



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

Use [S2Wreports@kingcounty.gov](mailto: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.

**Job Foundation Reports, Assessment Summaries, and Monthly Reports/SDORs:**

1. Write all reports directly to the student (from the 2<sup>nd</sup> 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](#)

2024 Students	
Deliverable	All Program Models
Assessment Summary	Job Foundation Students: Timeline for completion of further assessment (if needed) determined with DVR & team based on review of the approved JF report  Non-Job Foundation Students: 4 months from service start date
Monthly Report/SDOR	Required from service start date - 6/30/2024, or through stabilization for plans extended beyond 6/30/2024.

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

3. If a report cannot be submitted by the due date, consult the County before the reporting due date as listed on the 2024 State Fiscal Year (SFY) Billing Due Dates schedule.
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 2023-2024 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, please inform the King County S2W Program Managers via email correspondence.

<b>State Fiscal Year (SFY) 2024 Billing and S2W Report Due Dates</b>			
<b>Service Month</b>	<b>Invoice Due Date</b>	<b>S2W Report Due Date</b>	<b>Notes</b>
July 2023	August 14, 2023	August 07, 2023	
August 2023	September 15, 2023	September 08, 2023	
September 2023	October 13, 2023	October 06, 2023	
October 2023	November 14, 2023	November 07, 2023	
November 2023	December 14, 2023	December 07, 2023	
<b>December 2023</b>	<b>January 05, 2024</b>	<b>January 03, 2024</b>	<b>End of County FY 2023</b>
January 2024	February 14, 2024	February 07, 2024	
February 2024	March 14, 2024	March 07, 2024	
March 2024	April 12, 2024	April 05, 2024	
April 2024	May 14, 2024	May 07, 2024	
May 2024	June 14, 2024	June 07, 2024	
<b>June 2024</b>	<b>July 15, 2024</b>	<b>July 08, 2024</b>	<b>End of State FY 2024</b>