



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

Developmental Disabilities Administration

Bernard Simons, Executive Director

MEMORANDUM

Transmittal # DDA2014019

To: DDA Licensed Service Providers
DDA Resource Coordination Providers
Fiscal Management Service Providers
Support Brokers

From: Bernard Simons
Executive Director

Date: September 12, 2014

Re: Supported Employment Activities

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS. TO REQUEST ANOTHER
FORMAT, PLEASE CONTACT HELPDESK.DDA@MARYLAND.GOV.

The Developmental Disabilities Administration (DDA) provides funding for supported employment services. This transmittal clarifies the service delivery time requirement.

Participants must be engaged in supported employment activities a minimum of four hours per day. Supported employment services are individualized and include various activities that may occur on or off the job site such as:

- Job coaching;
- Individualized employment counseling;
- Training related to networking with coworkers;
- Assistive technology and accommodations assessment and training;
- Benefits awareness, planning, counseling, and management;
- Exploration of individualized integrated employment;
- Training related to acclimating in the workplace, communicating needs, and accessing workforce development or higher education opportunities;
- Mobility and travel training; and
- Transportation.

Supported employment services shall be provided in accordance with the participant's Individualized Plan developed through a person-centered planning process which includes an annual assessment of the participant's employment goals.