



Dear DVRS Vendor,

You have expressed an interest in expanding your service area (geographical) of Supported Employment Services and/or the addition of a specialized service(s) for the Division of Rehabilitation Services (DVRS) as described in this document.

Specialized Services include:

- Community Based Work Evaluation (CBWE)
- Trial Work Experience (TWE)
- Internship Development & Supports
- Customized Employment (CE).

(For more information about these services, see the document: “Specialized Supported Employment Services” on our webpage)

Approval of expansion is contingent on the following:

- Confirmation from the local field office(s) personnel in the county or counties you currently serve that you are a service provider in good standing
- Demonstrated need for the service in the county or counties in which you propose to operate
- Appropriate staff coverage and staff qualifications (submit names, resumes and proof of training for job coaches/employment specialists)
- State and federal budgetary conditions
- Meeting/discussion of your plans with manager(s) of local DVRS office, **if and when instructed by DVRS Central Office**
- Compliance with the N.J.A.C. 12:51 and pertinent DVRS policies

Letter of Intent

The electronic application for expansion (on our website) must be completed prior to the submission of your letter of intent.

All providers must submit a letter of intent that includes the following information:

- Basic Agency/Provider Information- address, physical location, phone number, name and email of contact person
- County(s) your agency intends to serve
- Bios of key staff, including, resumes outlining related experience

- Proof of national accreditation (CARF or comparable in the provision of employment services)
- Statistics for the current and previous 3-year time period. Indicate number of referrals Placements, Long Term Follow-Along (LTFA) participants and person(s) transitioned off of LTFA
- List number of job coaches available for each county, include names, languages spoken and current resumes
- Provide a rationale for the expansion of services or addition of new services. Include Information as to your ability to manage the addition or expansion of services
- List of counties in which you currently provide services
- Target population for each intended service
- For TWE/CBWE/ CE- List of businesses contracted with signed contract or proof of liability insurance to cover the community based work; list sites, and job titles available and associated skills for each job site development should be ongoing. See example below for formatting.

Formatting for TWE/CBWE sites and jobs:

TWE/CBWE Vendors	County/ Site location	Places	Titles	Staff	languages
	Hackettstown	McDonald's	Food Prep: fry area, make, salt, fill		English, Spanish
	Hackettstown	McDonald's	Cleaning: clean tables, sweep floors, empty garbage, collect and wipe trays, clean windows, mop floors		English, ASL

Information/criteria needed for each specialized service

Community Based Work Evaluation

- List of Current Sites (minimum of 3)
- Proof of completion of appropriate training with DVRS CRP staff

- List of your proposed staff with their qualifications
- Discuss any background or related experience in this area
- List of assessments to be used for the Intake/Assessment phase
- Indicate proposed counties to provide service

Trial Work Experience

- List of current sites (minimum of 2)
- List of your proposed staff with their qualifications
- Proof of completion of appropriate training with DVRS CRP staff

Internship Development & Supports

- Review of direct or related experience in working with individuals who have participated in internships.
- List of your proposed staff with their qualifications
- Proof of attendance of meeting/training with DVRS CRP staff

Customized Employment Services

- Proof of ACRE or related certification, i.e. Marc Gold & Associates.
- Attendance of training with DVRS CRP staff
- List of your proposed staff, including history of actual or related experience

All of the specialized services require specific education, experience, and/or training of your staff. This is in addition to those requirements set for standard time limited job coaching or supported employment. All of these services require the minimum of a Bachelor's Degree in Vocational Rehabilitation, Psychology, Human Services, or related field. All resumes of education and experience will be reviewed by the DVRS Community Rehabilitation Program (CRP) Unit. All staff must have a minimum of one-year experience as a job coach or employment specialist and a minimum of two years combined related experience.

Additional Vendor Qualifications:

TWE/CBWE providers are expected to add additional sites to adequately serve consumers. Sites with a 14c certificate are not eligible to be used for any of the specified services listed in this letter.

Approved vendors are periodically monitored by the DVRS CRP Unit. Vendors may be terminated for issues related to non-compliance and/or a minimum of 12 months of inactivity.

Vendor applications will be accepted four times per year, no later than 1/15th, 3/15th, 6/15th, and 9/15th.

Please mail your letter of intent with the required information as stated in this letter. Once these materials are reviewed, you will receive feedback on your status as a prospective vendor. You may be asked for additional information or clarification. You may be asked and/or required to meet with a local DVRS office manager. **Do not contact the local office until advised by DVRS Central Office to do so.**

Please submit documentation specific for the service you wish to vend, if applying to provide more than one service, include separate sections in your letter of intent for each service.

If you have any questions or need further technical assistance, please call Jennifer Sosdorf, PPDS (Program Planning and Development Specialist) at 609-292-7255, or email her at: Jennifer.Sosdorf@dol.nj.gov

Your letter of intent and required documentation can be emailed to Jennifer Sosdorf at:
DVRCRPVendorApp@dol.nj.gov

Or mailed to: DVRS, NJ Dept. of Labor & Workforce Development
Attn: CRP Unit/Vendor Applications
P. O. Box 398, Trenton, NJ 08625-0398