

# **Documentation for Employment Support Services in New York State (NYS) and New York City (NYC)**

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### Introduction

This standard provides the documentation requirements for Supported Employment Services Providers (SEMP providers) who assist individuals in collecting the necessary documents to obtain employment in New York State (NYS) and New York City (NYC). It is divided into two parts:

- **Part 1:** Documents for obtaining employment when the individual is self-funding employment support services.
- **Part 2:** Documents for assisting with the application process when the individual is receiving third-party funding from relevant organizations.

These documentation requirements are designed to ensure compliance with **federal, New York State (NYS), and New York City (NYC)** laws and regulations, specifically in relation to employment for individuals with **Intellectual and**

**Developmental Disabilities (IDD).** The collection and maintenance of these documents enable effective job placement support while ensuring adherence to all legal and regulatory obligations.

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## **1. Part 1: Documents for Obtaining Employment (Self-Funding Employment Support Services)**

### **1.1 Personal Identification Documents**

- **Proof of Identity** (to comply with the **Immigration and Nationality Act** and **I-9 employment verification**):
  - U.S. Passport or Passport Card (for U.S. citizens).
  - Birth Certificate (for U.S. citizens).
  - Permanent Resident Card or Alien Registration Receipt Card (for non-citizens).
  - Driver's License or state-issued ID card (for individuals over 18).
- **Social Security Number (SSN)**:
  - Social Security Card or documentation showing the individual's SSN.
- **Work Authorization Documents (if applicable, for non-citizens)**:
  - **Employment Authorization Document (EAD)** or **Work Visa**.
  - **Employment Eligibility Declaration**: A declaration confirming the individual's work eligibility, which is completed during the intake process. This form is kept in the individual's intake file and serves as a confirmation of employment eligibility. This declaration is then followed by the I-9 verification form signed by the employer during the onboarding process.

### **1.2 Proof of NYS Residency**

- **Documents proving NYS residency** for tax and employment purposes:
  - Lease or utility bill (proof of address).
  - NYS driver's license or state-issued ID.
  - Recent tax return or pay stub from a NYS employer.

### **1.3 Disability Documentation (if applicable, for eligibility in certain programs or accommodations)**

- **Psychological and Medical Reports**:
  - Recent psychological evaluations and medical assessments verifying intellectual and developmental disabilities or other diagnoses that may require accommodations.
  - For individuals receiving SSI/SSDI, provide a copy of the **SSA disability determination**.

- **Functional Capabilities Assessments:**
  - A report detailing physical and functional capabilities from a healthcare provider or specialist.

#### **1.4 Employment-Related Documents**

- **Resume and Employment History:**
  - An updated resume or curriculum vitae (CV) outlining prior employment experience, volunteer work, or educational experiences.
- **Proof of Education:**
  - Diplomas, GED, or academic transcripts.
  - Certificates of completion for any relevant vocational training or work-readiness programs.

#### **1.5 Accommodations and Support Services (if applicable)**

- **Reasonable Accommodations Request:**
  - Documentation or a letter from a healthcare provider specifying any workplace accommodations needed (e.g., physical modifications, flexible work hours).
  - Supporting documentation related to any past accommodations or accommodations needed in previous work settings.

#### **1.6 Financial Documentation (if applicable, for understanding family or personal financial capacity)**

- **Income and Tax Documentation:**
  - Recent pay stubs, tax returns, or a statement from a financial institution verifying the individual's or family's income to assess if they are self-paying for services.

#### **1.7 Health Insurance or Public Assistance Documents (if applicable)**

- **Health Insurance Information (if applicable):**
  - Health insurance card or policy number if the individual has private or public health insurance, such as Medicaid or Medicare, which may help in accessing certain support services.

#### **1.8 Employment Support Agreement or Consent Forms**

- **Signed Agreement with SEMP Provider:**
  - A written agreement between the individual (or their family) and the SEMP provider detailing the services to be provided, the responsibilities of each party, and the terms of the job search or employment placement assistance.

## **1.9 Work-Related Documentation (Post-Employment or for Employment Maintenance)**

- **Employer Onboarding Documents:**
  - Completed I-9 form for employment verification.
  - Job offer letter or contract, if the individual is hired.

## **1.10 Other Documentation as Required by Local NYC Laws and Regulations**

- **Labor Laws Compliance Documents:**
    - Any documentation regarding compliance with **NYC Fair Workweek Law**, **NYC Paid Safe and Sick Leave Law**, or **NYC Human Rights Law** to ensure workers' rights are protected.
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## **2. Part 2: Documents for Assisting with the Application Process for NYS Funding Organizations (ACCES-VR, OPWDD, OMH, DYCD)**

### **2.1 ACCES-VR (Adult Career and Continuing Education Services - Vocational Rehabilitation, New York State Education Department)**

The SEMP provider should receive and keep the following documents:

- **Completed ACCES-VR Application (Form VR-04)**
  - Copy of the signed and filled-out application for vocational rehabilitation services.
- **Supporting Documents:**
  - Medical records (e.g., from the primary care physician or specialist).
  - Social Security Administration benefits award letter (SSI/SSDI, if applicable).
  - Mental health or substance abuse treatment plan (if applicable).
  - Individualized Education Plan (IEP) or 504 accommodation plan (if applicable).
  - Proof of residence or any other eligibility verification (e.g., birth certificate, ID).
  - Signed Consent for Release of Information (if applicable) for communication between the SEMP provider and ACCES-VR.

### **2.2 OPWDD (Office for People With Developmental Disabilities, New York State Department of Health)**

The SEMP provider should receive and keep the following documents:

- **Completed OPWDD Eligibility Form**

- Signed and completed application form confirming eligibility for services.
- **Supporting Documents:**
  - Psychological report, including an intellectual functioning assessment (IQ test).
  - Medical or specialty reports supporting diagnosis if applicable (e.g., neurological or mental health diagnoses).
  - Social/developmental history or psychosocial report indicating disability onset before age 22.
  - Copy of prior treatment records, if relevant.
  - Signed Consent for Release of Information for sharing between the SEMP provider and OPWDD.

### **2.3 OMH (Office of Mental Health, New York State Department of Mental Health)**

The SEMP provider should receive and keep the following documents:

- **Completed OMH Intake Application**
  - Signed application form for the OMH employment services program.
- **Supporting Documents:**
  - Psychological evaluations or mental health assessments.
  - Records from mental health professionals detailing diagnoses and treatment history.
  - Relevant medical documentation (e.g., psychiatric records or substance abuse treatment plans).
  - Signed Consent for Release of Information for sharing relevant information with OMH.

### **2.4 DYCD (Department of Youth and Community Development, New York City Government)**

The SEMP provider should receive and keep the following documents:

- **Completed DYCD Intake Application**
  - Signed and completed application for youth employment services.
- **Supporting Documents:**
  - Proof of age or birth certificate (to verify eligibility for youth services).
  - Medical records or psychological evaluations if the individual has any specific needs or diagnoses.
  - Any documentation required for eligibility verification (e.g., proof of guardianship, income).
  - Signed Consent for Release of Information for coordination and communication with DYCD.

### 3. General Record-Keeping Requirements for the SEMP Provider

- **Signed Agreement/Consent Forms:**
    - Consent to release information to funding organizations.
    - Consent for the SEMP provider to coordinate with third-party organizations on behalf of the individual.
  - **Progress Notes and Reports:**
    - Documentation of interactions and progress regarding the application process, including any follow-up actions and updates.
    - Copies of any submitted forms or documents.
  - **Records of Employment Support Plan (Where applicable):**
    - A copy of the employment support plan or Individualized Employment Plan (IEP) that outlines the individual's employment goals and the services provided.
  - **Reimbursement Records:**
    - Documentation of the services the individual has received and progress toward meeting their employment goals, which may be required for reimbursement.
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### Conclusion

The successful documentation and management of employment support services are critical in ensuring compliance with all relevant **federal, New York State (NYS), and New York City (NYC)** laws and regulations. By following this standard, Supported Employment Services Providers (SEMP providers) ensure that individuals with **Intellectual and Developmental Disabilities (IDD)** receive the necessary assistance to secure and maintain employment, whether self-funding or applying for third-party funding through key state agencies such as **ACCES-VR, OPWDD, OMH, and DYCD**.

The documentation collected not only supports individuals in their employment journey but also guarantees that service providers meet regulatory requirements and offer transparent, accountable support services. This enables the successful integration of individuals with IDD into the workforce, fostering an inclusive and supportive work environment in both public and private sectors.

By adhering to this comprehensive standard, the SEMP provider contributes to the empowerment of individuals with IDD, promoting equal opportunities and better outcomes for all involved.

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