**Section 511 Requirements by Agency or Employer**

1. **Requirements for the DSU:**
2. For individuals with disabilities that are 24 years of age or younger:
3. Provide pre-ETS services and documentation of the completion for these services for students with disabilities within 45 days of completion pre-ETS services (or 90 days if additional time is necessary due to extenuating circumstances);
4. Provide documentation of ineligibility certification as applicable within 45 days;
5. Provide documentation of unsuccessful case closure as applicable within 45 days;
6. Obtain documentation that the individual received transition services under IDEA as applicable;
7. Provide career counseling, and information and referrals to Federal and State programs and other resources in the individual’s geographic area that offer employment-related services and supports designed to enable the individual to explore, discover, experience, and attain competitive integrated employment every six months for the first year of SMW employment and annually thereafter for the life of the employment;
8. Provide CC&I&R to any youth found ineligible or closed from plan within 30 calendar days if they know that the individual is seeking subminimum wage employment;
9. Provide documentation of CC&I&R within 45 days of receipt (or 90 days if additional time is necessary due to extenuating circumstances); and
10. Provide documentation of refusal of the youth to participate in any of the activities within 10 days of the refusal.
11. For all individuals in SMW employment regardless of age:
12. Provide career counseling, and information and referrals Federal and State programs and other resources in the individual’s geographic area that offer employment-related services and supports designed to enable the individual to explore, discover, experience, and attain competitive integrated employment every six months for the first year of SMW employment and annually thereafter for the life of the employment. The CC&I&R must be delivered in a manner that facilitates independent decision-making and informed choice;
13. Provide documentation of completion of CC&I&R to the individual within 45 days (or 90 days if additional time is necessary due to extenuating circumstances);
14. Provide documentation of providing information to individuals of self-advocacy, self-determination, and peer mentoring training opportunities available in the individual’s geographic area, provided by an entity that does not have a financial interest in the individual’s employment outcome in those instances where the individuals are working for an entity with less than 15 employees covered by the 14 (c) certificate within 45 days (or 90 days if additional time is necessary due to extenuating circumstances).
15. **For the subminimum wage employer who hold a 14 (c) certificate (referred to as “entity”):**
16. May employ an individual with a disability age 24 or younger if the individual is currently employed in subminimum wage employment as of July 22, 2016;
17. May employ a new individual with a disability age 24 or younger if they obtain documentation that the individual:
18. Has received pre-employment transition services or transition services under IDEA;
19. Has applied for VR services and been found ineligible; or
20. Applied and was found eligible for VR services and;
21. Had an IPE developed
22. Had been working toward an employment outcome with appropriate supports and services for a reasonable period of time (determined on an individual basis, but up to 24 months for an individual with an SE outcome identified in their IPE) without success; and
23. The individual’s case is closed; and
24. Has been provided career counseling, and information and referrals to Federal and State programs and other resources in the individual’s geographic area that offer employment-related services and supports designed to enable the individual to explore, discover, experience, and attain competitive integrated employment.
25. Must maintain documentation that CC&I&R was provided every six months in the first year and annually thereafter for all employees.
26. Regardless of age, the entity must:
27. Must maintain documentation that CC&I&R was provided every six months in the first year and annually thereafter;
28. Inform individuals of self-advocacy, self-determination, and peer mentoring training opportunities available in the individual’s geographic area, provided by an entity that does not have a financial interest in the individual’s employment outcome
29. **For State or Local Educational Agencies**
30. For individuals with disabilities age 24 or younger:
31. Consult with the DSU to develop a new process, or utilize an existing process to document the receipt of transition services under IDEA as applicable;
32. Transmit documentation that the youth received transition services as soon as possible upon the completion of the required activity or service, but no later than 30 days after the completion of the required activity or services (60 calendar days if additional time is needed due to extenuating circumstances);
33. Provide documentation of a youth’s refusal to participate in transition services to the DSU within 5 calendar days of the refusal;
34. Retain a copy of all documentation provided to the DSU;
35. May not enter into a contract or other arrangement with an entity for the purpose of operating a program for an individual age 24 or younger under which work is compensated at minimum wage