Transition describes the process by which a student moves from school to work and adult life in the community.

It begins with a high school program that helps the student develop functional skills for community living and provides work training in real jobs.

Transition is successful when the person enters employment or post-secondary education, lives as independently as possible, and enjoys leisure time activities with a group of friends.

Good luck on your journey. May your challenges be met successfully and may your desired destination be reached with your vision for your future clearly in mind.

(Hamilton-Boone-Madison Special Services Cooperative, 2000/2001)

You can print the pages of this manual individually by clicking each tab, and then printing*. If you want a paper copy of the manual, please ask your (student's) Teacher of Record. While we attempt to keep the paper manual as current as possible, this online version will have the most current information.

*please note printing guidelines in the page header
SBCSC Special Education Department

Taking the Next Step

Transition Planning

The Planning Process

Transition planning is a team process. This team works together to identify the strengths and needs of the individual student. These strengths and needs help determine the services needed to enable success in the adult world. The team will also help coordinate the needed services during and after high school. The composition of the team will vary from student to student, depending on the needs and desires of the family. The team may consist of a combination of the following people:

- Student
- Family Members
- Teachers, Administrators
- Related Services Personnel (Speech, Occupational/Physical Therapists, etc.)
- Vocational Specialist/Transition Coordinator
- Vocational Rehabilitation Counselor
- Guidance Counselor
- Adult Service Providers
- Friends
- Peers

When should I begin planning?

The first step in transition planning begins when the student turns 14 or is in the eighth grade. The transition portion of the student’s Individualized Education Plan (IEP) will focus on the courses the student needs to take throughout his/her high school years to prepare the student to achieve his/her hopes and dreams for the future. The Individualized Transition Plan (ITP) is revised annually as a part of the IEP process. By eleventh grade, the ITP/IEP must indicate services needed in order for the student to be successful after high school.

Transition planning serves many purposes, including the following:

- Vision of desired outcomes which serves as a basis for IEP goals and objectives.
- Introduces the student and family to adult service providers and community resources.
• Identifies necessary supports for the student to live, work, and recreate in the community.
• Provides information to Vocational Rehabilitation and adult service providers about individual needs.

What is the role of the student in the transition process?

• Express opinions and exercise choice.
• Attend transition planning and conference meetings.
• Participate in community transition council activities.
• Take an active role in meetings, such as issuing invitations, facilitating, taking notes, and/or disseminating minutes.
• Listen and be attentive during meetings.
• Be an assertive, tireless self-advocate.
• Participate in self-evaluations.
• Be respectful of others in the community, on the job, and at school.
• Gather information about schools and service providers and ask detailed questions along the way.
• Recognize that some jobs, homes, post-secondary education institutions (colleges, universities, etc.) and activities are unsatisfactory and not good matches.

What is the role of the family in the transition process?

• Advocate for a functional curriculum that will prepare your son/daughter for work and community life.
• Include goals for community job training, if related to achieving desired outcomes, in your son/daughter’s transition IEP.
• Investigate post-secondary education options with your son/daughter and get information about admission requirements, accessibility, adaptations, and supports available to students with disabilities.
• Maintain close communication with teachers and staff throughout the school years.
• Participate in Community Transition Council activities.
• Attend all transition IEP conferences.
• Communicate the value of work to your son/daughter.
• Emphasize behaviors that will support employment, post-secondary education and community living.
• Get to know local decision-makers.
• Visit the local rehabilitation center and express preference for good community jobs rather than segregated workshop placements.
• Visit community living providers in the area and express preference for small, personalized homes or supported living arrangements.

From: School to Community Transition: A Planning and Procedure Handbook for Parents and Teachers in LaPorte County 4/92, CSCI.

What is the role of the school in the transition process?

• Develop a Transition IEP
• Provide job exploration opportunities
• Put you in touch with the resources you will need

What is the role of adult service providers in the transition process?

• Participate in formal transition planning meetings for high school students.
• Provide requested information and follow through with applications for service.
• Work with school personnel to overlap services during the student’s last year.
• Participate in Community Transition Council activities, such as the Transition Resource Fair.
• Collect and disseminate information on service recipient outcomes in local services.
• Implement programs that reflect professional best practices and support normalized adult lifestyles for individuals with disabilities.

In general, adult service programs should be designed to promote economic self-sufficiency, relationships with non-disabled peers, exercise choice, development of new skills, and community integration.

From: School to Community Transition: A Planning and Procedure Handbook for Parents and Teachers in LaPorte County 4/92, CSCI.

Before High School

• Focus on your interests and abilities in relation to a career
• Attend your school’s Career Day
• Attend your Annual Case Conference to develop an Individualized Educational Plan (IEP) each year
• Complete a transition assessment

Freshman/Sophomore Year

• Develop a career plan with your counselor
• Investigate vocational programs & options
• Take on specific job responsibilities at home
• Attend your Case Conference to update your IEP & ITP plan
What documents will I need?

When making the jump into the adult world, the student will need to have access to certain documents in order to obtain services from most agencies.

1. First, the student will need a picture ID card or driver's license as proof of identification. The ID card or driver's license can be
obtained at your local Bureau of Motor Vehicles branch.

2. The student will also need a Social Security card. Since it is the law that all citizens have a Social Security card, the parents should already have a Social Security card for the student. If it has been lost or destroyed, you can get another at your local Social Security office.

3. A birth certificate may also be required by some agencies. If you do not have a copy, you can obtain one at the health department of the county where you were born.

How do I get transportation?

If you wish to learn how to drive, you first must get a Learner’s Permit from the Bureau of Motor Vehicles. You will need to be able to pass a multiple-choice test and vision screening before you will be issued a permit. After you have held the permit for sixty days, you are eligible for an operator’s license. You will have to pass another multiple-choice test and vision screening before you can obtain your Operator’s License. In addition to this, you must also pass a road test given by an employee of the License Branch. The License Branch provides accommodations for testing based on individualized needs.

Public transportation is also available. Most cities have a public bus system that can take you to many locations within the city. Some cities have busses with accommodations for individuals with physical disabilities.

Contact your local public transportation agency (Transpo) to find out more information. Some adult service agencies provide their own transportation if it is necessary in order for a person to obtain services.

Where will I find employment?

There are a variety of employment options for people with disabilities. Several local agencies are available to guide you to the employment option that is best suited for you. These options range from sheltered workshops, to supported employment, to independent employment.

You will find more information on the Employment page.

Where am I going to live?

There are a variety of adult living options. Some people are capable of living by themselves or with roommates, but others may need assistance. There are agencies that will help in finding housing. Options include group homes, semi-independent living programs, and independent living programs. Go to the Housing section to learn more.

Will I need a guardian?

Parental rights transfer to the student at the age of 18. If an individual, upon reaching the age of majority, is not able to handle money, property, personal decisions, or other related matters, the family may petition the court for guardianship. Guardianship is the legal power to care for another person. Each state has different laws on guardianship. The responsibilities of a guardian will vary depending on the type of guardianship awarded by the court. An attorney should be consulted for help with initiating the process.

What will I do in my spare time?

A fulfilling life includes recreation and leisure time activities. A person with disabilities should consider how they will spend their leisure time and what they will do for recreation. Most communities offer many opportunities for recreation and leisure time. The individual’s skills, interests, and abilities, as well as the availability and accessibility of activities in the community should be considered when planning for leisure activities and recreation. There are more ideas and resources in the Recreation and Leisure section of this website.

Where do I register to vote?

To register to vote, you must be a citizen of the United States and 18 years old on the day of the next election. To vote in Indiana, you must have lived in your precinct for at least 30 days prior to the election. Mail-in registration forms are available at license branches, public assistance offices, public libraries, city clerk’s offices, or your county voter registration offices.

Can Social Security help me?

You may qualify for Social Security disability assistance at age 18 or older on a parent’s work record, if the disability started before age 22 and one of your parents is deceased or receiving Social Security retirement or disability benefits. In order to qualify, the disability must meet the adult definition of disability. If you are already receiving Social Security benefits as a dependent of a retired, deceased, or disabled worker, you must contact Social Security at age 18 to continue receiving benefits on the basis of your disability.

You may also qualify for Social Security disability benefits on your own work record if you have recent work (including part-time work) where you paid Social Security taxes. You should contact Social Security to see if you qualify.

The Social Security Administration also operates the Supplemental Security Income (SSI) program for people who are blind or disabled with limited income and resources. These limits will vary depending on factors such as your age, student status and living arrangement. You
should contact Social Security to see if you qualify.

Most Social Security business can be done by telephone at (800) 772-1213 or online at www.SocialSecurity.gov.

**Should I register for Selective Service?**

All males living in the U. S., between ages 18 and 25, must register with Selective Service. Men with disabilities who can move about independently must register. Those with obvious disabilities that may prevent them from serving in the military still must register. Determination of ability to serve in the military will be made later. If necessary, a friend or relative may help a male with a disability fill out the registration form. Registration forms are available at most high schools and post office. They can be mailed directly to Selective Service. You may also register on-line.

**Will I need health insurance?**

Health insurance is necessary for every adult. Many adults purchase health insurance from an insurance agent. A list of agents may be found in the yellow pages of the phone book under insurance. For some adults, health insurance may be included is a benefit of their jobs. Many individuals with disabilities, who do not have insurance, may qualify for Medicaid.
Preparation to Make a Successful Transition into College

**Important Considerations:**

- **Entrance requirements**
  - Call the colleges you are interested in attending. Speak with school counselors to find out what the entrance requirements are. Ask for detailed information to be mailed to you.

- **High school grade point average (GPA)**
  - Your high school GPA may be an important consideration when you apply to college. Therefore, work hard to achieve good grades while you are still in high school.

- **Pre-college examinations**
  - You will usually have to take a pre-college exam, such as the SAT, and the score you receive will help determine how strongly you will be considered during the application process. Talk to your college’s office of disability services or a school counselor about testing accommodations, if you feel you need them.

- **Applications**
  - The application includes such things as your grades, coursework, recommendations, personal goals, and abilities. Take time to do a complete and careful job. Have a family member or teacher proofread your application before you send it to a college.

- **Funding**
  - There are resources to help you cover such costs as tuition, rent, lab fees, books, assistive technology, and application fees. Talk to teachers, counselors, your college’s office of disability services, and the financial aid office. Start early.

- **Support Services**
  - Knowing your needs and how they can be met is an important factor in selecting a college. Arranging support services in college, rather than beforehand, can take a lot of time, depending on what you need and the services that are available.

- **Transition and orientation**
  - Ask your high school counselor about transition programs that can help prepare you for college. Also find out if the college you wish to attend has an orientation program for new students.

**Staying in College**

Here are some important considerations for the second phase of your planning, ensuring that you have what it takes to succeed and stay in college once you get there:

- **Self Advocacy Skills**
  - In college, you have to advocate for your own needs, instead of having your parents or others do it for you. Self advocacy skills include interacting with faculty, staff, and other students to obtain support services necessary for your learning needs.

- **Self-Management Skills**
  - These skills include planning your academic and personal schedule, as well as maintaining academic and personal routines that will help you to succeed. You must take into account your abilities and strengths, as well as your disabilities.

- **Study Skills**
  - These skills involve knowing how to study your assigned material for college-level classes, developing effective strategies for note-taking, reading, and test-taking. If your skills are weak, ask a counselor if study skill courses or...
other types of assistance are available.

- **Support Services**
  - Your college's office of disability services might be a good place to start if you need support services to be successful in college. Support services can be steady and continuous, or simply temporary.

- **Technology**
  - Adaptive technology makes it possible for people with disabilities to use powerful computer resources. Take advantage of time in high school and college to learn about and use computer technologies. Developing skills in word processing and information access will help you a great deal.

- **Networking**
  - Conversations, interactions, and offers of assistance occur continuously as you are in the process of preparing for college, attending college, and finding a career. Use friends, family members, coworkers, and professional organizations to network. Who you know, as well as what you know, can determine your success.

### 3 Ways to Earn a Diploma

**New Requirements began with Class of 2010**

1. Meet the standard passing score in both Language Arts and Mathematics sections of the Grade 10 GQE AND satisfy all state and local graduation requirements.
2. Complete CORE 40 with a "C" or better in each required and directed elective CORE 40 classes and satisfy all state and local graduation requirements.
3. Complete ALL SIX of the following:
   1. Maintain a 95% attendance rate (excused absences will not be counted against the student)
   2. Take advantage of at least one remediation opportunity per year provided by the school (at least 75 attendance is required)
   3. Earn a C average (grade point average of 1.5 or higher) in the 22 credit hours required for an Indiana high school diploma:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>8</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Health</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
</tbody>
</table>

4. Take the test at least one time each year
5. Obtain a written recommendation from a teacher in each subject area in which the student has not received a passing score. The principal must concur that the academic standards have been met by the student. Documentation must be provided. Passing the Algebra requirement and passing English 9-12 will satisfy this requirement.
6. Satisfy all state and local requirements.

### Some helpful websites:

- [Preparing for College](National Center for Learning Disabilities)
- [Students with Disabilities Preparing for Secondary Education](Office of Civil Rights)
- [Disability Friendly Colleges]

### Community Resources & Links for Education & Day Services

**LOGAN ADULT DAY SERVICES**

2505 E. Boulevard  
South Bend, IN 46615  
(574) 289-4831  
(574) 234-2075 FAX

Logan Adult Day Services offers a range of curriculum: nutrition and cooking, nature, art, crafts, music and sensations (sensory stimulation activities). The Community Connections program offers volunteer and leisure experiences out in the community.

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT**

**WORKONE CENTER – SOUTH BEND**

851 S. Marietta St. South Bend, IN 46601  
(574) 237-9675  
(574) 239-2672 FAX

Indiana Department of Workforce Development provides employment and training services to the incumbent and emerging workforce including youth and adults, dislocated workers, and long-term recipients of public assistance.
Services include individualized assessments, job skills development/workshops, frequent Career Fairs, employment/career counseling, job placement, various resource material access in our Information Resource Area, referrals to supportive services, internet based national job matching database registration, and direct employer networking opportunities through Career Links.

**Area School Corporations**

**Joint Services for Special Education**

**School City of Mishawaka**

**Penn-Harris-Madison School Corporation**

The Joint Services Program is a cooperative agreement between the Mishawaka and Penn-Harris-Madison School Corporations. Our purpose is to provide quality special education services to children with disabilities who live in both corporations. Joint Services is committed to providing all children with disabilities a free and appropriate public education in the least restrictive environment.

Through the Joint Services Program we can provide services to children with diverse educational needs including those with: Autism Spectrum Disorder, Communication Disorder, Developmental Delay (Preschool), Hearing and Vision Impairments including Multiple Disability, Orthopedic Impairments, Other Health Impairments, and Traumatic Brain Injury.

In addition to being a cooperative agreement between the two school systems, Joint Services is a cooperative agreement between parents, teachers, students, and school administrators who work together to provide quality educations for all.

The Joint Services Preschool Program provides special education services to children in School City of Mishawaka and Penn-Harris-Madison School Corporation from the third birthday until kindergarten age. These services include screening and evaluations for suspected developmental delays, providing speech, occupational, and physical therapy as well as direct resource teacher services to eligible children.

The Joint Services Preschool Program offers the Growing Together Preschool Program in six elementary schools within School City of Mishawaka and Penn-Harris-Madison School Corporation. The Growing Together Preschool Program is a community preschool program where children from the community participate in the class offerings. In each class several slots are reserved for students with disabilities, so that the child with a disability can attend preschool with their typical peers and receives the specialized instruction they need.

Students with delays in their speech and language development receive speed therapy while attending preschool, attend speech therapy small group session weekly or participate in a language class weekly, taught by a speech pathologist.

The Joint Services Young Adult Program is designed for students with disabilities that exit the high school programs. The Young Adult Program has been designed for students with more significant needs. The program allows the students to continue to develop functional academic skills, social skills, and gain vocational experiences. Students exit the Young Adult Program at the age of 22.

**SOUTH BEND COMMUNITY SCHOOL CORPORATION**

**ADULT EDUCATION**

Adult Education Offices
3206 Sugar Maple Court
South Bend, IN 46628

GED/ESL Fax (574) 283-7549
ABE/GED/ESL Phone (574) 283-7505
ASC Phone (574) 283-7504
Workforce Services (574) 283-7561

Adult Education is open to Indiana residents 16 years or older. Sixteen and seventeen year olds must meet specific program requirements:

- Provide proof of withdrawl/transfer from regular school
- Attend special orientation sessions
- Meet all expectations of the adult education program

**What is offered at Adult Education?**

- **Adult Basic Education** (ABE/GED)
  - Classes to prepare for the GED test or to brush up on basic skills for employment advancement or further education (open to graduates & non-graduates)
- **English As A Second Language** (ESL)
  - Classes for limited English speaking adults for life and work.
- **Adult Secondary Credit**

www.sped.sbcsc.k12.in.us/tns/education.html
Education and Day Services

- High school credit classes for individuals at least 16 years old who want to earn a high school diploma or high school graduates with a certificate of completion who need to pass the Graduation Qualifying Exam.

- Workforce Services
  - The SBCSC Adult Education program partners with WorkOne and local employers to provide general or customized work force basic skills services including:
    - English communication classes for limited English speaking employees and job seekers-in the workplace or at WorkOne. Spanish/English document translation and Spanish for supervisors.
    - Basic workplace skill classes and assessment in math, language, and reading.

What is the cost?
- ABE/GED/ESL classes are free. A nominal fee is charged for high school credit classes

How do I get started?
- Call Adult Education for class enrollment information and to schedule an appointment for orientation. Office hours are 8:00 am to 4:30 pm.

SOUTH BEND COMMUNITY SCHOOL CORPORATION

SPECIAL EDUCATION DEPARTMENT

215 South St. Joseph Street
South Bend, IN 46601
Phone  (574) 283-8130
Fax    (574) 283-8105

South Bend Community Schools believe that all students can learn, but the path to excellence is different for each child. This is particularly true of the children who come to us with special needs.

Several programs provide the help these children need to make the most of their educational experiences and reach their full potential. Children with mental, physical and emotional handicaps as well as learning disabilities receive support from the Special Education Department.

Services are offered for pre-school through 12th grade and in some cases, to age 22. Support for each learner is grounded in the Individualized Educational Plan (IEP), and may range from assistance in the general education classroom, to direct instruction in special education classes.

Elkhart Community Schools

Please explore our website and learn What Makes ECS Great and Good News About ECS. Every school in our district also welcomes you to visit in person. ECS students enjoy the unique advantage of learning in a community that cares. Come, be a part of helping to inspire excellence. Information about Elkhart Special Education Programs is also available on the website.

Colleges and Universities

Ball State University

Disabled Student Development

Student Center 307
Muncie, IN 47306-0835
(800) 382-8540
Fax: (765) 285-5295

Ball State University offers equal opportunity in higher education to qualified students with disabilities through the Office of Disabled Student Development. The campus offers physical and technological access. Other provisions are also made on an individual basis.

1001 West McKinley Avenue
Mishawaka, IN 46545
(574) 259-8511

Bethel College

Continuing one's education can be an excellent time to develop and/or practice self-determination skills. It is an opportunity to make important decisions about the future. Continuing education can be achieved formally in a classroom environment, or informally through everyday life experiences. Whatever path is chosen, continuing education offers the opportunity for personal growth and skill development. Accommodations are available for
students with disabilities. All students have access to the Learning Center. There is an American Sign Language Program. The campus is partially accessible.

**Indiana University**

**Office of Disabled Student Services/Veterans Affairs**
Franklin Hall, 096
Bloomington, IN 47405
(812) 855-3508

Students should contact the office above with documentation of the disability to discuss services. Services are coordinated through this office, the Student Academic Center, the Writing Tutorial Service, the Tutorial Center, and the library.

**Indiana University South Bend**

**Disabled Student Services**
Room 120, Administration Building
PO Box 7111
South Bend, IN
(574) 237-4135
(574) 237-4599 FAX

The Office of Disabled Student Services supports students with documented physical, psychological, or learning disabilities by offering reasonable modifications and assistance to assure an equal opportunity to participate in, contribute to, and benefit from all university programs, services, and activities.

**IVY TECH COMMUNITY COLLEGE OF INDIANA** *(Ivy Tech)*

220 Dean Johnson Blvd.
South Bend, IN 46601
(574) 289-7001

Ivy Tech provides training for careers in business, health, visual communications as well as applied sciences and technologies. Ivy Tech offers Technical Certificates and Associate Degrees. Financial aid, special needs tutorials, workshops, and support groups are available to students.

**OnLine Schools: Indiana**

Although online education is becoming increasingly popular, many potential online students have been deterred by the lack of reliable information that is available. In the past, it was difficult to find trustworthy information if you were interested in earning your education online because there were serious flaws in the presentation of the data. It seemed like the only information that you could find was either clearly biased and fraught with advertising stunts, or so randomly distributed that any statistics you could find made little sense and were useless as comparison tools.

Not anymore. Online Schools aims to change all that with our national directory of colleges, universities and technical schools that offer online educational options. We want to make conducting research easier for you. So over the last year, we have poured massive amounts of our time, energy and resources into creating a comprehensive database chock-full of the kind of information that prospective students are looking for. We have mined more than 6,000 school catalogs to build an full list of online learning options in the United States, with the data located all in one place for easy access and comparison. You won’t find a collection of reliable information like the one we have created, anywhere else on the web or in print.

That means you no longer have to spend countless hours on Google trying out 20 different keyword combinations and checking each link to see if it holds the key to your education. Nor do you have to ruin your eyesight poring through last year’s university catalog to check for online courses that your school offers. At Online Schools, we’re taking the work out of the treasure hunt. We’ve even done the digging for you, so if you’re ready to see what your future can offer. It’s time to start browsing.

**PURDUE UNIVERSITY**

**Disabilities Resource Center**
1096 Student Services Annex-1
West Lafayette, IN 47906-1096
(765) 494-1247
The Adaptive Programs area in the Office of the Dean of Students provides services for students with documented physical, emotional, or learning disabilities. Services are provided on an individual basis to assist students in obtaining equal opportunity to achieve their academic potential.

UNIVERSITY OF NOTRE DAME

Office of Disability Services
Notre Dame, IN 46556
(574) 631-7157
(574) 631-7173 (TTY)
Fax: (574) 631-2133

A wide variety of services are available for students with disabilities. These services do not lower course standards or alter essential degree requirements, but instead give students equal opportunity to demonstrate their academic abilities. Students may initiate a request for services by registering with the Office for Students with Disabilities (OSD) and providing them with documentation of the disability.

To report problems or errors on this page, please email Marilou Vander Griend or call 574-283-2015
The transition from school to adult life opens the door to many new avenues and options. An important option for many people is employment. Preparing for employment, as well as looking for work, can be stressful. It is a time to think about how and where to find employment and, in some situations, how to maintain a job in the community. This section gives a brief and general description of services offered that may assist you with employment issues.

**Anthony Wayne Services (AWS)**

926 E. Wayne St.
South Bend, IN 46617
(574) 233-8812
Fax: (574) 233-8836

AWS helps people with disabilities become part of the competitive workforce. Training in job-seeking skills is provided. Assessment of each individual's skills, abilities, and interests, along with community-based evaluations and job-shadowing opportunities, ensure good matches with community-based jobs. Job retention is encouraged through job coaching and follow-along services. AWS offers some supported employment opportunities.

**ADEC Employment Services**

851 S. Marietta Street
South Bend, IN 46601
(574) 261-7252
Fax: (574) 234-2433

ADEC Employment Services is dedicated to providing exceptional services and supports to individuals living with the challenges of physical and developmental disabilities, so they can pursue their goals and dreams, discover and develop their talents and fully participate in their communities. ADEC serves together with families, friends and other organizations to break down barriers, both physical and attitudinal, through active community education, advocacy and support. ADEC has been serving the disability community since 1952.

**Community Employment Services**

**Marshall-Starke Development Center, Inc.**

1901 Pidco Drive
Plymouth, IN 46563-0160
(574) 936-9400
(800) 852-9354
Fax: (574) 936-4537

Community Employment Services of Marshall-Starke Development Center, Inc. places individuals with disabilities in gainful employment in the community. Individuals' skills and interests are matched with community based employers. Short-term
pre-employment training in vocational skills in an industrial setting is provided. Community Employment Services assists the employer in training and supporting individuals until the employer is satisfied. Follow-along visits to job sites encourage a high job retention rate. The program subcontracts with area employers for sheltered workshops at Marshall-Starke Development Center. Transportation is provided for St. Joseph County residents at several pickup points inside Marshall County.

**Goodwill Industries of Michiana Inc.**

1805 Western Ave.
South Bend, IN 46619
(574) 472-7300
(574) 472-7302 FAX

Goodwill Industries of Michiana, Inc. offers vocational assistance for individuals with disabilities, economic, as well as other barriers to employment. These services include vocational evaluations, work adjustment training or experience, hard skills training, which includes but not limited to industrial, custodial, C.N.A., retail and bank teller job readiness preparation, placement services, job coaching, and retention services. To initiate services, individuals should apply through the Office of Vocational Rehabilitation, Department of Family Resources, WorkOne or contact Goodwill. Some programs require individuals to be determined eligible to receive services. Other services are available to individuals with barriers.

**Jobs for America's Graduates (JAG)**

JAG, is a school-to-career program implemented to keep young people in school through graduation and provide work-based learning experiences that will lead to career advancement. Contact your high school guidance office for more information.

**Logan Employment Services**

2505 E. Jefferson Blvd.
South Bend, Indiana 46615
(574) 289-4813
Fax: (574) 289-2075

LOGAN Employment Services provides pre-placement skills building, job development and placement, as well as, training and follow up service to people with disabilities interested in obtaining community employment. This program also provides long term follow-along service to assist people with severe disabilities in maintaining their employment indefinitely. To initiate employment services, individuals must go through Vocational Rehabilitation (V.R.) Services. Call V.R. to set up an appointment to begin the procedure.

**Vocational Rehabilitation Services (V.R.S.)**

Indiana Department of Aging & Rehabilitation Services
100 W. South St. Suite 100
South Bend, IN 46601
(574) 232-4861
(574) 283-0058 TDD
(574) 232-1476 FAX

Vocational Rehabilitation Services provides quality, individualized services to enhance and support people with disabilities to prepare for, obtain, or retain employment. Through active participation in their rehabilitation, people with disabilities achieve a greater level of independence in their work place and living environments.

Vocational/Habilitation Options

- Vocational Rehabilitations Services (VRS) provides comprehensive, coordinated, effective, efficient and accountable services needed by eligible individuals with disabilities to prepare for, enter, engage in and retain employment consistent with each individual’s strengths, resources, priorities, concerns, abilities, capabilities and informed choice.
- Supported Employment (SE) provides individuals with the most severe disabilities in competitive jobs with qualified job coaches/trainers to provide individualized, ongoing support services needed for each individual to retain employment. The employer is contacted monthly and the employee is visited twice monthly, either at or away from the workplace, to address any issues that may threaten the individual’s ability to remain on the job.
- Independent Living (IL) promotes a philosophy of independent living including consumer control, peer support, self help, self determination, equal access and individual and system advocacy, to maximize the integration and full inclusion of individuals with disabilities in community leadership, empowerment, independence and productivity.

**Indiana Department of Workforce Development**

**Workone Center – South Bend**

851 S. Marietta St.
South Bend, IN 46601
Indiana Department of Workforce Development provides employment and training services to the incumbent and emerging workforce including youth and adults, dislocated workers, and long-term recipients of public assistance. Services include individualized assessments, job skills development/workshops, frequent Career Fairs, employment/career counseling, job placement, various resource material access in our Information Resource Area, referrals to supportive services, internet based national job matching database registration, and direct employer networking opportunities through Career Links.
Recreation and leisure is an important element in the lives of all people. Participating in recreation not only encourages independence and self esteem, but it creates the opportunity to become involved in the community and to meet new friends.

**CAMP MILLHOUSE**

25600 Kelly Road  
South Bend, IN 46614  
(574) 233-2202

Camp Millhouse is a retreat for children and young adults with mental and/or physical disabilities. Campers have a fun week enjoying outdoor activities. The camp offers 24-hour nursing care, special diet and medication supervision, heated cabins, recreational and living facilities designed for the disabled. Sessions run June through August.

**CAMP RE-YO-AD**

322 Kemper Lane  
Decatur, IN 46733  
(574) 724-4162

Camp Re-Yo-Ad is a week long camp that is specially designed for older teenagers and adults with special needs. Campers are grouped according to age (16-31 years, 32-42 years, 43-55 years) and programs are planned to accommodate the various ages and abilities. This camp is usually held around the third week in June.

**LOGAN RECREATION AND LEISURE SERVICES**

2505 E. Jefferson Boulevard  
South Bend, IN 46615  
(574) 289-4831  
(574) 234-2075 FAX

Logan Recreation and Leisure Services offer a variety of group activities designed for children, teens and adults. Activities emphasize using community events and facilities such as attending movies, sporting events, plays and concerts, visiting museums, and participation in art shows and other special community events. Special trips to Chicago and camping trips are offered. Especially popular is dining out at local restaurants and coffee shops. Visit www.logancenter.org to view the calendar of recreation events or call Logan to be placed on the mailing list for the calendar.

**REINS OF LIFE**

55200 Quince Rd.  
South Bend, IN 46619  
(574) 232-0853

The Reins of Life is a therapeutic horseback-riding program for individuals with physical or developmental disabilities. Individual lessons are grouped into a session of eight classes. A physician’s approval is needed prior to riding. Call Reins of Life to have the necessary paper work sent to you. This paper work must be completed.
before beginning the program.

**S.O.L.O.**

P.O. Box 6221  
South Bend, IN 46660  
(574) 277-1514

Special Outdoor Leisure Opportunities, Inc. (S.O.L.O.) is a volunteer organization that offers opportunities for and instruction in winter outdoor activities—downhill skiing, cross-country skiing and snowshoeing—to persons with disabilities in St. Joseph County. The target group is ambulatory individuals (including crutch walkers) with physical, visual, auditory or mental impairments who might not be able to learn those activities in regular clubs or classes. Participants must be at least 8 years old. Parent and medical releases are required before the first lesson. Cross-country and snowshoeing are free. There is a fee for downhill skiing; skierships are available.

**SOUTH BEND REGIONAL MUSEUM OF ART**

**Very Special Arts**

120 S. St. Joseph  
South Bend, IN 46601  
(574) 255-9102

At the South Bend Regional Museum of Art, disabled and non-disabled community members enjoy art-based programs in creative writing, dance, drama, music, and the visual arts. Programs are specially designed for young people and adults with disabilities.

**SPECIAL OLYMPICS**

2425 Milburn Boulevard  
P.O. Box 643 (Mailing Address)  
Mishawaka, IN 46546-0643  
(574) 259-5207  
FAX (574) 259-7991

Special Olympics provide children and adults with developmental disabilities the opportunity to participate in athletic competition and sports training. The Olympic types sports offered are: Summer and spring sports: aquatics, track and field, volleyball, golf, and softball both teams and skills; Fall sports: flag football, aquatics, distance run and walk; Winter sports: ice skating and basketball, teams and skills. Participants must be eight years or older. There is no registration fees charged to Special Olympians or their families.

**Y.M.C.A.**

1201 Northside Blvd. South Bend, IN 46615  
(574) 287-9622

The Y.M.C.A. provides classes and recreation opportunities for young people and adults in gymnastics, swimming, basketball, and other athletics. All are welcome to participate in any activity the academy has to offer. The facilities are accessible. Individuals with special needs may coordinate adaptations and additional support for activities with the instructors as needed.
EXPLORING YOUR OPTIONS IN HOME LIVING

Parents are faced with many changes and decisions when their child moves into adulthood. Selecting the right living arrangements is often a difficult decision for both the parents and the young adult. There are several resources in this area that may meet the needs of the family. In your search for finding the best living arrangement for your child, it is important to ask many questions and to visit different residential sites.

The Bureau of Developmental Disabilities Services (BDDS) is the state run office that provides residential placement to individuals with disabilities. BDDS also serves as a stepping stone or link to other community services.

It may be difficult to imagine living on your own. After all, it’s a big change and you’ve probably been living with family members for a long time! However, the skills you learn now will help you to be confident and capable of living as independently as possible.

Remember that preparing for home living means more than simply finding a place to live. It includes transportation, self-advocacy, financial management, and medical and support services as needed. You can develop independent skills in one, some, or all of these areas.

It is recommended that you use this time during high school to start evaluating the areas in which you can be and want to be independent. Ask a parent, guardian, or other trusted adult to help you sort things out and come to some conclusions. During the transition period, your case conference committee should also talk about options and help you map out how you are going to live.

Consider these in your discussion:

- Daily Living Skills- such as cooking, cleaning, shopping, and personal hygiene
- Transportation Needs- including whether you will need a driver's license, or need to take public or specialized transportation
- Housing Opportunities- such as an apartment, a house or group home, or subsidized housing
- Self-Advocacy- including decision making, rights and responsibilities, and your knowledge of your disability and of available resources
- Financial Arrangements- including a bank account, making purchases, paying bills, insurance, and Supplemental Security Income (if this applies to you)

Medical and Support Services- such as personal care services, doctor appointments, adaptive equipment, counseling, and medical insurance.

The Arc of Indiana

107 N. Pennsylvania Suite 300
Indianapolis, IN 46204
888-721-8686
www.arcind.org

The Arc Network is a statewide network of family and self advocates who work with families and self advocates to find and utilize resources throughout their immediate communities and across the state. The primary objective is to inform and assist people with disabilities with the Home and Community Based Medicaid Waiver process. Group or individual presentations can be arranged. Assistance with obtaining proper supported living arrangements in lieu of nursing facilities and other institutions.

Anthony Wayne Services (AWS)

www.sped.sbcsc.k12.in.us/tns/housing.html
Anthony Wayne Services provides services for individuals with disabilities. They provide housing from independent living to assisted living.

**Mosaic, (Formerly Bethphage)**

6910 N. Main St., Unit 4  
Granger, IN 46530  
(574) 277-1870  
FAX: (574) 272-4736

Mosaic provides a wide variety of residential and community supports to persons of all ages with developmental disabilities and their families through the Medicaid Waiver. Mosaic also provides residential services in five group homes for adults with developmental disabilities. Services are provided only in St. Joseph and Elkhart counties in northern Indiana. Mosaic is an affiliated social ministry of the Evangelical Lutheran Church in America, a recognized service organization of the Lutheran Church Missouri Synod and a member of Lutheran Services in America.

**Bureau of Developmental Disabilities Services (BDDS)**

4634 W. Western Ave.  
South Bend, IN  46619  
(574) 232-1412  
Fax: (574) 287-5482

The Bureau of Developmental Disabilities Services (BDDS) is the state run agency that provides residential placement to individuals with disabilities. A variety of living arrangement options are available based on individual needs: group home, semi-independent living and supported living. BDDS also provides financial assistance to those who qualify. To begin the process, you will need to fill out an application.

**Corvilla, Inc.**

3231 Sugar Maple Ct.  
South Bend, IN 46628  
(574) 289-9779  
Fax: (574) 289-0157

Corvilla provides residential facilities (homes) for persons who are developmentally disabled. Twenty-four hour supervision is available to all residents.

**Dungarvin Indiana**

400 Legacy Plaza  
Laporte, IN 46530  
(800) 735-3477  
Fax: (219) 362-4425

Dungarvin Indiana provides quality service to people with developmental disabilities and their families. Dungarvin operates several group homes in Northern Indiana and a community integrated day program. Dungarvin also provides service to individuals in their homes through Waiver funding.

**Logan Residential Services**

3621 W. Boland Dr.  
South Bend, IN 46628  
(574) 289-0385  
Fax: (574) 233-6149

Logan has eight group homes. They offer assisted living, basic developmental placements, and intensive care. All homes offer 24 hour care.

**Madison Center and Hospital**

801 East Washington  
South Bend, IN 46617  
(574) 283-0581  
Fax: (574) 283-4022

Madison Center and Hospital provides a wide range of living supports and arrangements for persons with long term mental health needs. Their programs include Community Support Program (C.S.P.), Supervised Group Living (S.G.L.), Semi-Independent Living Program (S.I.L.P.), and The Manor; a residential facility with 24 hour care.

**Pathfinder Services**

P.O. Box 431  
Plymouth, IN 46543
Pathfinders assists individuals with developmental disabilities. They offer a variety of living arrangements. Pathfinders has two group homes in Starke County and one group home in Marshall County. Medicaid waiver & supported living options are offered in Marshall County.

**Portage Manor**

3016 Portage Road
South Bend, IN 46628
(574) 272-9100
Fax: (574) 277-3486

Portage Manor is a full service residential care facility for individuals 18 years and older. The target population includes individuals with a physical or mental disability. Twenty four hour nursing care is available. Portage Manor coordinates services with other agencies for counseling and employment.

**Share Foundation**

PO Box 400
Rolling Prairie, IN 46371-0400
(219) 778-2585
FAX: (219) 778-2582
www.sharefoundation.org

Share Foundation is a not-for-profit Christian organization serving the residential, vocational, and social need of mentally retarded or other-abled adults. Our 185-acre community, Sharing Meadows, provides a tranquil place for other-abled adults to live, work, and relax in peace and dignity.

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Support services are essential in developing and maintaining independence. Knowing where to go for specific assistance makes it easier for people with disabilities to function independently. This section includes private and governmental agencies that provide support and referral services for individuals with disabilities.

**AbleData**

8630 Fenton Street, Suite 930  
Silver Spring, MD 20910  
800-227-0216.  
AbleData provides objective information about assistive technology products and rehabilitation equipment.

**American Hearing Research Foundation**

8 South Michigan Avenue, Suite #814  
Chicago, IL 60603-4539  
Voice: (312) 726-9670  
FAX: (312) 726-9695  

The American Hearing Research Foundation serves two vital roles: to fund significant research in hearing and balance disorders, and to help educate the public. We fund 8 to 10 research projects per year, with an average grant of $20,000. These research projects cover a wide range of research areas and are conducted with the hopes that we might better understand how we lose hearing and balance functions, how we regain them, and, most importantly, how to preserve the function we still have.

**About Special Kids (ASK)**

800-964-4747  
The place for families and professionals in Indiana to go to “ASK” questions about children with special needs and to access information and resources about a variety of topics such as health insurance, special education, community resources and medical homes. ASK is your connection to [family support](#) in the state of Indiana.

**Indiana Institute on Disability and Community**
The mission of the Indiana Institute on Disability and Community (IIDC) is to work with communities to welcome, value, and support the meaningful participation of people of all ages and abilities through research, education, and service. The Institute collaborates with community agencies, schools, advocacy organizations, government, institutions of higher education, and other community partners to effect improvements in quality of life. This is the core of our mission. It defines outcomes for diverse individuals, including people with disabilities, in all life spaces: schools, employment, home, and community settings.

**Community Coordinated Child Care of St. Joseph County**

401 E. Colfax Ave., Suite 210  
South Bend, IN 46617  
574/289-7815 or 800-524-4533  
Fax: 574/289-1922

Community Coordinated Child Care increases the quality and accessibility of child care by providing families, early childhood professionals, and the community with developmental opportunities, child care referrals, and support services.

**Disability Field Services (DDRS)**

100 W. South Street, Suite 100  
South Bend, IN 46601  
Phone: 574-232-1412  
Fax: 574-287-5482  
Toll Free: 877-218-3059

Our mission is to facilitate effective partnerships which enhance the quality of life for the people we serve in the communities and pursuits of their choice.

**Down Syndrome Family Support & Advocacy Group**

Our mission is to help improve the lives of individuals with Down syndrome and their families through education, advocacy, research, and fellowship. Our vision is to help foster a community of acceptance which promotes the best opportunities for individuals with Down syndrome in helping them to achieve their greatest potential and realize their dreams.

**Hannah & Friends**

51250 Hollyhock Road  
South Bend, IN 46637  
574-217-7860

Hannah & Friends is a 501(c)(3) nonprofit organization dedicated to improving the quality of life for children and adults with special needs. The organization provides funding for the construction and ongoing operations of a neighborhood where residential homes will provide a community for adults with special needs.

**Social Security Administration**

The Social Security disability insurance program pays benefits to you and certain family members if you worked long enough and paid Social Security taxes. Your adult child also may qualify for benefits on your earnings record if he or she has a disability that started before age 22.  
The Supplemental Security Income (SSI) program pays benefits to disabled adults and children who have limited income and resources. SSI benefits also are payable to people 65 and older without disabilities who meet the financial limits.

**Ticket to Work**

The Ticket to Work Program provides most people receiving Social Security benefits (beneficiaries) more choices for receiving employment services. Under this program the Social Security Administration (SSA) issues ticket to eligible beneficiaries who, in turn, may choose to assign those tickets to an Employment Network (EN) of their choice to obtain employment services, vocational rehabilitation services, or other support services necessary to achieve a vocational (work) goal. The EN, if they accept the ticket, will coordinate and provide appropriate services to help the beneficiary find and maintain employment.

**Indiana Relay Service**
Relay Indiana is a telephone service that enables standard telephone users to communicate with deaf, hard-of-hearing, or speech impaired phone users. Before telephone relay service, people using a TTY were limited in conversing with others also using a TTY. Now the relay service has opened up the lines of communication for many different styles of communicating.

**IN*Source**

1703 S. Ironwood Drive  
South Bend, IN 46613

574 234-7101  
800 332-4433  
574 234-7279 fax

IN*SOURCE is a parent organization. Through the work and dedication of the Board of Directors, the staff and many volunteers, virtually all of whom are parents of persons with disabilities, IN*SOURCE, utilizing a proven parent to parent model, has provided quality assistance and support services and educational resources to the community of individuals and organizations that serve and support persons with disabilities. We have worked to help countless families confront the complexities and what are often the challenges of having a loved one with special needs. IN*SOURCE celebrates the accomplishments of individuals with disabilities and their families and we affirm our ongoing commitment to them.

**Logan Services for Adults**

2505 E. Jefferson Blvd. • South Bend, IN 46615  
(574) 289-4831

Person Directed Planning is the philosophy guiding LOGAN Services. We offer a range of services to meet the needs and interests of individuals. We work with each person to develop a plan that works best for them. LOGAN offers distinct options, allowing individuals to select one choice or to participate in a combination of options. Full and part-time participation is also available.

**Logan Protective Services Board**

The heart and soul of LOGAN revolves around advocacy for persons with disabilities. LOGAN lives this commitment daily through the Protective Services program. Protective Services offers the security that trained professionals and volunteers will be there with the right supports for individuals who do not have involved families. Protective Services staff and volunteers truly become 'family' for the individuals they serve.

**Oaklawn Center Inc.**

403 E. Madison St.  
South Bend, IN 46617  
(574) 283-1234 TOLL FREE: (877) 412-0481  
FAX: (574) 288-5047

Oaklawn Center is a not-for-profit organization that provides a full continuum of behavioral healthcare services in St. Joseph and Elkhart Counties in northern Indiana. Oaklawn Center is the designated Community Mental Health Center for St. Joseph County. Our full spectrum of mental health services are easily accessible and are delivered in the least restrictive manner possible, in the shortest effective period of time. Services are delivered by conscientious, well-qualified professionals in a confidential manner. Oaklawn Center continually strives to improve its services through internal monitoring and evaluation, consumer surveys, and measuring of external trends and community needs.

**Memorial Hospital Driver Rehabilitation and Training**

**St. Joseph County Public Library**

304 South Main Street  
South Bend, IN 46601  
574-282 - 4646

**Indiana Governor’s Council For People with Disabilities**
Goodwill Industries of Michiana, Inc.

United Way of St. Joseph County

Indiana Bureau of Motor Vehicles

The ArcLink

http://www.WheelchairHelp.org

WheelChairHelp's mission is to improve Quality of Life and Health by providing wheelchairs and mobility equipment not covered by Medicare, Medicaid or Insurance.

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Glossary

Accessible: Activities or places that can be used by people with disabilities. The term also refers to places where wheelchairs can go.

Adaptive Behavior: How a person fits in socially and emotionally with other people of similar age and cultural background and in a variety of situations.

Adult Service Agency: Federal, state, or locally funded agency (with written policies and procedures) that provides services to adults and children [e.g. Vocational Rehabilitation Services (VRS), Bureau of Developmental Disabilities Services (BDDS), Logan Center, etc.]

Activities of Daily Living (ADL): Behavior relating to daily self-care.

Advocacy: Speaking or acting on behalf of someone to protect their rights and needs.

Annual Case Conference: Law requires that a student’s special education services be reviewed each year. A review involves an update of the student’s progress and planning his/her IEP for the coming year.

Assistive Technology (device): Any item or piece of equipment that is used to increase, maintain, or improve the abilities of individuals with disabilities.

Assistive Technology Service: Any service that helps an individual with a disability choose, buy, or learn to use an assistive technology device.

Career Assessment: Information that will help in developing educational goals and skills related to employment and community living.

Case Coordinator: The person who has the responsibility of seeing that an individual with a disability receives all services necessary for his/her well-being. The case coordinator may find answers to your questions, help you make any needed referrals to other organizations and coordinates the services of all the organizations that may be involved. Case Manager is another name for Case Coordinator.

Community-Based Programs: Programs that are located in the community for individuals with disabilities.

Community Resources: Public or private agencies, schools or programs offering services to people.

Curriculum Based Vocational Assessment: Various test to determine the career development and vocational instruction needs of students based on preferences and identification of students career/vocational strengths and weaknesses.

Developmental Disability: (Federal Definition P.L. 95-602) A severe, chronic disability of a person which is attributed to (1) a mental or physical impairment or to a combination of impairments that is manifested before the age of 22; (2) is likely to continue indefinitely; (3) results in substantial functional limitations of 3 or more life functions in the following areas: self-direction, capacity for independent living, and economic self-sufficiency.

Due Process in Law: A legal term that assures that persons with disabilities have the right to challenge any decision made on their behalf.

Educational Surrogate Parent: A person who has received training and acquired the knowledge and skills to substitute for...
the natural parents when a student’s parents or guardian are not known or when the student is a ward of the Division of Family and Children.

**Employment Service:** Placement service that finds employment for people with disabilities.

**Employment Specialists:** Provides individualized one-to-one assistance in job placement, travel training, at the job site, ongoing support, and long-term assessment (see job coach).

**Follow Along Service:** A program that is funded by the State of Indiana for people who are eligible for and need ongoing support on their job in order to keep it.

**Functional Curriculum:** Educational programs that teach basic skills needed in everyday life.

**Functional Living Skills Assessment:** A review of skills, interests, and values related to functioning in the home and community.

**Guardianship:** One entrusted by law with the person, property, or both, of another who is legally incapable of managing his or her own affairs.

**Habilitation:** Services provided to individuals with developmental disabilities to assist them in achieving the highest possible level of independence.

**Impairment Related Work Expense:** A Social Security Work Incentive Program that allows an individual receiving Social Security Disability Income (SSDI) to deduct from earnings the cost of certain impairment-related items and services in figuring Substantial Gainful Activity (SGA). It also allows an individual receiving Supplemental Security Income (SSI) to recover up to 50% of the cost of these items.

**Impartial Hearing Officer:** A fair, unbiased person appointed by the state to preside over a due process hearing.

**Independent Living Skills:** Basic skills needed to successfully function to the greatest extent possible, in the least restrictive environment.

**Individualized Education Plan:** A written plan (required by IDEA 34 C.F.R. 300.340) for students with disabilities in educational settings.

**Individualized Plan for Employment:** An action-oriented plan developed by the individual with a disability, the vocational rehabilitation counselor and others as needed. The plan states long-term goals and short-term objectives that will enable the individual to be successful in preparing for, obtaining and keeping a job.

**Integrated Work Setting:** Community work setting with opportunities for work and non-work interactions with co-workers who are not disabled.

**Interagency Agreement:** A written statement of cooperation or mutual understanding developed at the state or local level between two or more agencies.

**Job Analysis:** Identifies and describes (a) what the worker does, (b) how the work is done, (c) results of the work and (d) the workers characteristics.

**Job Cluster:** Related occupations based on similar job requirements.

**Job Coach:** Provides individuals with one to one assistance in job placement, travel training, skill training at the job site, ongoing assessment, and long-term assessment (see employment specialist)

**Job Carving:** The process of analyzing and identifying specific tasks within a given job that might be reassigned to another person.

**Job Development Specialist:** An individual who contacts businesses and industries for the purpose of placing individuals in competitive employment or on-the-job training sites.

**Job Shadowing:** Opportunity for an individual to observe a worker doing a particular job to better understand and gain information about the job.

**Life Skills Assessment:** Evaluation of a person’s ability to successfully cope in a number of life areas.

**Medicaid:** A health assistance program to help pay medical bills for those who cannot afford to buy medical insurance. This program is for income-qualified, aged, disabled, blind or members of a family with dependent children.

**Natural Supports:** The use of co-workers, employers, and other naturally occurring sources of assistance to aid an individual in an integrated, community-based employment setting.

**On the Job Evaluation:** Assessment of one’s performance of actual job duties in a real work situation.

**On the Job Training:** Situation in which the individual, under supervision, learns to perform the job tasks.

**Payor of Last Resort:** Funding source to be used for services that an eligible child needs but is not entitled to under any other federal, state, local, or private sources. (2) Plan for Achieving Self-Support (PASS): A Social Security Work Incentive program that allows an individual receiving SSI to set aside income and/or resources for a specified period of time for a work goal such as education, vocational training or starting a business.
Placement Service: Helps a person find a job by matching his/her skills with the need of the employers.

Procedural Safeguards: The steps taken to insure that a person’s legal rights are not denied.

Reasonable Accommodation: Any change or adjustment that permits a qualified person to apply for a job, perform the essential functions of a job, and enjoy the benefits and privileges of employment equal to employees without disabilities.

Related Services: Transportation and other support services that are required to help a student benefit from special education. These might include occupational and physical therapy services, interpreter services, diagnostic or counseling, school health, social work services, rehabilitation counseling, etc.

Semi-Independent Living Program: A program which provides a certain amount of hours a week for supervision in the living setting.

Situational Assessment: Evaluations that take place in a controlled or semi-controlled work environment in order to evaluate work-related skills and behaviors.


Substantial Gainful Activity: The performance of significant and productive physical or mental work for pay or profit. The SGA level is equal to the average countable earnings over $700 per month (July 1999) for non-blind beneficiaries. It applies to SSDI at all times and to SSI during initial eligibility determination.

Supplemental Security Income: A disability program directed by Social Security Administration (SSA) for individuals who have little or no income or resources, and are elderly, blind or have a disability.

Supported Employment: Paid employment in community settings for persons with severe disabilities who need ongoing support to perform their work. Support can include on-the-job training, transportation or supervision.

Supported Living: Individuals with disabilities share or have their own apartment or home. A service organization provides support as needed for transportation, skills training, budgeting, etc.

Vocational Assessment: A comprehensive process, for the purpose of identifying individual characteristics, education, training and placement needs. Individual desires serve as the basis for planning an educational program, providing insight into vocational potential.

Vocational Education: Educational programs to prepare students for paid employment in occupations.

Vocational Training: Acquisition of job-specific skills, in preparation for competitive employment.

Work Study: Educational program where the student learns job skills at a work site setting.

Definitions from IN*SOURCE: South Bend, IN “Putting It All Together”: A Community Resource Manual (South Bend, IN) “Teaming For Transition”: compiled by Indiana Institute on Disability and Community and Indiana Dept. of Education/Division of Special Education

Common Acronyms and Abbreviations in Special Education

AAC Augmentative and Alternative Communication
ACC Annual Case Conference
ADD Attention Deficit Disorder
ADHD Attention Deficit Hyperactivity Disorder
ARC Association for Retarded Citizens
ASHA American Speech Language Hearing Association
AT Assistive Technology
ATTAIN Accessing Technology Through Awareness in Indiana
CARF Commission on Accreditation of Rehabilitation Facilities
CCC Case Conference Committee
CEC Council for Exceptional Children
CHINS Child in Need of Services
CMHC Community Mental Health Center
COVOH Council of Volunteers and Organizations for the Handicapped
CSPD Comprehensive System of Personnel Development
DFC Division of Family and Children
DMH Division of Mental Health
DPW Department of Public Welfare
DVR Division of Vocational Rehabilitation (Indiana Rehabilitation Services)
ESPPi Educational Surrogate Parent Program of Indiana
FSSA Family and Social Services Administration
IARCCA Indiana Association of Residential Child Care Agencies
ICFMR Intermediate Care Facility for Mentally Retarded
IDEA Individuals with Disabilities Education Act
IEP Individualized Education Program (or Plan)
IFSP Individualized Family Service Plan
IHP Individualized Habilitation Program (or Plan)
INARC Indiana Association for Retarded Citizens
Relevant Acts and Laws

American with Disabilities Act (ADA)

The ADA of 1990 outlaws discrimination against people with disabilities. This law affects employment, transportation, and services provided by state and local governments; services and accommodations offered by private businesses; and telecommunication access by people with communication difficulties.

Carl Perkins Act

The Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990. Federal act addressing youth and vocational educational programs and also academic and occupational skills with the goal of making the United States more competitive in the world economy. Also provides for Tech Prep programs.

Fair Labor Standards Act

Statute that addresses minimum wage and wage and overtime pay. It also addresses conditions in which the employer could be permitted to pay sub-minimum wage. "Target Job Tax Credit" provides incentives for employers who hire special individuals.

Family Educational Rights and Privacy Act (FERPA)

Special education and related services which meet the individual needs of a student with a disability and are provided at public expense.

Rehabilitation Act Amendments of 1998

The amendments make several functional changes to the way in which rehabilitation services will be provided to Americans with disabilities through the public rehabilitation program (Vocational Rehabilitation). The new law, built on the foundation of the Americans with Disabilities Act (ADA), recognizes competence and choice and affords individuals with disabilities access to the services and supports they need to live, work, and meaningfully participate in community life.

School to Work Opportunities Act of 1993

Jointly administered by the Department of Education and Labor, this act is meant to bring together partnerships of employers and education to build a system that prepares young people for careers in high-skill, high-wage jobs.

Section 504 (of Vocational Rehabilitation Act 1973)

Provision of the Rehabilitation Act that outlaws discrimination against any individual with a disability by any organization receiving federal funds.

Vocational Rehabilitation Act (VRA)

The VRA of 1973 defines a "handicapped person" and "appropriate education". It prohibits discrimination against students with disabilities in federally funded programs.

Individuals with Disabilities Education Improvement Act of 2004 (IDEIA—Public Law 108-446)

This federal law requires that a free and appropriate public education (FAPE) is made available to students in Indiana from ages 3 through 21. Indiana’s statute, Article 7, also requires the provision of services to meet this federal requirement.
Websites

**Assistive Technology Through Action in Indiana**
This site offers job opportunities, action alerts, a newsletter, and links to other informational sites.

**Brain Injury Association of Indiana**
This site offers community networks in the state of Indiana.

**Disability Awareness**
This site includes resources for special diagnosis, community connections, adaptive products and technology, adaptive recreational activities, workshops, and disability related literature.

**Easter Seals Crossroads Rehabilitation Center**
This site offers an index of services available to persons with disabilities.

**Goodwill Industries**
This site offers information about the Goodwill Industries and the services they offer individuals with disabilities.

**IN*SOURCE**
This site offers links to other web-sites, parent resources, newsletter, and on-line materials.

**Indiana Governor’s Planning Council for People with Disabilities**
This site promotes public policy with the hope of leading to independence, productivity, and inclusion of people with disabilities in all aspects of society.

**Indiana Institute on Disability and Community**
This site offers links to centers on aging community living and careers

**Indiana Speech Language and Hearing Association**
This site offers professional membership for professionals working in services for persons with disabilities. Job opportunities are available on this site.

**Internet Resources for Educators**
This site is a government web-site with topics pertaining to educators. This site includes a link to the National Library for information on education and disability education.

**Logan Center**
This site offers information about the Logan Center and the many programs they offer individuals with disabilities.

**NICHCY: National Information Center for Children and Youth with Disabilities**
This site offers publications, information in English and Spanish, and answers to most frequently asked questions.

**Regional ADA Technical Assistance Agency**
This site provides technical assistance and training to businesses and people with disabilities. Training is offered at the University of Illinois at Chicago.

**Selective Service System**
This site offers the top ten services for persons with disabilities, social security information, Medicare card representatives, and benefit planners.

**TASH**
This site includes political action information and an action agenda newsletter.

**The ARC National Site**
This site offers publications and videos, related links, frequently asked questions, and law and action information.

**The Council for Exceptional Children**
This site offers publications, career connections, professional training and events, and many other exciting and updated events and information.

**The Technical Assistance Alliance for Parent Centers**
This site offers a parent newsletter, parent center directory, and links to other web-sites.