return to work. Program also provides benefits advisement through their partners.
University of the Virgin Islands Community Engagement and Lifelong Learning (UVI CELL)	#2 John Brewer's Bay St. Thomas, USVI 00802	STX (340) 692-4230 STT-STJ (340) 693-1100	Workforce development, Professional Development, Personal Enrichment, Certificate and Certification Programs.

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Virgin Islands Vocational Rehabilitation	3011 Golden Rock Christiansted, USVI 00820	STX (340) 626-6268	Provide services related to employment including transition for youth, on the job training, trainings, and accommodations for work including assistive technologies.
	1303 Hospital Ground Knud Hansen Complex Building A, St. Thomas, USVI 00802	STT-STJ (340) 244-7861	
Youth Arise	18 Hospital Line, St. Thomas, USVI 00802	(340) 690-3331	Programs for high-risk youth including vocational training, mentoring, parent support, enrichment activities, and career counseling.

YOUTH DEVELOPMENT PROGRAMS

ORGANIZATION NAME	ADDRESS	NUMBER/EMAIL	SERVICES PROVIDED
Boys & Girls Club, Christiansted, St. Croix	7 Market Street, Christiansted, USVI 00820	STX (340) 778-8990	Character and leadership development, education and career development, health and life skills and more.
Boys & Girls Club, Frederiksted, St. Croix	33 Two Brothers, Frederiksted, USVI 00840	STX (340) 772-3110	Character and leadership development, education and career development, health and life skills and more.
Boys & Girls Club, St. Thomas	Bonvoni St. Thomas, USVI 00802	STT-STJ (340) 778-8990	Character and leadership development, education and career development, health and life skills and more.
Christchurch Methodist Education & Outreach Services Inc. (CMEOS)	Nos. 5, 6, 7 & 8 Kronprindsens Gade, St. Thomas, USVI	STT (340) 776-4455	After school prevention tutorial enrichment programs, summer enrichment and recreation programs, GED, adult basic education, ESL, Spanish, workplace literacy, computer literacy, parent education,

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			citizenship and civics, martial arts and steel orchestras.
Girls on the Go, Inc.	PO Box 600179 St. Thomas, USVI 00801	STT-STJ (340) 643-3446 girlsonthegoinc@gmail.com	Tutorial programs, mentorship for young ladies ages 4 to 17.
Job Corps	4500 Sunny Isle Mini-mall, Suite 57 St. Croix, USVI St. Thomas Complex, Level 1 St. Thomas, USVI 00802	STX (340) 773-1001 STT-STJ (340) 777-9892	Job placement services for youth ages 16 to 24 territory wide. Works with the Department of Labor youth program. Most training programs are off island. (Individual with a disability can enroll beyond the age of 24).
Learning Networks Foundation (LNF)	43 Queen Street, Christiansted, USVI 00820	STX (340) 643-9888	Beginning farmer education, youth programs, prison re-integration programs, and outreach programs for single parent families.
Upward Bound – a program University of the Virgin Islands	#2 John Brewer's Bay, STT Mailing: #2 John Brewer's Bay, St. Thomas, USVI 00802	(340) 693-1133	Program held October to May; Saturdays, after school and summer: six-week residential program on STT/STX UVI campuses serving high school students meeting federal low-income guidelines.
VI Department of Labor Youth Program	4401 Sion Farm STE 1. Christiansted, USVI 00820 2353 Kronprindsens Gade St. Thomas, USVI 00802	STX (340) 773-1994 STT-STJ (340) 776-3700	Services for youth ages 14 to 25 which includes subsidized employment, trainings, career coaching, and job searching.
Virgin Islands 4-H Program (University of the Virgin Islands)	UVI Campus, STX and STT	STX (340) 692-4094 STT-STJ (340) 693-1080	Youth development program, summer academy.

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GLOSSARY FOR EMPLOYMENT AND DISABILITY

Ableism: Prejudice and/or discrimination against people with disabilities.

Americans with Disabilities Act (ADA): A 1990 law that prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications, and access to state and local government programs and services.

Americans with Disabilities Act Amendments Act (ADAAA): A 2008 law that made a significant number of changes to the definition of “disability” under the ADA and made it easier for individuals seeking protection under the ADA to establish that they have a disability within the meaning of the statute.

Assistive technology: Any item, piece of equipment, or product system used to increase, maintain, or improve functional capacities of individuals with disabilities.

Disability: Defined by the Americans with Disabilities Act as a physical or mental impairment that substantially limits a major life activity, a record of such an impairment, or being regarded as having such an impairment. A disability can be visible or invisible.

Disability inclusion: The process of creating a workplace where all individuals, including people with disabilities, are not only employed but are full members of the work community.

Disclosure: When an employee with a disability shares information about their disability with others, often their employer, supervisor, prospective employer, or co-worker.

Discrimination: Treating people differently, or less favorably, on the basis of identity, such as disability, race, religion, gender, or sexual orientation.

Employee resource group (ERG): Voluntary, internal, employee-led groups at companies where groups of employees with common needs, interests, backgrounds, demographic factors, or life experiences can connect for purposes of professional development and support.

Equal Employment Opportunity Commission (EEOC): The government agency responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.

Essential job function: Fundamental duties of a job.

Federal contractor: Companies or individuals who enter a contract with the United States to do a certain job, sell services or products, or provide materials and labor.

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Invisible disability: A disability that is not immediately apparent; sometimes called a hidden disability.

Job coach: An individual who supports a person with a disability throughout their professional journey, with the ultimate goal of helping them work independently. They provide one-on-one training, tailored to a particular person's needs, for a particular job.

Natural supports: Social supports that already exist in the workplace, including people and personal relationships; often provided by professional colleagues, such as mentoring, feedback on job performance, friendship, or socializing outside of work.

Office of Federal Contract Compliance Programs (OFCCP): Part of the Department of Labor; responsible for enforcing nondiscrimination laws related to federal contractors and subcontractors and compliance with legal requirement to take affirmative action.

Person-first language: A term that describes how individuals with disabilities prefer to refer to themselves. It's best practice to put people first, not their disability. Unless a person specifically prefers *identity-first language*, **always** use person-first language, such as "a person who is blind."

Physical accessibility: A form of accessibility that focuses on making physical spaces, such as elevators, reserved parking spots, and restroom stalls, accessible to people who use wheelchairs or who have other physical impairments.

Physical disability: A wide range of conditions, both visible and invisible, that affect a person's movement. Also referred to as a mobility challenge.

Reasonable accommodation: An adjustment or modification to a job or work environment that allows an individual with a disability to apply for a job, perform the essential functions of the job, or enjoy benefits equal to those offered to employees who do not have a disability.

Rehabilitation Act of 1973 (Rehab Act): Prohibits discrimination on the basis of disability in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment, and in the employment practices of federal contractors and subcontractors.

Section 503: Section of the Rehabilitation Act of 1973 that prohibits federal contractors and subcontractors from discriminating in employment against people with disabilities and requires these employers to take affirmative action to recruit, hire, promote, and retain people with disabilities.

Section 504: Section of the Rehabilitation Act of 1973 that prohibits discrimination against qualified individuals with disabilities by any program or activity receiving federal financial

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assistance or by any program or activity conducted by a federal executive agency or the U.S. Postal Service.

Section 508: Section of the Rehabilitation Act of 1973 that requires federal agencies to make their electronic and information technology accessible to people with disabilities.

Self-identification: An employee telling their employer or potential employer, as part of an affirmative action initiative or goals set as part of a disability inclusion initiative, that they have or ever had a disability.

Universal design: The process of creating objects or environments such as workplaces that can be used by the widest possible range of people.

Vocational Rehabilitation (VR): A state-supported division of services that assists individuals with disabilities in preparing for, securing, regaining, or retaining meaningful employment.

Work Opportunity Tax Credit (WOTC): A federal tax credit that is available to employers for hiring individuals from certain target groups who have consistently faced significant barriers to employment. **workplace flexibility:** Adjustments to where, when, and how an employee works to better accommodate their personal needs. Examples include part-time or flexible hours and the ability to work remotely.

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GLOSSARY for EMPLOYMENT and TRANSITION

Transition Glossary

ADL / Activities of Daily Living Basic skills such as housekeeping, meal planning and preparation, money management, arranging social activities, use of public transportation and self-medication

Advocacy Speaking for or urging a cause, such as equal access to community services

Agging Out Term applying to a student who is nearing the end of his/her school career. It is generally used regarding students who have severe disabilities and who will require programs and services into their adult years

Career / Vocational Assessment The systematic collection of information about the student's vocational aptitudes, abilities, expressed interest, and occupational awareness used in planning his or her transition to competitive employment or postsecondary education

CBI: Community Based Instruction Integrating students into their community as part of their education

Family Directed Planning A planning process in which the student and the student's family are the team leaders

Guardianship A court proceeding that grants decision-making authority for an adult with a significant cognitive disability to a third party (e.g., parent is granted decision-making power over their child's finances.)

Leisure-Time Skills Generally refers to skills such as developing hobbies, making choices about what recreational or social activities to attend, deciding how to spend free time, and putting the ideas into action

Pre-Vocational The term referring to activities designed to prepare an individual for a job and teach job-related behaviors

Self-Advocacy The process of obtaining needed services for oneself. • **Self-Determination** A process in which the individual's preferences, interest, abilities, and wishes are the focus of planning and implementing activities

Transition The passing from one condition, activity or place to another. The movement from school to adult life and the world of work. The transition is complex and involves decisions about career, living arrangements, social and financial goals.

Transition Services: A coordinated set of activities for students as part of the IEP, designed to promote movement from school to post-school activities, including postsecondary education,

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vocational training, integrated employment (including supported employment), continuing and adult education, related services, independent living, or community participation. Transition planning becomes a part of the IEP process for students beginning at age 16.

Triennial Review A complete review of the student's special education eligibility status conducted every three years by the IEP team

Vocational (Career) Assessment The systematic collection of information about the student's vocational aptitudes, abilities, expressed interests, and occupational awareness used in planning a transition to competitive employment or postsecondary education