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Pre-Employment Transition Services Summer Youth Internship Program 2024 Report:

- **Eligibility:**
 - VR Client
 - Student with Disability
 - Age 17-22
- **107 students with disabilities** participated
- **9 Counties:** Clark County, Douglas County, Eureka County, Humboldt County, Lander County, Lyon County, Nye County and Washoe County.
- **4 Workshops Provided:**
 - Soft skills for the workplace
 - Financial literacy
 - How to Write a Resume and Cover Letter
 - Parent Advocacy - for parents of participants
- **45 Students with Disabilities** interns completed the internship
- **20 Employers:** Gas Station Studio, Windmill Library, The Neato Company, Aging and Disability Services, Vegas Pet Hospital, Spanish Springs Library, Gigacrete, Sea Quest, Southern Nevada Adult Mental Health Services, Power House Batting Cages, Carson City Children's Museum, Las Vegas Natural History Museum, Nevada Help Desk, Las Vegas Professional Institute of Technology, Galena Creek Visitor Center and Regional Park, Wilbur May

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Museum, Bureau of Disability Adjudication, Goodwill, Next Level Connections, Next Level Café (BEN Site)



Pictured Kristen Halbert at Vegas Pet Animal Hospital

Target Goals for Summer Youth Internship Program 2025:

- 110 students with disabilities participate
- 75 interns complete
- 5 extensions or hires
- 12 counties
- 50 employer sites
- 10 State or Federal Funded Agencies

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Strategies and Action Plan For SYIP 2025:

Updated Employer welcome packet

Will contain pertinent information for the employer that will be used throughout the internship

New Intern Welcome Packet

- Contains pertinent information for the Intern that will be used throughout the internship
 - Timeline with important dates
 - Timecard Guidelines
 - New Extension Request Form
- New Intern Internship Participation Agreement

Training and Support for VR Counselors

- New Counselor Guidebook
 - Includes calendar with all due dates, processes and templates for authorizations
- Counselor Training:
 - Will be more detailed and recorded for those who are unable to attend
- Weekly Q & A Meetings for Counselors
- Monthly Newsletter for counselors to help them stay up to date with SYIP

Streamlined Internship Process

- New Referral Form for Counselors
- Updated Application via Microsoft forms
- Updated Registration form via docusign
- Earlier registration in January

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- Orientation is Mandatory
- Intern Development Workshops:
 - Cover Letter and Resume
 - Financial Literacy
 - Parent Advocacy (For Parents of Intern)
 - Interview Skills
 - What to do after your Internship
- Interns are allowed 3 excused absences during the Internship
- Intern submits timecard to employer
- Employer emails timecard to Pre-ETS email
- SYIP Celebration

New Process for Securing Employers for SYIP Sites

- New Online Employer Interest Form
- New Employer Flyer
- Updated Employer Brochure
- Contacting Employers starting in August 2024
- Partnering with the Business Team to increase outreach statewide

Employer Training:

- Employer Disability Awareness Training in partnership with the Business Development Team will be added upon this year

Job Coach Orientation:

- Summer Youth Internship Program Job Coaching Orientation to better prepare vendors to provide services to interns.

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