

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 4-16
	<b>DATE</b> July 27, 2016

**TO:**            STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS  
AMERICAN JOB CENTERS

**FROM:**        PORTIA WU /s/  
Assistant Secretary  
Employment and Training Administration

JENNIFER SHEEHY /s/  
Deputy Assistant Secretary  
Office of Disability Employment Policy

**SUBJECT:**    Promoting Employment and Economic Advancement: A Toolkit for Centers for Independent Living and American Job Centers

1. **Purpose.** To provide information about services available from Centers for Independent Living (CIL) and American Job Centers (AJC), as well as strengthen opportunities for collaboration between CILs and AJCs that can improve employment outcomes for job seekers with disabilities.
  
2. **Background.** On July 22, 2014, President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA), which replaces the Workforce Investment Act of 1998 (WIA) and amends the Rehabilitation Act of 1973. WIOA offers new opportunities to fortify the public workforce development system’s capacity to ensure the full inclusion of job seekers with disabilities in services and supports offered through AJCs and mandated partners. AJCs must be in compliance with physical, programmatic, and communication accessibility requirements established in the non-discrimination regulations related to Section 188 of the WIOA, Section 504 of the Rehabilitation Act, and Title II of the ADA. CILs are well-positioned to support multiple aspects of WIOA implementation at the state and local levels. CILs can support AJCs in the following key areas:
  - Share their expertise and experiences in serving the broad spectrum of people with disabilities.
  - Leverage the long history of CILs as community-based, consumer-directed, cross-disability organizations with extensive involvement in their communities and deep experience in the areas of disability awareness; disability etiquette; accessibility; the Americans with Disabilities Act (ADA); and reasonable accommodation practices, policies and procedures.
  - Provide resources to increase understanding of procurement and utilization of assistive technology, which can boost employment opportunities for job seekers with disabilities.

- Support job seekers who receive services concurrently or sequentially from more than one service provider or agency, including Vocational Rehabilitation.
3. **Content.** Overall, CILs play an important role in countering any myths and misperceptions that may exist in the workforce development system, business sector and the community. Such myths include the misperception by some employers and service providers that youth and adults with disabilities are not able to participate in and contribute to competitive, integrated employment.

*Promoting Employment and Economic Advancement: A Toolkit for CILs and AJCs* is a collection of resources for CILs and AJCs to deepen their understanding of each other's services and structure to improve the lives of job seekers with disabilities through employment. The Toolkit includes checklists, guides, and fact sheets that leverage both CILs' knowledge and skills on disability issues and community resources and AJCs' training and employment services to maximize the talents and skills of both partners to create a win-win-win for CILs, AJCs, and job seekers with disabilities.

The LEAD Center - known formally as the National Center on Leadership for the Employment and Economic Advancement of People with Disabilities (LEAD) - has worked with a number of CILs, as well as (or "along with") the National Council on Independent Living, to develop tools that could be used by both CILs and AJCs. *Promoting Employment and Economic Advancement: A Toolkit for CILs and AJCs*, which is available on the LEAD website ([www.leadcenter.org](http://www.leadcenter.org)), will be expanded as new resources are developed. The resources include a Guide targeted to CIL staff on the necessary information to educate job seekers with disabilities about AJC services, changes under the new WIOA, how to access AJC services, and self-advocacy for AJC customers. Embedded throughout the Guide are suggested opportunities and recommendations for CIL and AJC collaboration toward improved opportunities in employment and economic self-sufficiency for job seekers with disabilities.

The following tools are currently available in the Toolkit:

- LEAD Center Fact Sheet: Centers for Independent Living/American Job Centers Collaboration;
- Centers for Independent Living Guide to American Job Centers: Improving Services for Job Seekers with Disabilities;
- Effective Communication: Disability Awareness and Etiquette Guide;
- Accessing American Job Center Services Checklist; and
- Frequently Asked Questions: Using Customized Employment's Discovery and Group Discovery Models to Promote Job Seeker Success in American Job Centers.

NOTE: The information in the Toolkit is based on proposed regulations published in the Federal Register by the Employment and Training Administration (ETA) on April 16, 2015. The workforce system will be implementing provisions based on the proposed regulations and guidance from ETA, including changes to the Rehabilitation Act as amended by Title IV of WIOA. The Final regulations for WIOA were submitted to the Office of the Federal

Register (OFR) for publication, and are currently pending placement on public inspection at the OFR and publication in the Federal Register. Only the version published in the Federal Register is the official regulation. This guide will be updated when the Final rule is published.

4. **Inquiries.** For further information, contact: Andy Arias, Policy Advisor, at (202) 693-7850