



Memorandum of Understanding: Occupational Training Program

_____ (school) and ReSOURCE have agreed to enroll _____ (student) in the ReSOURCE Career Start program. Through this program, ReSOURCE supports high school students with disabilities in the development of jobs skills and prepares them for entry-level employment positions.

As part of this agreement, _____ (school) agrees to:

- Provide ReSOURCE with information on the student’s disability, accommodations, and best practices.
- Provide transportation for the trainee to and from ReSOURCE.
- Provide a job coach when deemed necessary by ReSOURCE.
- Meet with the student and ReSOURCE regularly to review progress.
- Keep ReSOURCE informed of any issues with the student that could affect behavior and progress in the training program.
- Work collaboratively with ReSOURCE to resolve any conflicts or issues that arise with the student while at ReSOURCE.
- Assume liability responsibilities for students while placed at ReSOURCE.
- Include ReSOURCE’s Career Start program in student’s IEP and transition plan, identifying specific skills and outcomes to be obtained.
- Provide funding of \$750 for the enrolled Career Start trainee. This funding should be available to the schools by the inclusion of Career Start in the IEP. Amount may be prorated for shortened programs. The following industry-recognized certifications may be added for an additional fee:
 - Customer Service (online training access provided by ReSOURCE; training completed by student independently or at school): \$50
 - Refrigerant (Large Appliances only, training provided on site at ReSOURCE): \$60

As part of this agreement ReSOURCE agrees to the following:

- Provide job training through both hands-on and “classroom” work.
- Provide timely feedback to the high school on progress and issues concerning the student.
- Provide regular evaluations for each student.
- Work with the schools to provide any documentation necessary to obtain funding and (where applicable) school credit for the student in this program.
- Provide training opportunities for any industry recognized certifications requested below.

- Check here if student will earn academic credit for time spent in Career Start
- Check here to add Customer Service Certification (Additional \$50)
- Check here to add Refrigerant Certification (Large Appliances Only. Additional \$60)

Total training cost to be paid to ReSOURCE: _____

Signature: Director of Special Education	Print Name	____/____/____ Date
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Signature: ReSOURCE, YPM	Print Name	____/____/____ Date
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