



**Department of Community and Human Services
Developmental Disabilities and Early Childhood Supports Division
School-to-Work Deliverables Schedule**

Use S2Wreports@kingcounty.gov and include DVR in the communication when submitting deliverables to the County.

Student Agency Service Agreements:

1. Must be submitted to King County before services are authorized in CORE. Whenever possible, please submit a fully signed service agreement.
2. If obtaining a signed service agreement is a barrier to service start, the County will accept confirmation of service agreement and start state via:
 - Email from or including the student and parent/guardian
 - Phone call from or including student and parent/guardian

Minimum Monthly Contact and Service Hours Requirements:

Model	Minimum Monthly Service Hours	Minimum Monthly Direct Service Contact
General – 1 year	2	1
District (Embedded) ACHIEVE Project Search	3	1
Agency Collaboration	3	1

1. Please enter all service hours in CORE, even if hours are below the monthly minimum.
2. Direct services can be delivered both in-person and virtually.
3. To request an exception to the monthly contact/minimum service hours requirement, contact a County S2W program manager and provide the following:
 - The reason(s) for the request
 - A description of the non-direct services provided on behalf of the student
 - A plan for meeting minimum service hour requirements the following month
 - TA or other support needed to support service delivery

A County S2W program manager will review the request and inform the provider if funding will be approved or denied.

S2W Assessments and Monthly Reports/SDORs:

1. Write all reports directly to the student (from the 2nd person perspective).
2. Distribute all reports and notices to the student and their team as scheduled and as appropriate. The student’s team includes, but is not limited to:
 - [Parent\(s\)/guardian\(s\)](#)
 - [Teacher\(s\), paras, and other school staff](#)
 - [County S2W program manager\(s\)](#)
 - [DVR VRC](#)
 - [DDA CRM](#)

2025 Cohort		
Deliverable	Program Model	
	General, District, ACHIEVE, Project Search	Agency Collaboration/2 Year
Job Foundation	All Job Foundation reports are to be submitted to the County by 5/31/2024	
Assessment Summary	<p>Job Foundation Students: Timeline for completion of further assessment (if needed) determined with DVR & team based on review of the approved JF report</p> <p>Non-Job Foundation Students: 4 months from service start date</p>	<p>Job Foundation Students: Timeline for completion of further assessment (if needed) determined with DVR & team based on review of the JF report</p> <p>Non-Job Foundation Students: 6 months from service start date</p>
Monthly Report/SDOR	<p>Not required prior to 7/1/2025</p> <p>Required from month of service start - 6/30/2025, or through stabilization for plans extended beyond 6/30/2025.</p>	<p>Required from service start date - 6/30/2026, or through stabilization for plans extended beyond 6/30/2026.</p>

3. If a report cannot be submitted by the due date, consult the County before the reporting due date as listed on the 2025 State Fiscal Year (SFY) Billing Due Dates schedule.

State Fiscal Year (SFY) 2025 Billing Due Dates - Please mark the following State Fiscal Year 2025 (07/2024-06/2025) billing due dates on your calendars:

Service Month	Invoice Due Date	S2W Report Due Date	Notes
July 2024	August 14, 2024	August 07, 2024	
August 2024	September 16, 2024	September 09, 2024	
September 2024	October 14, 2024	October 07, 2024	
October 2024	November 14, 2024	November 07, 2024	
November 2024	December 13, 2024	December 06, 2024	
December 2024	January 06, 2025	January 04, 2025	End of County FY 2024
January 2025	February 14, 2025	February 07, 2025	
February 2025	March 14, 2025	March 07, 2025	
March 2025	April 14, 2025	April 07, 2025	
April 2025	May 14, 2025	May 07, 2025	
May 2025	June 13, 2025	June 06, 2025	
June 2025	July 14, 2025	July 07, 2025	End of State FY 2025

4. To request a timeline extension, contact a County S2W program manager and provide the following:
 - The reason(s) for the request
 - TA or other support required to complete report
 - An anticipated date of completion

A County S2W program manager will review the request and inform the provider if the extension is approved or denied.

Service Events

1. DVR will submit signed **SDOPs** to the County. Encourage and support students through the DVR enrollment process and SDOP team meetings.
2. Report all **Job Starts** to the County and DVR. **Notify the County and DVR immediately should a job offer occur during the Job Foundation and/or assessment phase of service.** Upon students' official hire, submit to the County and DVR an email including the following information:
 - Employer
 - Start date
 - Job Title
 - Hourly wage
 - Hours per week
 - Fringe benefits (if any)
3. **Stabilization** requires confirmation/agreement from DVR prior to the approval of the outcome payment. Upon stabilization, submit to the County and DVR an email request for confirmation/agreement of the suggested stabilization date.
4. Submit **CSA Request** forms as directed in the 2024-2025 S2W Exit & CSA process. Notification and updated information are provided annually with the process typically initiated in the Spring.
5. Consideration of **Service Discontinuation** includes consultation with the County, DVR and the student's S2W team. If **Service Termination** is the final determination, submit a service termination notice to the student and document the date and code in CORE.