
Internship/Temporary Work (I/TW) Process Checklist

Revised: June 2026

Initial Steps

- DVR staff and consumer identify the purpose of the Internship/Temporary Work (I/TW) in the Individualized Plan for Employment (IPE), or as an assessment service prior to IPE if needed. Purpose should be consistent with the [Technical Specifications](#) (e.g., testing job match, gain new skills). Consumer selects I/TW Service Provider.
- DVR staff reviews the I/TW for Consumers handout with consumer, including identification and banking information required to work.
- DVR staff completes the I/TW authorization and purchase order (PO) to I/TW Service Provider for I/TW set-up and monitoring.

Site Development & Approval

- Service Provider proposes I/TW site information to DVR for review and approval (via email or other agreed method).
- DVR staff confirms that the site meets the purpose identified for the I/TW and the [Technical Specifications](#) requirements:
 - Integrated, individualized, competitive setting, earning competitive, commensurate wage as non-disabled peers.
 - The business is not owned or subcontracted by the Service Provider.
 - Not a "slot" or group placement.
 - Length of I/TW is appropriate to meet purpose identified and for consumer needs.

Agreement & Forms

- Service Provider completes the I/TW Agreement form with consumer and site business.
- Service Provider submits completed I/TW Agreement to DVR for review and approval, with position description (if provided).
- Service Provider notifies DVR if work permit is needed (under age 16). See [I/TW Guidance](#) for further information regarding work permits.

Authorizations

- DVR staff reviews and signs the I/TW Agreement and completes the PO for wages to EOR (Employer of Record):
 - Line 1: Total of hours x (wages x insurance multiplier)
 - Line 2: Set-up fee
 - Line 3: Work permit fee (if applicable)

- ❑ DVR staff, consumer/guardian, site business, and Service Provider must all agree on the start date.
- ❑ DVR staff sends the signed I/TW Agreement and wages PO to Service Provider.

SSA & Benefits Reporting

- ❑ DVR staff informs consumer (and/or guardian/payee) that:
 - Wages must be reported to Social Security if the consumer receives SSI or SSDI.
 - DVR's Employer of Record (EOR): Opportunities Inc., should be listed as the employer, since the consumer's wages will come through them.

EOR Process

- ❑ Service Provider works with consumer to complete [Step 1 REGISTRATION](#) in the EOR online portal, including uploading the I/TW Agreement and PO, at least one (1) week prior to the consumer's anticipated start date. The EOR will send a welcome email indicating the consumer can begin the next step.
- ❑ Service Provider will provide any assistance needed for the consumer to complete [Step 2 ONBOARDING](#) in the EOR online portal, including I-9 and W-4 forms, and uploading identification documents.
- ❑ **IMPORTANT:** The I/TW will not be able to start until a welcome email is received from the EOR indicating the I/TW was accepted.

During the I/TW

- ❑ If I/TW start or end date changes or there are any changes to the consumer's work schedule, Service Provider notifies DVR and EOR immediately.
- ❑ Service Provider maintains regular contact with site business and consumer, and sends monthly reports to DVR within five (5) business days after month-end.
- ❑ Service Provider, in conjunction with the site business, approves hours worked on a weekly basis via the EOR online portal (due no later than 12:00 p.m. Tuesdays).
- ❑ EOR processes payroll weekly, invoices DVR CCP weekly, and sends wage submission information to the designated EOR point of contact within each WDA.
- ❑ The designated DVR staff within each WDA completes receiving on all I/TW participants each week and follows up on any discrepancies.

Completion of I/TW

- ❑ Service Provider reminds DVR consumer of the end date 10 days prior to end of I/TW.
- ❑ Service Provider and DVR staff confirm end date and adjust authorizations if needed.
- ❑ I/TW ends. Service Provider and EOR invoice for final payments.