

DVR Internship/Temporary Work Consumer Handout

Updated June 2026

Internship/Temporary Work (I/TW) is defined as time-limited, paid work experience. This service is designed to help you learn about day-to-day job requirements in a real workplace.

Why Participate in an I/TW?

There are many reasons to participate in an I/TW. An I/TW can help you:

- Try out a job or career field.
- Choose a job goal that is a good fit for you.
- Determine if you are ready for a permanent job or need to address barriers first.
- Assess your need for rehabilitation technology and/or job accommodations.
- Build stamina in a work environment.
- Obtain a current job reference.
- Develop new skills.

I/TW Program Details

- I/TWs can range from 10 to 90 calendar days. They cannot go beyond 45 calendar days without DVR supervisory approval and cannot go beyond 90 days unless DVR approves an exception.
- Your I/TW will have a specific start and end date, as well as a specific number of approved work hours that must be followed. The maximum you can work under this program is up to 40 hours per week. Overtime is not allowed.
- **The I/TW is temporary.** There is no expectation that you will be hired permanently at the job, although you may be hired if your employer chooses.
- Every I/TW is individualized and takes place in real, integrated workplace. DVR cannot approve I/TWs at a Service Provider's own business or in group settings that are not integrated.
- If you want to participate in another I/TW following the initial I/TW, or repeat one at the same job site, DVR must approve this in advance. A second I/TW at the same job site must involve different job duties.
- If you are under the age of 16, you must obtain a work permit before beginning an I/TW.

Who is Involved

- A DVR Service Provider usually helps set up your I/TW site.
- Your Service Provider will be your main point of contact with the site employer and DVR. They will check in with you regularly and send DVR monthly updates about your progress.
- Both you and DVR must agree that the site is appropriate before your I/TW begins.

- The training you receive from the site employer will be the same as with any other employee. If you need job coaching, equipment, clothing, or accommodations to participate in the I/TW, please discuss your needs with your DVR staff.

Wages

- You will receive the same wage and benefits offered by the employer to other employees in the same position and not less than minimum wage.
- Wages are paid through DVR's contracted Employer of Record service (Opportunities, Inc.). You will receive wages by direct deposit or debit card on a weekly basis, depending on which method you choose when you complete the onboarding process during I/TW set up.
- Your work hours will be verified by the employer and approved by the Service Provider, and you should also keep track of your work time.

Note: If you receive SSI or SSDI, report the I/TW and wages earned to your local Social Security office. Please note that you should also tell the local Social Security office that the I/TW is through Opportunities, Inc., as your wages will come through them.

Wages earned during the I/TW are considered training wages funded by federal and state dollars and are excluded from Unemployment Insurance reporting. You will not be eligible for Unemployment Benefits based on the wages earned during your I/TW. However, you may be eligible for Unemployment Benefits based on wages earned from other covered employment.

Your Responsibilities

As an employee participating in an I/TW, you will be expected to:

- Arrive on time and be ready to work.
- Follow workplace rules.
- Notify the employer right away if you are sick or have an emergency.
- Work only the schedule and hours approved for your I/TW.
- Report any changes in your schedule to DVR and your Service Provider.
- Report I/TW earnings to any agency from which you receive benefits (e.g., Social Security).
- Understand that this is not a permanent position and can be terminated by any party at any time.
- Provide five (5) days' notice when possible if you wish to end the I/TW early.
- Report any concerns with the I/TW to the Service Provider and DVR staff as soon as they arise so that they may be properly addressed.
- Stay engaged. If you stop participating for a period of time, DVR may need to end the I/TW early.

Note: If a schedule change is needed that will affect the total number of hours authorized, the I/TW Service Provider should notify DVR.

Identification Required for Employment

To participate in an I/TW, you will need documents that prove your identity and authorization to work in the United States (I-9 requirements). You can provide one document from List A **or** one document from List B **and** one document from List C.

List A: Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing endorsement to work
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

List B: Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the U.S., provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
(For persons under age 18 who are unable to present a document listed above)
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

List C: Documents that Establish Employment Authorization

1. U.S. Social Security account number card that is unrestricted
2. Certification of Birth Abroad issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the U.S. bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security (DHS)

Federal Funding Disclosure (Stevens Amendment)

The Stevens Amendment is an appropriations provision that requires U.S. Department of Education grant recipients to acknowledge federal funding when publicly communicating any projects or programs. This requirement to reveal the costs financed with federal funds promotes transparency and accountability and ensures any federally funded research and work are properly credited.

The Wisconsin Department of Workforce Development's Division of Vocational Rehabilitation program receives 78.7% of its funding through a grant from the U.S. Department of Education. For federal fiscal year 2026 (FFY 2026), the total amount of grant funds awarded were \$80,383,058, including \$12,057,459 reserved for Pre-Employment Transition Services. The remaining 21.3% (\$21,755,517) of the costs were funded by Wisconsin state appropriations.