



# Employment Guide



## MONTGOMERY COUNTY DEPARTMENT OF BEHAVIORAL HEALTH/DEVELOPMENTAL DISABILITIES

### Montgomery County Office of Developmental Disabilities

Montgomery County Human Services Center  
1430 DeKalb Street

P.O. Box 311  
Norristown, PA 19404-0311

Phone: 610-292-5040

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# Employment Guide

The purpose of this Employment Guide is to educate individuals with a diagnosis of mental retardation, and their families, about the supports and services available to become successfully employed.

This guide is a product of the Montgomery County Employment Subcommittee. The fundamental goal developed by the Subcommittee is:

By 2012 every person who  
wants employment has a job  
that is satisfying

This guide lists the essential steps in the employment transition process. The timeline for the completion of the process varies based on an individual need for services and supports. The involvement of different agencies or support systems will affect your employment. The following are key agencies that can help you get started on your way to successful community employment. Since employment is a customized process, the steps that you will need to follow may vary. Contact information is listed below.

- To register with the Office of Developmental Disabilities, contact the Montgomery County Intake Coordinator at 610-278-5666. The eligibility requirements will be explained. If you meet the eligibility requirements, you can then set up an 'Intake' appointment. If you are already registered, contact your Supports Coordinator for information on supported employment.
- To apply to the Office of Vocational Rehabilitation (OVR), contact the Intake Counselor at 484-250-4340 or 1-800-221-1042. The intake counselor will explain the application process.
- To learn if you qualify for medical assistance for health care, food stamps and other benefits, contact your local County Assistance Office (CAO) at 1-877-398-5571.
- To learn if you qualify for social security benefits, contact the Social Security Administration (SSA) at 1-800-772-1213.

To understand how to manage your social security income (SSI) or social security disability insurance (SSDI) while working contact:

- Work Incentive Coordinator at Disabilities Rights Network (DRN) for individuals 18-64 years of age at 267-312-4769
- Transition Work Incentive Coordinator at AHEDD for individuals 16-24 years of age at 215-885-2060, Ext. 407

This guide can help you locate qualified employment service agencies that can assist you in finding and securing satisfying work.

# Interagency Informational Resources

## **County Assistance Office (CAO)**

1931 New Hope Street  
Norristown, PA 19401  
610- 270-3500  
1-877-398-5571

*Broad range of social services programs*

## **Impairment Related Work Expenses (IRWE)**

1700 Markley Street, 1st Floor  
Norristown, PA 19401  
1-800-772-1213

*Work incentives available to individuals who receive Social Security Disability Insurance (SSDI) or Social Security Supplement Income (SSI)*

## **Montgomery County Office of Behavioral Health/Developmental Disabilities**

1430 DeKalb Street  
Norristown, PA 19401  
610-278-3642

**Website:** [www.montcopa.org](http://www.montcopa.org)

*Accessing Website: Locate departments on left side, click. Locate Behavioral Health/Developmental Disabilities, click. Page will open.*

## **Montgomery County PA Career Link**

1855 New Hope Street  
Norristown, PA 19401  
610-270-3429

**Website:** [www.cwds.state.pa.us](http://www.cwds.state.pa.us)

*Job search counseling, skills assessment, information on training programs, resume writing and interviewing skills*

## **Office of Developmental Programs Consulting System**

**Website:** [www.odpconsulting.net](http://www.odpconsulting.net)

*This site connects you with the resources to assist you in supporting your loved ones, friends or someone you know live their Everyday Lives*

### **Office of Vocational Rehabilitation (OVR)**

1875 New Hope Street  
Norristown, PA 19401

**Contact:** Intake Counselor  
484-250-4340  
1-800-221-1042

**Website:** [www.dli.state.pa.us](http://www.dli.state.pa.us)

*OVR is a state agency that helps eligible individuals with disabilities prepare for, get, or keep a job*

### **Social Security Administration**

*Local Social Security Offices:*

115 West Avenue  
Jenkintown, PA 19046  
800-772-1213

1700 Markley Street, 1st Floor  
Norristown, PA 19401  
800-772-1213

238 High Street  
Pottstown, PA 19464  
610-327-8258

**Website:** [www.socialsecurity.gov](http://www.socialsecurity.gov)

*Access information, eligibility and application process for Social Security Disabilities Income (SSDI) or Social Security Income (SSI)*

### **Transition Map**

**Website:** [www.transitionmap.org](http://www.transitionmap.org)

*The transition map provides a roadmap of resources that enhance the lives of young people ages 14 to 21 on their journey to adulthood*

### **Workforce Investment Board Youth Empowerment Program - PA Career Link**

1855 New Hope Street  
Norristown, PA 19401

**Contact:** Assistant Director  
610-270-3429, Ext. 220

**Website:** [www.montcoworks.com](http://www.montcoworks.com)

*Occupational job preparation Education Programs for Youth*

## Benefits Counseling

### **The PA Work Incentives Planning and Assistance Program (WIPA)**

In Montgomery County

#### **Ages 16-24**

Contact: AHEDD

Michele Leahy,  
*Transitional Certified Work Incentive Coordinator*  
215-885-2060, Ext. 407  
michele.leahy@ahedd.org

Website: [www.ahedd.org](http://www.ahedd.org)

*Promotes work incentives and financial independence for transition age individuals 16-24 years of age who receive social security benefits*

#### **Ages 18 to 64**

Contact: Disability Rights Network of PA (DRN)  
Transition to Employment

Contact: Jessica Raggi,  
*Incentives Coordinator*  
267-312-4769  
jraggi@drnpa.org

Website: [www.drnpa.org](http://www.drnpa.org)

*Promotes work incentives and financial independence for individuals 18-64 years old who receive social security benefits*

### **The Visiting Nurses Association (VNA)**

#### **Personal Navigator Program**

1421 Highland Ave.  
Abington, PA 19001  
215-572-7880

1109 DeKalb St. 19404  
Norristown, PA  
Toll Free: 1-800-591-8234

Website: [www.vnacs.org](http://www.vnacs.org)

*Individualized screening and application help with up to 22 social service benefits*

## Advocacy Groups

### **Disabilities Rights Network**

*(Formerly PA Protection and Advocacy)*

1414 N. Cameron Street, Suite C  
Harrisburg, PA 17103  
1-800-692-7443

Website: [www.drnpa.org](http://www.drnpa.org)

*Advocating for the rights of person with disabilities*

### **Speaking for Ourselves**

714 Market Street, Suite 326  
Philadelphia, PA 19106  
215-923-8600  
1-800-867-3330

Fax: 215-923-8601

Website: [www.speaking.org](http://www.speaking.org)  
info@speaking.org

*Grassroots self-advocacy group run by and for people with developmental disabilities*

### **The ARC-Eagleville Office**

3075 Ridge Pike  
Eagleville, PA 19430  
610-265-4700  
1-877-484-3272

Fax: 610-265-3439

Website: [www.marcpa.org](http://www.marcpa.org)  
pleo@marcpa.org

*Organization promoting rights of people and their families with developmental disabilities*

# Providers of Community Employment Supports and Services

## AHEDD

115 West Ave., Ste. 303  
Jenkintown, PA 19046  
215-885-2060 Ext. 401

Mary Berry-Shields  
mary.berry@ahedd.org  
www.ahedd.org

## ALTEC Employment Service Office

2501 N. Bethlehem Pike  
Hatfield, PA 19440  
267-308-0238 Ext. 201

Andrea Lapihuska  
alapihuska@altecservices.org  
267-308-0238 Ext. 201

Deb Kunsch  
dkunsch@altecservices.org  
www.altecservices.org

## Community Integrated Services (CIS)

441 N. 5TH Street, Suite 210  
Philadelphia, PA 19123  
215-238-7411

Susan Schonfeld  
susan\_schonfeld@cisworks.org  
www.cisworks.org

## DEC

333 E. Airy Street  
Norristown, PA 19401  
610-277-3122

Yvonne Dahms  
ydahms@decmc.org

Sue Heckler  
sheckler@decmc.org  
www.decmc.org

## Gateway Employment Resources, Inc.

342 W. Ridge Pike  
Building One  
Limerick, PA 19468  
610-489-9699

David Giraldi  
dgiraldi@gatewayemployment.org

Diane Haerberlein  
dianeh@gatewayemployment.org  
www.gatewayemployment.org

## Indian Creek Foundation

420 Cowpath Road  
Souderton, PA 18964  
267-203-1500

Betty Giuliano  
bgiuliano@indcreek.org

Victor Blasucci Ext. 206  
vblasucci@indcreek.org  
www.indcreek.org

## KenCrest EmployNet

21 Robinson Street  
Pottstown, PA 19464  
610-327-4606

Rita Mandik  
rmandik@kencrest.org

Donna Clemens  
dclemens@kencrest.org  
www.kencrest.org

## Networks for Training & Development, Inc.

1220 Valley Forge Rd., Unit 17  
P. O. Box 206  
Valley Forge, PA 19481  
610-935-6626

Julie Sozio  
julies@networksfortraining.org  
www.networksfortraining.org

## Salvation Army Supported Employment

137 King Street  
P. O. Box 3787  
Pottstown PA 19464  
610-326-7153

Nadine Kenline  
nkenline@use.salvationarmy.org

Linda Rex  
lrex@use.salvationarmy.org  
www.SalvationArmyPhiladelphia.org

# Suggested Timeline for Transition Activities at Various Levels for Individuals and Families to Complete

AGE	COUNTY	SCHOOL	INTERAGENCY	OTHER STAKEHOLDERS	ADDITIONAL ACTIVITIES
14-15	Contact Supports Coordination (SC) Office for eligibility to register with Developmental Disabilities Program	<ol style="list-style-type: none"> <li>At Individual Educational Plan (IEP) meeting have student and team develop transition based upon assessment information.</li> <li>Contact school district for working papers information</li> </ol>	Contact Workforce Investment Board for Youth Empowerment education programs (See p. 2-bottom left)		<ol style="list-style-type: none"> <li>Begin planning for transportation after exiting school</li> <li>Develop employment &amp; interviewing skills</li> <li>Invite SC to IEP meeting</li> </ol>
16-17	Contact SC to develop and/or update PUNS document	<ol style="list-style-type: none"> <li>Update coordinated transition plan and IEP goals</li> <li>Provide information regarding OVR services.</li> </ol>	Contact Office of Vocational Rehabilitation (OVR) at 16 years of age if graduating at 18	<ol style="list-style-type: none"> <li>Contact Disabilities Rights Network (DRN) for benefits information</li> <li>Contact Visiting Nurses Assoc. (Personal Navigator) for benefits and program information</li> </ol>	<ol style="list-style-type: none"> <li>Continue transportation planning</li> <li>Continue employment and interviewing skills</li> <li>Invite SC, OVR &amp; Employment Provider to IEP meeting</li> <li>Contact Advocacy and Benefits Planning Agencies (ARC, DRN &amp; AHEDD)</li> </ol>
18	Contact SC to review PUNS status	<ol style="list-style-type: none"> <li>Update coordinated transition plan and IEP goals</li> <li>Ensure voter's registration completion through the school</li> <li>If graduating, provide Summary of Performance</li> </ol>	<ol style="list-style-type: none"> <li>Contact Social Security (SS) Office for eligibility for Social Security benefits</li> <li>Contact County Assistance Office (CAO) for Medical Benefits eligibility determination</li> <li>Complete Selective Services Registration</li> </ol>	<ol style="list-style-type: none"> <li>Contact Disabilities Rights Network for benefit information</li> <li>Contact Visiting Nurses Assoc., (VNA)—Personal Navigator for benefit and program information</li> </ol>	<ol style="list-style-type: none"> <li>Contact private insurance regarding continued coverage</li> <li>Change pediatric doctor to adult doctor</li> <li>Transportation planning continues</li> <li>Invite SC, OVR &amp; Employment Provider to IEP meeting</li> <li>Contact Advocacy and Benefits Planning Agencies (ARC, DRN &amp; AHEDD)</li> </ol>
19-20	Contact SC to review PUNS status	<ol style="list-style-type: none"> <li>Update coordinated transition plan and IEP goals</li> <li>If exiting school, provide Summary of Performance</li> </ol>	Contact OVR if graduating at 21	<ol style="list-style-type: none"> <li>Contact Disabilities Rights Network for benefit information</li> <li>Contact Visiting Nurses Assoc. (VNA) Personal Navigator for benefit and program information</li> </ol>	<ol style="list-style-type: none"> <li>Transportation planning continues</li> <li>Continue developing employment and interviewing skills</li> <li>Invite SC, OVR &amp; Employment Provider to IEP meeting</li> <li>Contact Advocacy &amp; Benefits Planning Agencies (ARC, DRN &amp; AHEDD)</li> </ol>
21	Contact SC to review PUNS status	<ol style="list-style-type: none"> <li>Exiting at age 21—school career and entitlement ends</li> <li>Provide Summary of Performance</li> <li>Wrap around services end</li> </ol>	Contact OVR	<ol style="list-style-type: none"> <li>Contact Disabilities Rights Network (DRN) for benefit information</li> <li>Contact Visiting Nurses Assoc. (VNA) —Personal Navigator for benefit and program information</li> </ol>	<ol style="list-style-type: none"> <li>Transportation planning continues</li> <li>Continue Advocacy &amp; Benefits Planning Agencies (ARC, DRN &amp; AHEDD)</li> </ol>

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## WEBSITE RESOURCES

### **COMPASS**

[www.humanservices.state.pa.us](http://www.humanservices.state.pa.us)

*PA state website for health and human service programs including services and supports for individuals with developmental disabilities*

### **SOCIAL SECURITY ADMINISTRATION**

[www.ssa.gov/disability](http://www.ssa.gov/disability)

*Site for Social Security Disabilities and/or Social Security Income*

### **DISABILITY RIGHTS NETWORK**

[www.drnpa.org](http://www.drnpa.org)

*Site with information about the civil rights of adults and children with disabilities*

### **OFFICE OF DEVELOPMENTAL PROGRAMS**

[www.dpw.state.pa.us](http://www.dpw.state.pa.us)

*Site with information about mental retardation services and supports*

### **ODP CONSULTING**

[www.odpconsulting.net](http://www.odpconsulting.net)

*Site that has up to date information, resources and training materials available to individuals who have a disability or support someone who has a disability*

### **TRANSITION MAP**

[www.transitionmap.org](http://www.transitionmap.org)

*Site that provides suggestions and resources to plan for transition from school to post high school and work*

### **SHARED WORK**

[www.sharedwork.org](http://www.sharedwork.org)

*Site that is designed to support and facilitate shared work that occurs among individuals, organizations and agencies at the local, district, state and national level*

### **BUREAU OF AUTISM SERVICES (BAS)**

[www.dpw.state.pa.us/ServicesProgram/Autism/](http://www.dpw.state.pa.us/ServicesProgram/Autism/)

*Site with information about autism*

### **WORKFORCE INVESTMENT BOARD**

[www.montcoworks.com](http://www.montcoworks.com)

*Site information including employment opportunities*

**This 2009-2010 Employment Guide  
has been funded through the  
Medicaid Infrastructure  
Grant CFDA #93.768.**