

ATTACHMENT A
Proposal Cover Sheet

The Mississippi Department of Rehabilitation Services is seeking qualifications from qualified contractors to provide Pre-Employment Transition Services for MDRS clients.

Qualifications are to be submitted as listed below, on or before **10:30 AM CST, Friday, October 17, 2025.**

PLEASE MARK YOUR ENVELOPE:

Mississippi Department of Rehabilitation Services
Attention: Lee Shirley, Director of Contracts
1281 Highway 51 North
Madison, Mississippi 39110
Request for Qualifications for Pre-Employment Transition Services
No. 3120003211
Opening Date: 10:30 AM CST, Friday, October 17, 2025
SEALED PROPOSAL PACKAGE – DO NOT OPEN

Company Name: 2GetherWeRise

Address: 3841 Kennings Drive

City/State/Zip: Memphis, TN 38125

Telephone: 901-279-9958 (office) 662-209-2593 (after hours)

Fax Number: _____

E-M ail Address: werisewithu@gmail.com

Printed Name of Authorized Signer: Felecia Carothers

Signature and Date: _____

ATTACHMENT B

Authorization and Acknowledgements

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Request for Qualifications, RFQ 3120003211 and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Request for Qualifications, RFQ 3120003211, and the attachments herein;
3. That the company agrees to all provisions of this Request for Qualifications, RFQ 3120003211, and the attachments herein;
4. That the company can and will meet all required laws, regulations, and/or procedures related to confidentiality and represents that its workers are licensed, certified, and possess the requisite credentials to perform the transition services; and
5. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Request for Qualifications.
6. That the company understands that should an amendment to this RFQ be issued, it will be posted on the MDRS website (www.mdrs.ms.gov) in a manner that all proposers will be able to view. Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment number and date in the space provided for this purpose on this form. The acknowledgment must be received by MDRS by the time and at the place specified for receipt of proposal. It is the company's sole responsibility to monitor the website for amendments to the RFQ.

Company Name: 2GetherWeRise

Signature and Date: _____

Name and Title: Felecia Carothers, CEO

ATTACHMENT C

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the offer to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

1. Representation Regarding Contingent Fees.

Contractor represents that it [**HAS or HAS NOT**] retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's proposal.

2. Representation Regarding Gratuities.

The Respondent or Contractor represents that it [**HAS or HAS NOT**] violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Public Procurement Review Board Office of Personal service Contract Review Rules and Regulations.

3. Certification of Independent Price Determination.

The Respondent certifies that the prices submitted in response to the solicitation [**HAVE or HAVE NOT**] been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other respondent or competitor relating to those prices, the intention to submit a proposal, or the methods or factors used to calculate price.

4. Prospective Contractor's Representation Regarding Contingent Fees.

The Prospective Contractor represents as a part of such Contractor's proposal that such Contractor [**HAS or HAS NOT**] retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Company Name: 2GetherWeRise

Signature and Date: _____

Name and Title: Felecia Carothers, CEO

Note: Please be sure to circle the applicable word or words provided above. Failure to circle the applicable word or words and/or to sign the proposal form may result in the proposal being rejected as nonresponsive. Modifications or additions to any portion of this proposal document may be cause for rejection of the proposal.

ATTACHMENT D
Company Questionnaire

If additional space is needed, please attach supplemental pages as necessary to completely answer all questions.

1. Corporate Experience and Capacity

- 1. Provide the age of your business. ☐
- 2. Describe the experience of the firm in providing the service, give number of years that the service has been delivered, and provide a statement on the extent of any corporate expansion required to handle the service. ☐

2GetherWeRise has been in business for 7 years. Established in 2018 2GetherWeRise has led a vocational training program designed to support individuals with disabilities to gain meaningful employment. 2GetherWeRise mission is to train individuals to be the best version of themselves. Partnering with Vocational Rehabilitation in TN servicing counties in Shelby, Tipton, Fayette, Hardaman, and Madison Counties; 2GetherWeRise provided services to include Job Readiness, Job Placement (placing over 60 individuals to completion) Job Coaching, Trial Work experiences, and Vocational Assessments. @GetherWeRise has over 4 years working with Pre-Ets (3 years in TN and 1 year in MS) utilizing all 5 areas (Job Exploration, Self Advocacy, Post Secondary, Work Readiness and Work Based Learning) servicing over 110 students and (32 to go to college). Our team partners with local businesses to create inclusive job placements and onsite job coaching. Mrs. Carothers (Founder) is a certified Vocational Evaluator and Job coach with the State of Tennessee. Mrs. Carothers, along with trained staff, facilitates vocational assessments at the beginning and end of the school year to compile what has been retained during the school year. These reports include Achievement, Adaptive functioning, Aptitude and Intelligence. Under the ownership of Mrs. Carothers she brings over 20 years of experience and training working with individuals with disabilities. Staff is trained extensively on HIPPA, Title VI and ADA rights and responsibilities. What began as a passion as now expanded to 2 states and various counties. This 2025-26 school year 2Gether We Rise has the privilege of working with the students and teachers in Boliver, Chickasaw, Chocktaw, Clay, Grenada, Holmes, Lownes, Monroe, Montgomery, Oktibbeha, Sunflower, Webster and Washington county. 2GetherWeRise has collaborated with local employers to ensure that our individuals will have a fair opportunity in the workforce community and not only be a success for themselves, but a success in life.

Company Name: 2GetherWeRise

ATTACHMENT D
Company Questionnaire (Page 2 of 3)

If additional space is needed, please attach supplemental pages as necessary to completely answer

2. Service Location

- ☐ If services are to be provided at a site other than firm's principal place of business (the address given in Attachment A), please specify the place of performance.☐

2Gether We Rise will perform Pre-Ets Services at the school designated and approved and develop Work based learning with employers in that area.

3. Personnel

Attach resumes' of all those who will be involved in the delivery of service (from principals to field technicians) that include their experience in this area of service delivery as well as a list of all principals, parent organizations, and subsidiaries. Additionally, please provide copies of all applicable permits, professional certifications and/or licenses from the applicable certifying authority, and a list of all principals. A principal of an offeror is defined as a person or entity who has a 5% or greater ownership interest in the offeror and all individuals in senior-level management positions, regardless of whether those individuals have an ownership interest in the offeror☐

Ms. Felecia will provide and train all staff to deliver exceptional services. She will be working closely with staff as well as students and teachers to ensure that services are initiated correctly and specific to each individual. 2Getherise will train and hire employable and seasoned adults in the the same area or near counties as needed to fulfill services required.

Company Name: 2Gether We Rise

ATTACHMENT D
Company Questionnaire (Page 3 of 3)

If additional space is needed, please attach supplemental pages as necessary to completely answer

4. References

- ☐ Give at least three (3) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person.□

Ms. Tabatha Dotson- Tipton County Schools (Transition & Work Base learning Coordinator) 901-475-3492. Ms. Dotson is the overseer of the Pre-Ets Program in Tipton County, TN

Ms. Genesis Wallace- Tipton County Schools (SPED Lead Teacher) 318-463-1458. Ms. Wallace and Mrs. Carothers worked together in the classrooms ensuring that each individual received Pre-Ets Services and was able to utilize all services. gwallace@tipton-county.com

Mrs. Tyla Bery- Tipton County Schools Assist Director- 901-687-0892. Mrs. Berry worked closely with Mrs. Carothers on projects and class control. She was SPED Teacher Assistant when Mrs. Carothers was working with her. Now promoted to Assist Director.

Dr. Courtney Fee- Principal of Munford High- Tipton High School 901-840-9600, overseer and guarantor for all that was requested by 2Gether We Rise for the students cfee@tipton-county.com

Ms. Rebecca Rushmore- SPED Teacher- Magnolia Behavior School- rebecca.rushmore@dcsms.org- worked with Mrs. Carothers on behavior control and scheduling with students.

Mr. LA Richmond (CEO of Regional Resourceful Developmental Services) 901-549-5201. Mrs. Carothers has work for and partnered with RRDS since 2015. Mr. Richmond has worked with Mrs. Carothers in this field since 2006 working together placing and securing individuals on jobs as well as ensuring successful closures with employment.

Company Name: 2GetherWeRise

ATTACHMENT F

Areas of Coverage

List of Counties where Pre-ETS can be performed:

District 3- Bolivar, Washington, Grenada, Holmes, sunflower

District 4-Chickasaw, Choctaw, Clay,

Monroe, Montgomery, Lowndes, Oktibbeha, and Webster

Company Name: 2GetherWeRise

Signature and Date:

Name and Title: Felecia Carothers, CEO

HIGHLIGHT OF QUALIFICATIONS

- Well-organized and resourceful with multitasking and prioritization skills that optimize resources to achieve outstanding results from concurrent tasks.
 - Responsible for adherence to Agency contract, TennCare & DIDD policies, ECF CHOICES, Quality Assurance measures, Department of Rehabilitation Letter of Agreement (LOA).
 - Computer Skills: Electronic mail, Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook, Publisher, Internet Explorer, and Windows 10).
-

PROFESSIONAL EXPERIENCE

2GetherWeRise

10/18-present

CEO/Executive Director

- Ensuring that individuals are aware of their rights and responsibilities. Provide training and mentoring to continuous improvement of team members and associates in the areas of statistical analysis and SWOT. Coordinate and organize assigned projects primarily related to client safety, performance improvement, regulatory compliance and/or decision support.
- Maintained accurate and detailed records of individuals served and placed in employment. Monitor and document progress and report to state monthly. Follow up on referrals, confer and assist as liaison with case managers and counselors for the State of Tennessee.
- Built relationships with community organizations, developing connections with employer training programs, businesses, non-profits and chamber of commerce.
- 2GetherWeRise delivered services to include, Job Readiness, Job Placement, Job Coaching, Trial work Experiences, Basic Assessments, Vocational Assessments to include Interests, Achievement, adaptive functioning, Aptitude and intelligence.
- 2GetherWeRise, while partnering with Vocational rehabilitation worked inside the schools to illustrate and initiate Pre-Ets (Pre-Employment Transition Services) a program to assist with Individuals with disabilities and IDEA. While collaborating with middle and high schools; focused on identifying and addressing needs in the community while helping to develop student skills and experiences. .

Regional Resourceful Developmental Services

10/15- 5/18

Pre-ETS Administrator, Memphis TN

- Interview participants to obtain vocational awareness and knowledge, participant's interests and activities, problems, disabilities and overall self-image.
- Conduct tests and interpret test data regarding an individual's interest, abilities, and aptitudes in relationship to vocational potential. This information is used to provide recipients with insight into his/her vocational potential and appropriate placement into educational, vocational, and community settings that facilitate the attainment of educational and workforce goals.

Support Solutions of the Mid-South

Service Coordinator, Memphis TN

4/12-11/17

- Revitalized Quality Assurance Program by developing high standards, establishing interdepartmental program solving, and transitioning to Quality Assessment and improvement.
- Maintain professional and knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. A coalition builder, liaison to TennCare, ECF Choices, in Long-term Care program and Department of Intellectual and Developmental Disabilities (DIDD), Medicaid Waiver.
- Manage direct support personnel in a manner that minimizes stress, promotes quality service and provides a professional work atmosphere. Lead planning process to develop goals for quality care, employee retention and financial performance.
- Organize and facilitate regular meetings with the goal of positive, motivating team building, as well as problem solving and peer support. Utilize hands on teamwork approach and persuasive communication skills to identify and leverage existing "Best Practices" to standardize processes across the company and improve business results.
- Establish and maintain a professional relationship with physicians, nursing, hospital and nursing home administrators by making contact weekly.

- Implement, coordinate, monitor and evaluate options and services to meet member's health needs and ensures appropriate services to meet individual's health needs and ensures appropriate use of clinical resources. Ensuring that individuals are aware of their rights and responsibilities. Provide training and mentoring to continuous improvement of team members and associates in the areas of statistical analysis and SWOT. Coordinate and organize assigned projects primarily related to client safety, performance improvement, regulatory compliance and/or decision support.
- Knowledge of risk management and standard safety protocol for large groups with inclusion programming.
- Developed budget planning report & project timelines. Perform advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, skill and knowledge of organizational policies and practices for management. Interview participants to obtain vocational awareness and knowledge, participant's interests and activities, problems, disabilities and overall self-image

Arc of the Mid South

Career Development Manager, Memphis, TN

10/07-4/12

- Helped individuals overcome multiple barriers to employment: poverty, poor work history, lack of housing/healthcare/childcare/transportation/education, language barriers, disabilities, criminal backgrounds and job security. Guided 100+ individuals with disabilities through the informational interviewing process, goal setting and identifying career opportunities, and methods for navigating the ever-changing job market.
- Perform outreach to employers to facilitate placement of individuals in jobs. Invite employers to recruiting events, open house, find job leads, visit with employers' onsite, and follow up with employers after interviews.
- Provided coaching to individuals and groups, utilizing in-depth assessments to identify career objectives, role playing to prepare for interviews, and tool for successful cold-calling and follow through.
- Maintained accurate and detailed records of individuals served and placed in employment. Monitor and document progress and report to state monthly. Follow up on referrals, confer and assist as liaison with case managers and counselors for the State of Tennessee.
- Built relationships with community organizations, developing connections with employer training programs, businesses, non-profits and chamber of commerce.
- Maintain positive relationships with local community, service vendors, conservators, employers and supporting foundations (i.e. United Way, Vocational Rehabilitation Services).
- Coordinate company's internal audit group ensuring confidentiality is defined and implemented according to established policies and procedures. Assist with the creation, approval and implementation of budget and strategic plan.
- Tracked goals and objectives of the Career Development program. Maximize the number of positive closures to meet or exceed the consumers' goals and objectives.
- Provide training and mentoring to continuous improvement of team members and associates in the areas of statistical analysis and SWOT.

Vocational Evaluator (within Arc of the Mid-South)

1/10-4/12

- Interview participants to obtain vocational awareness and knowledge, participant's interests and activities, problems, disabilities and overall self image.
- Conduct tests and interpret test data regarding an individual's interest, abilities, and aptitudes in relationship to vocational potential. This information is used to provide recipients with insight into his/her vocational potential and appropriate placement into educational, vocational, and community settings that facilitate the attainment of educational and workforce goals.

EDUCATION

M.A. Organizational Management
Specialization- Health Administration
Ashford University, Clinton, IA
Golden Key Honor Society

12/2011

B. S. Business Administration
Faulkner Christian University, Montgomery, AL

12/2003

REFERENCES AVAILABLE UPON REQUEST

Astor University

Upon the recommendation of the faculty and by virtue
of the authority vested in the Board of Trustees,

Astor University hereby confers upon

Robert William Greenberg

the degree

Master of Arts

Organizational Management

with all the Rights and Privileges thereto appertaining.

In testimony whereof, this degree is granted at Clinton in the State of Iowa,
on the Nineteenth day of December, in the year Two Thousand and Eleven.

Eugene T. Lee
President and Chief Executive Officer



William A. Green
Chairman of the Board of Trustees

Faulkner University

Montgomery



Alabama

By authority of the Board of Trustees and on recommendation
of the Faculty, Faulkner University hereby confers on
Elexia Luciana Carothers

the degree of
Bachelor of Business Administration

with all the honors, rights and privileges thereto pertaining.

In Witness Whereof, the Seal of the College and the signatures
of the duly authorized officers are herunto affixed.

Given at Faulkner University, in the State of Alabama, this
month of December, two thousand three.

James
Chairman, Board of Trustees

J Wiley Little
Registrar

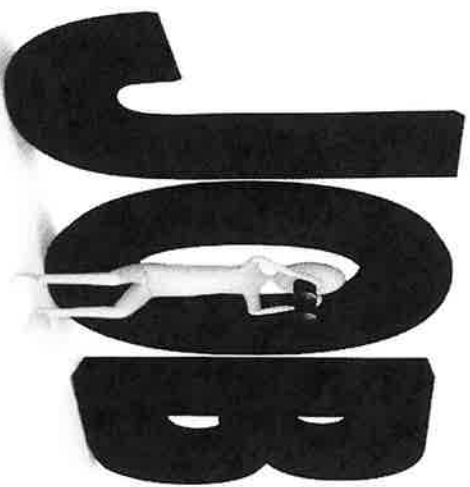
Billy D. Meyer
President

John D. Enders Jr
Vice-President, Academic Affairs

Who is 2Gether We Rise?

2Gether We Rise provides one-on-one services and education-related services and training to assist teens and adults become employed. In addition, 2Gether We Rise partners and collaborates with the Department of Human Services and Vocational Rehabilitation in Tennessee and Mississippi, technical schools, community colleges, and adult life programs to help individuals succeed in secondary and postsecondary education and transition to employment.

Currently 2GetherWeRise provides services in Shelby and Tipton County in TN and Bolivar, Chickasaw, Choctaw, Clay, Grenada, Holmes, Lowndes, Monroe, Montgomery, Oktibbeha, Sunflower, Webster and Washington counties in Mississippi.



What Services are provided by 2Gether We Rise?

Pre-Employment Transitional Services- Prepare students ages 14-22 with the skills necessary to transition from high school into adulthood (in person).

Job Readiness- 2Gether We Rise will prepare individuals to be able, with little or no outside help, find, acquire, and keep an appropriate job as well as to be able to manage transitions to new jobs as needed.

Job Placement- 2Gether We Rise will assist in locating and securing a job in the community.

2Gether We Rise will work with you to match you with the right job that meets your interests, skills and abilities. Individuals will work directly with staff that will assist you to find the right job for you.

Trial Work Experience: Determines whether you can benefit from VR services and achieve an employment outcome, obtain information you need to select a suitable vocational goal, and determine the nature and scope of VR services you need to achieve an employment outcome.

Job Coaching- 2Gether We Rise provides individualized on-the-job-site training and support services that enable individuals to learn the essential functions of a job, meet your employer's expected level of job performance, and retain your employment for ninety (90) calendar days past the point of Job Placement.

Vocational Assessments- Evaluates to identify career interests, aptitudes, functional considerations, vocational objectives and service recommendations.

Job Exploration counseling- Provide students with a variety of information and opportunities about careers.

Work Based Learning- Provides students with the knowledge and skills that will help them connect school experiences with real life work activities.

Post-Secondary Education- Advise students and family members on academic curricula on college applications and admission processes.

Work Readiness- Instruct students on the skills and behaviors that are necessary for any job.

Self-Advocacy- Training to assist individuals about their rights, responsibilities and how to request accommodations for themselves.

Volunteer Opportunities- Please contact us for more volunteer information.

Community Partnerships- 2Gether We Rise strives to provide new job-skills and trade experiences in real-world internships. If your business is interested in internship training, or partnership, please contact our office.



INTRODUCTION

2gether We Rise Employment Consultants is owned and operated by staff whom have over 19 years of working experience in the fields of becoming gainfully employed.

2gether We Rise is committed to the advancement of the community and people we service to become productive citizens in society.

2gether We Rise strives to accomplish: Services to all individuals who want to work are trained to achieve their goals. Through hard work; these individuals can earn wages, increase their independence, gain self-confidence and develop relationships in their community.



2GETHER WE RISE
EMAIL: werisewithu@gmail.com
901-279-9958

Curriculum

Together We Rise Staff will meet with students to discuss their vocational interests and tailor services and activities based on those discussions. Group services to students will include discussions and activities to engage them to work together.

Vocational Assessments will be completed and assessed on each individual to determine what help is needed and their learning style to consist of: Interest, Aptitude, Adaptive, Achievement and Intelligence.

Job Exploration

Lesson 1: Strengths

1. Identify strengths as it relates to job exploration.
2. Develop and practice self-determination skills by sharing identified personal strengths and talents.
3. Apply readiness methods and supports when taking strengths assessment.
4. Complete a self assessment- to include Casey Living Skills and other vocational assessments.

Lesson 2: Preferences

1. Explore and identify personal preferences as it relates to work environments.
2. Identify possible jobs that match stated preferences.
3. Analyze and compare common preference features of identified jobs.
4. Apply readiness methods and supports when taking preferences assessment.
5. Complete a preferences assessment

Lesson 3: Interests

1. Understand and reflect upon the importance of identifying work they enjoy.
2. Explore career clusters results and jobs that match interests.
3. Apply readiness methods and supports when taking interests assessment.
4. Complete one or more interest assessments.

Lesson 4: Needs

1. Gain an increased awareness of the normalcy of challenges and their ability to overcome them.
2. Identify their own challenges as well as strategies or supports to address or accept them.
3. Independently apply readiness methods and supports when taking the challenges and needs assessments.
4. Complete challenges and needs assessments.

Lesson 5: Self Determination

1. Gain an increased awareness of the capacities and opportunities that are available to them.
2. Demonstrate and/or practice those skills, by setting and achieving goals both at school and at home.
3. Make a plan for exploring and expanding opportunities.
4. Begin the goal-setting process based on assessment information.

Lesson 6 : Work Maturity Skills

1. Identify the skills that they have already acquired and feel competent doing.
2. Identify skills they enjoy, even if not proficient at them.
3. Identify which skills they would like to learn, acquire, or develop further.

Lesson 7: Synthesize and Reflect

1. Analyze and combine connected traits relating to strengths, needs, interests, and preferences.
2. Describe and illustrate how identified traits represent self.
3. Complete Synthesizing Assessment Results: Bringing it all together worksheet.

Lesson 8: Researching Occupations

1. Identify potential careers of interest.
 2. Identify critical information for researching careers.
 3. Research careers using critical information areas.
 4. Self-evaluate researched careers and their fit for personal interests, skills, and abilities.
-

Workplace Readiness Training

Lesson 1: Work Maturity Skills

1. Be able to define and give examples of work maturity skills.
2. Recognize the connection between work maturity skills and success in the workplace(to include: communication, body language, self- expression, effective listening, interacting with co -workers)
3. Identify work maturity skills that are a personal strength.
4. Identify work maturity skills that need improvement and commit to next steps to grow in those areas.
5. Have tools to address workplace conflict.

Lesson 2: Writing Re'sume

1. Identify the parts of a résumé.
2. Create a résumé that reflects their employment history, educational experiences, volunteer experiences, activities, and awards/honors.
3. Identify key words from a job posting to include in résumé.

Lesson 3: Writing and Presenting an Elevator Speech

1. Recognize the components of an elevator speech.
2. Understand the importance of presenting themselves in a positive, professional manner.
3. Develop an elevator speech to share with potential employers.

Lesson 4: The Job Application Process

1. Learn about the various components of a job application.
2. Complete a sample job application.
3. Choose appropriate references.

Lesson 5: Job Interview Preparation

1. Identify and demonstrate work maturity skills needed for a job interview.
2. Identify and evaluate appropriate questions and responses for a job interview.
3. Demonstrate appropriate performance in a mock job interview.
4. Self and peer evaluate mock job interviews.

Lesson 6: Writing a Thank you Note

1. Understand the value of sending a thank you note after an interview.
2. Demonstrate knowledge of the various components of a thank you note.
3. Complete a sample thank you note for an interviewer.

Lesson 7: Action Plan for Employment

1. Review the components of an action plan.
2. Create an action plan for one or more of the areas covered in this unit.
3. Identify supports needed for each portion of the action plan.

Self Advocacy

Lesson 1- Self Determination Re-Assessment/411 Disability Disclosure

1. Complete the 411 Disability assessment.
2. Analyze their results compared to the first assessment.
3. Identify areas of improvement this year.

Lesson 2- Self- Advocacy Goals

1. Analyze past data around self-determination.
2. Set goals for self-advocacy.

3. Determine appropriate next steps to reach their goals

Lesson 3-Independent Living Goals

1. Review a variety of independent living skills.
2. Identify their level of independence in terms of possessing identified skills.
3. Set SMART goals to improve areas of need, Transportation, Use of AIT (assistive technology)
4. Resources needed for living, Knowing your rights

Lesson 4- Student Led-IEP

1. Understand the purpose of a student-led Individualized Education Program (IEP).
2. Acknowledge their current level of involvement in the planning and meeting process.
3. Determine next steps to be a more active participant in the IEP.

Lesson 5- Action Plan for Self Advocacy and Independent Living

1. Review the components of an action plan.
 2. Create an action plan for one or more of the areas covered (self-determination reassessment, self-advocacy, independent living goals, and student-led IEPs).
 3. Identify supports needed for each portion of the action plan.
-

Post Secondary Employment and Education

Lesson 1- How to set goals

1. Define a goal.
2. Outline the steps needed to achieve the goal.
3. Consider possible blocks and a plan to deal with them.
4. Set deadlines.

Lesson 2- Employment and educational goals

1. Identify a postsecondary goal in employment.
2. Identify a postsecondary goal in education.

Lesson 3- Exploring Employment options

1. Choose an area of high interest for employment.
2. Identify educational requirements for each area.
3. Identify work duties of each area of employment.

Lesson 4: Exploring Postsecondary Education options

1. Learn to access and use the College Navigator.
2. Explore colleges in a location of their choice.
3. Create a list of possible colleges to attend.
4. Consider and compare price, location, program offerings, financial aid options, and other areas of interest.
5. Complete FASFA application

Lesson 5: Course of Study

1. Review their postsecondary goals
2. Map their courses as they relate to their postsecondary goals for the remainder of their high school career.

Lesson 6: Exploring Agency Options

1. Identify areas in which they feel they may need support in the transition to the adult world.
2. Identify support agencies in their county.
3. Create a personalized resource list of support agencies they may access.

Lesson 7: Action Plan for Employment and Education

1. Learn the components of an action plan.
2. Create an action plan for one or more of the areas covered in this unit.

3. Identify supports needed for each portion of the action plan.
-

Work-Based Learning Experiences

Lesson 1: Introduction to Work Based Learning

1. Learn about different kinds of work-based learning opportunities.
2. Talk about the importance of work-based experiences and how they impact a student's future.

Lesson 2: Career Mentorship and Related Competitions

1. Mentorships and mentoring opportunities in the community.
2. Volunteering, Apprenticeships, and Internships (Paid or Unpaid).
3. WorkPlace Tours/Field Trips.

Lesson 3: Informational Interviews

1. Review the components of an informational interview.
2. Create a set of questions to ask.
3. Identify a person or company to interview in an area of their choice.
4. Prepare for and conduct an informational interview.
5. Share with class/facilitator what was learned.

Lesson 4: Job Shadowing

1. Learn what it means to shadow someone on a job.
2. Connect with someone to job shadow.
3. Develop a set of questions to ask during the job shadow.
4. Conduct a job shadow and follow-up activities.

Lesson 5: Evaluation and Letters of Recommendation

1. Introduction to employer evaluations and their importance.
2. Review a good evaluation and a poor evaluation.
3. Conduct a self-evaluation activity.
4. Be introduced to letters of recommendation and how to ask for one.
5. Review examples of letters of recommendation.

Lesson 6: High School and Beyond Plan

1. Review their High School and Beyond Plan.
2. Review the information they have gathered so far using the T-Folio.
3. Update the High School and Beyond Plan.

Vocational Assessment Tests

Interest

- Becker Reading Free Interest Inventory
- Career Occupational Preference System (COPS)
- O*NET Career Interest Inventory
- Self-Directed Search (SDS)
- Casey Living Skills Assessment

Achievement

- Kaufman Functional Academic Skills (K-Fast)
- Kaufman Test of Educational Achievement-II (K-TEA)
- Peabody Picture Vocabulary (PPVT-III)
- Wide Range Achievement Test-4 (WRAT-4)

Adaptive Functioning

- Street Survival Skills Questionnaire (SSSQ)

Aptitude

- Career Ability Placement Survey (CAPS)
- Career Scope
- O*Net Ability Profiler
- Occupational Aptitude Survey And Interest Schedule (OASIS-3)

Intelligence

- Kaufman Brief Intelligence Test (K-Bit)
- Career Orientation Placement And Evaluation Survey (COPES)
- O*Net Work Values Inventory

RESOURCES

<https://www.proedinc.com>- Pro-Ed Inc

<https://www.edits.net>- Educational and Industrial Testing Service

<https://jist.com>- **JIST Career Solutions**

<https://www.pearsonassessments>. Pearson Assessments

<https://www.pearsonclinical.com.au>- Pearson Clinical

<https://www.parinc.com>- **Psychological Assessment Resources**

mccarrondial.com- McCarron Dial Systems

Tambra Askew-Woodson
2226 Sparks St. Memphis TN. 38106 (629)395-3819, Tambrawoodson@gmail.com

4/18/2023

Support Coordinator
United Healthcare
8 Cadillac Dr. Suite 100
Brentwood, TN. 37027

To whom it may concern,

I would like to recommend Felecia Carothers (2getherWeRise) as a candidate for providing Pre-employment services (Pre-Ets).

Felecia has over 25 years of experience in this field supporting individuals with Intellectual and Developmental Disabilities. I have received so much support from her and also worked side by side with her assisting these individuals in becoming permanent employees and a having quality of life. She is experienced in DIDD guidelines and regulations and brings a lot of knowledge to the table. She made sure the employers had her support as well. She loves what she does and does it diligently and with purpose.

She establishes a rapport with the members and their families and also employers. Her ability to effectively communicate with them whether it was via email, phone or in person was an asset. She always made herself available to meeting the needs of our individuals we supported.

Feel free to contact me if you have any questions.

Tambra Askew-Woodson

.