

PACE

AUTHORITY

Rehabilitation Act of 1973 as amended, Section 103(a)
Fair Labor Standards Act of 1938, as Amended
(29 USC §201 et seq.; 29 CFR 510-794)

*For the purpose of this manual, use of the terms **must** or **shall** reflect requirements of Federal law or regulation or state law or administrative regulation and must be adhered to strictly.*

Preparing Adults for Competitive Employment (PACE) is an internal community based job-training program. There are a number of PACE programs available statewide. Each program has been designed by the local staff to meet the needs of their community and consumers including Trial Work Experience. The following is general information that is consistent statewide. The specifics will vary from program to program.

Who Should Be Referred

This service is designed for the consumer who has been found eligible and whose vocational goal is competitive employment. The individual needs support services either to obtain or maintain employment but does not require the long-term support offered by supported employment programs.

In addition, PACE may be an appropriate resource for individuals who require trial work experience to explore capacities and capabilities in terms of employment.

Components Of Pace

1. Orientation

These classes teach job seeking and job keeping skills. Participants learn about work ethics, problem solving, co-worker and supervisor relations, interviewing, job application and resume skills.

2. Slot Placement

Upon completion of the orientation, individuals are placed at community based training sites based on their abilities, interests, and choices. The duration of this training can vary from 120-140 hours. Many problem areas are often identified the first few weeks on a job. Therefore, follow-up support and guidance are primary services in this component. Sometimes an individual may need short term job coaching. If the PACE staff are available this service is provided. It is

also acceptable to contract with an individual job coach for this service. The PACE staff should work with the counselor to coordinate this service.

3. PACE Sites

Each PACE program has an ongoing “pool” of sites that allows the consumer choices of work experience in areas compatible with his or her interests, abilities and functional limitations. If an appropriate site is not available the PACE staff may provide individual slot development to meet the consumer needs. Although many employers are permanent PACE sites, each individual is placed in the slot for a temporary period of time and the employer is in no way obligated to hire the trainee.

4. Job Placement

Job Placement Specialists begin to assist individuals with their search for permanent employment while they are working at their PACE site. This assistance may include job leads, individual job development, and resume assistance. Job Placement services will continue to be provided as long as the individual is actively seeking employment.

Benefits To Participants

- Adjustment to real work settings
- Learn problem solving
- Learn to get along with co-workers
- Learn interviewing skills
- Learn other work related skills
- Gain references
- Gain confidence and enhance self concept
- Gain skills while earning a wage
- Enhance basic job keeping skills
- Short term job coaching available
- Individual job development and placement

Benefits To Employers

- Business acquires a temporary employee with no loss of wages or benefits
- Business can use the training process as a screening device for permanent employees
- Business has opportunity to hire an employee who is job ready

Training Reimbursement Funds

Each individual PACE Program has the option of paying the participant for attending the orientation classes. Some programs pay by the day while some pay by the hour.

Some have elected to pay only for the time spent in the slot. All participants are paid by the hour for the time spent in their slot. The amount may vary from program to program but all must pay at least 85% of the current minimum wage (Fair Labor Standards Act). The amount paid per taxable year is limited to \$600.00. This ensures the level of pay does not exceed 1099 reportable requirements. However, exceptions can be made by the Director of the Division of Program Services or their designee, on a case-by-case basis if in the best interest of the consumer and in accordance with the consumers informed choice. The exception should be in writing from the Director (or designee). The consumer's consent to this exception should be documented in the case file. We often get inquiries regarding the money paid to PACE participants. The following points are important to note:

- These are Training Reimbursement Funds.
- They are not wages. The Fair Labor Standards Act indicates that a "Training Wage" must not be less than 85% of the current minimum wage. We should follow this guideline in determining the amount we will pay our participants.
- This is an incentive for the consumer.
- This is part of the Individual Plan for Employment.
- It is not 1099 reportable. We have limited the pay to \$600.00 a taxable year to ensure the level of pay does not exceed 1099 reportable requirements.
- Training reimbursement funds paid to SSI/SSDI recipients are not counted as income.
- Title I Basic Support Funds from the Department of Education.
- Time spent in a PACE slot does not count as part of the Social Security Trial Work Period

Employer's Responsibility

- Employers are required to provide an on-site supervisor who will complete a weekly evaluation and sign timesheets.
- Employers should not expect the PACE slot to be considered as a permanent position.
- Employers are expected and encouraged to contact the PACE team any time there are questions or any time problems may arise.

- If an employer wishes to hire the participant in a permanent position they should contact the PACE staff for Work Opportunity Tax Credit (WOTC) certification.

Liability

All PACE participants are covered under a limited accident insurance policy for the time they are in the slot. This does not cover travel to and from the site. All injuries should be reported within 10 days. PACE staff will complete the claim form.