

Opportunity to Partner with Vocational Rehabilitation (VR) for Pre-ETS Services

We're excited to share a valuable opportunity for your school to partner with **Vocational Rehabilitation (VR)** to deliver **Pre-Employment Transition Services (Pre-ETS)** to students with disabilities.

Why Participate?

- Your school could receive **up to \$18,000 per quarter** based on the number of services provided to eligible students.
 - **No cost** to your school.
 - Helps students prepare earlier for **college, careers, and independent living**.
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Who Is Eligible?

Students who:

- Are **ages 14–21**
 - Have a **documented disability**
 - Are **currently enrolled in high school**
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What Are Pre-ETS?

Pre-ETS services help students build skills in five key areas:

1. **Job Exploration Counseling**
 2. **Work-Based Learning Experiences**
 3. **Counseling on Postsecondary Education Options**
 4. **Workplace Readiness Training**
 5. **Instruction in Self-Advocacy**
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How to Get Started

Step 1: Review the Contract Template

- This is for **reference only**—please don't fill it out or sign it yet.
- Reach out with any questions.

Step 2: Complete the Contractor Information Request Form

- This form collects contact details for:
 - The person who will **sign the contract** (usually the superintendent or designee)
 - The **school liaison** who will coordinate Pre-ETS services

Step 3: Complete the Pre-ETS School Scope of Work Plan

- Outline the services your school plans to provide.
- Use the **Pre-ETS Guide** for definitions, ideas, and examples.
- Need help? We're happy to assist with your plan.

Step 4: Submit Required Documents

Send the following to your local Pre-ETS Specialist (by email or mail):

- **Contractor Information Request Form**
- **Scope of Work Plan**
- **Insurance Verification** showing current coverage for:
 - Workers' Compensation
 - Commercial General Liability
 - Automobile Liability
 - Cyber Security

Step 5: Review and Follow-Up

- We'll review your materials and contact you if any changes are needed.
- Once approved, you'll receive an email from the **State of Montana Total Contract Manager (TCM)** via the **eMACS system** to register in the vendor portal.
- The contract will be signed electronically through **DocuSign**, and you'll receive a copy once it's finalized.

Let's Work Together

We'd love to partner with your school to support students with disabilities through Pre-ETS. If you have any questions or need help with the process, please don't hesitate to reach out.